A Guide for using MyStudyAbroad system for students applying to HKUST for Undergraduate Inbound Exchange Program Exchange in Regular Term (Fall / Spring / Fall & Spring)
# Table of Content

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyStudyAbroad system</td>
<td>4-5</td>
</tr>
<tr>
<td>Stages in MyStudyAbroad system</td>
<td>6</td>
</tr>
<tr>
<td><strong>Application Stage</strong></td>
<td>7</td>
</tr>
<tr>
<td>Step 1: Seek nomination from home institution</td>
<td>8</td>
</tr>
<tr>
<td>Step 2: Login to MyStudyAbroad system</td>
<td>9-15</td>
</tr>
<tr>
<td>Step 3: Create your profile</td>
<td>16-18</td>
</tr>
<tr>
<td>Step 4: Review and complete your profile</td>
<td>19-22</td>
</tr>
<tr>
<td>Step 5: Begin your application</td>
<td>23-24</td>
</tr>
<tr>
<td>Step 6: Complete all requirements</td>
<td>25</td>
</tr>
<tr>
<td>About: “Save” and “Submit” buttons</td>
<td>26</td>
</tr>
<tr>
<td>About: Definition of a “Complete” application</td>
<td>27-30</td>
</tr>
<tr>
<td>About: Steps to withdraw your application</td>
<td>31-33</td>
</tr>
</tbody>
</table>
## Table of Content

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Post-Decision Stage</strong></td>
<td>34</td>
</tr>
<tr>
<td>Step 1: View your admission decision</td>
<td>35-38</td>
</tr>
<tr>
<td>Step 2: Accept/Decline offer</td>
<td>39-44</td>
</tr>
<tr>
<td>Step 3: Complete post-decision requirements</td>
<td>45</td>
</tr>
<tr>
<td><strong>Study Abroad Stage</strong></td>
<td>46</td>
</tr>
<tr>
<td>Review emergency contact information</td>
<td>47-49</td>
</tr>
<tr>
<td><strong>Returnee Stage</strong></td>
<td>50</td>
</tr>
<tr>
<td>View your application records</td>
<td>51</td>
</tr>
<tr>
<td>Notes for Mobile Version</td>
<td>52-54</td>
</tr>
</tbody>
</table>
Bookmark system URL

The system URL is as follows. The system supports the entire cycle of your exchange experience, from the time you apply to the time you return. It is not only for submitting your application. As you will need to enter the system regularly, for your convenience, you are advised to bookmark this URL on your desktop or laptop.

https://mystudyabroad.hkust.edu.hk

Browser Requirements

- You must have JavaScript and pop-ups enabled.
- Your browser must have Cookies enabled.
- Microsoft Internet Explorer for Mac is not supported.
Check emails sent from system

The system will send emails to you to notify you of important steps in your application. The notification email informing you to check your exchange offer is also sent by the system email. Therefore, it is crucial that you ensure you receive emails sent by the system. System-generated emails are sent by the below email address. Please ensure that your email box does not block this email account or puts these emails into your Junk Box.

no-reply@studyabroad.ust.hk

Do not reply to the above email account. Enquiries should be directed to the School. Contact information is available at:

https://mystudyabroad.hkust.edu.hk/?go=enquiry
Stages in *MyStudyAbroad* system

- **Application Stage**
- **Post-Decision Stage**
- **Study Abroad Stage**
- **Returnee Stage**
Application Stage
Eligibility

You are eligible to apply as an exchange student to HKUST only if:
• your home institution is a HKUST exchange partner through a formal exchange agreement, and
• you are nominated for the program by the exchange coordinator at your home institution

Seek nomination from home institution

You must seek nomination by your home institution before starting your application in MyStudyAbroad system. Please check with your home institution for the procedure, eligibility requirements and timeline. Normally, you should submit an application to your home institution, who would then forward their nominations to HKUST.

If HKUST accepts the nomination, you will be asked to start an application on MyStudyAbroad system at https://mystudyabroad.hkust.edu.hk.
Step 2: Login to *MyStudyAbroad* system

**URL**: [https://mystudyabroad.hkust.edu.hk](https://mystudyabroad.hkust.edu.hk)

**Security : Login**

Welcome to HKUST *MyStudyAbroad* system. To login, please enter your username and password.

**HKUST Students / Staff Login:**

HKUST Students and Staff: **Login here**

If you have any problem about using ITSC account, please contact cs.help@ust.hk.
If you are a new staff requiring log in access, please contact the coordinator in your School/Department/Office.

**Inbound Students Login:**

- **Username:**
- **Password:**

For First-time Users:

After HKUST confirms your nomination with your home institution, please click here to generate your password.

☑ Click here to generate a temporary password.

---

**Application Stage** ➔ **Post-Decision Stage** ➔ **Study Abroad Stage** ➔ **Returnee Stage**
Step 2: Login to MyStudyAbroad system

Enter the email you provided to your home institution and click . Your temporary password will be sent to this email shortly.

Only nominated students will receive temporary password in this step. If you have not sought nomination from your home institution, you will not receive any email with temporary password.
Step 2: Login to MyStudyAbroad system

Check your email box

You should receive an email sent by the system. Please do not reply this email.

Your temporary password can be found here.

The temporary password is only valid for 60 day(s).
Step 2: Login to MyStudyAbroad system

Return to MyStudyAbroad system:

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

- I have a HKUST ITSC account username and password.
- I have login credentials to this site that I received by email.

Choose “I have login credentials to this site that I received by email.”.
Step 2: Login to MyStudyAbroad system

Welcome to HKUST MyStudyAbroad system. To login, please enter your username and password.

HKUST Students / Staff Login:

HKUST Students and Staff: Login here

If you have any problem about using ITSC account, please contact ccheip@ust.hk.
If you are a new staff requiring log in access, please contact the coordinator in your School/Department/Office.

Inbound Students Login:

Username:

Password:

Login
Forgot your password?

Login here with the login credentials you received.

For First-time Users:

After HKUST confirms your nomination with your home institution, please click here to generate your password.
Step 2: Login to *MyStudyAbroad* system

### Choose Security Questions

In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset sent to your email address. Please select three questions and answers to be presented to you upon a password reset request.

#### Select Password Reset Security Questions

<table>
<thead>
<tr>
<th>Question #1</th>
<th>Correct Response</th>
<th>Question #2</th>
<th>Correct Response</th>
<th>Question #3</th>
<th>Correct Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select One</td>
<td></td>
<td>Select One</td>
<td></td>
<td>Select One</td>
<td></td>
</tr>
</tbody>
</table>

- Select your password reset security questions.
Step 2: Login to *MyStudyAbroad* system

Security : Change Temporary Password

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:
- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

### Change Temporary Password

New Password:  
(this is the password you would like to use for all future login attempts)

Re-enter New Password:  

[Create a permanent password]
Step 3: Create your profile

Profile: Required Information

There are some profile fields required by this site that you have not filled out. Please complete the required sections in the form below and click on the 'Update' button at the bottom of the page. Please complete the below using only English characters.

Please complete the required sections of this form and click on the 'Update' button at the bottom of the page in order to access this site.

Required Information

Preferred name**

☑️ Input your preferred name.

Additional Information

* Not editable
** Required
Step 3: Create your profile

Required Addresses

Correspondence Address and Contact

Address: 
City: 
Province / State: 
Zip Code (or Postal Code): 
Country: 
Phone: 
Mobile: 

✓ Provide your correspondence address and contact.
### Step 3: Create your profile

<table>
<thead>
<tr>
<th>Emergency contact</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Province / State:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Zip Code (or Postal Code):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Country:</strong></td>
<td><strong>Select One:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mobile:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Addressee Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Addressee Relationship:</strong></td>
<td></td>
</tr>
</tbody>
</table>

- Provide details of an emergency contact. This should be someone in your home country or in Hong Kong.
Step 4: Review and complete your profile

Your Home Page: [Applicant's Name] - Applicant Home Page

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the Applications section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

Applications

[Academic Term]

HKUST Undergraduate Inbound Exchange Program

Profile

[Applicant's Name]

Institution Name

Email

Image

View All

Edit Profile

Click Edit Profile to review and complete the personal particulars in your profile.

Here you will find the name of the program to which you are nominated.
Step 4: Review and complete your profile

1. Provide an alternative email address for better communication.
2. Upload a photo of you.
3. Click to save.
4. Click to continue.
Step 4: Review and complete your profile

1. Update your preferred name if necessary.
2. Click Update to save.
3. Click Contact Info to continue.
### Step 4: Review and complete your profile

#### Contact Info

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence Address and Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency contact</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click for any necessary update on your correspondence address and contact or emergency contact. Click to save afterwards.

---

**Application Stage**  |  **Post-Decision Stage**  |  **Study Abroad Stage**  |  **Returnee Stage**  

---
Step 5: Begin your application

Your Home Page: [Applicant's Name] - Applicant Home Page

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the Applications section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

Applications

<table>
<thead>
<tr>
<th>[Academic Term]</th>
<th>Deadline: DD-MM-YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKUST Undergraduate Inbound Exchange Program</td>
<td>Withdraw</td>
</tr>
<tr>
<td>Itinerary: Hong Kong, Hong Kong (Asia)</td>
<td>DD-MM-YYYY</td>
</tr>
<tr>
<td></td>
<td>DD-MM-YYYY</td>
</tr>
</tbody>
</table>

Profile

[Applicant's Name]
[Institution Name]
[Email]

View All

Click the program name to begin your application.
Step 5: Begin your application

1. Pay attention to the application deadline.

2. Read the “Notes and Instructions” section here carefully. Contact for enquiry is also stated in this part.
Step 6: Complete all requirements

1. Digitally sign all "Signature Documents". Your application could not be submitted if any is not signed.

2. Complete and submit all sections under "Application Form". Your application could not be submitted if any is not completed.
In each section under “Application Form”: 

In all sections under “Application Form”, you can click the **Save** button to save your answers as draft until you are ready to submit the section.

When you are ready to submit this section, click the **Submit** button. Once this section is submitted, it will be locked and you **cannot** return to edit your answers.
About: Definition of a “Complete” application

HKUST MyStudyAbroad system: My Application (Application Stage)

Welcome to HKUST MyStudyAbroad system. Please follow the below instructions to complete your application. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

### [Applicant's Name]

- **Program:** HKUST Undergraduate Inbound Exchange Program
- **Term/Year:** [Academic Term]
- **HKUST Deadline:** DD-MM-YYYY
- **Program Dates:** DD-MM-YYYY - DD-MM-YYYY

### Notes and Instructions

If you have questions, please feel free to contact:

### Application

<table>
<thead>
<tr>
<th>Section(s)</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Incoming) Section A. Academic background</td>
<td>✓</td>
</tr>
<tr>
<td>(Incoming) Section B. Past study record at HKUST</td>
<td>N/A</td>
</tr>
<tr>
<td>(Incoming) Section C. Additional personal particulars for Mainland applicants</td>
<td>✓</td>
</tr>
<tr>
<td>(Incoming) Section D. Your travel document</td>
<td>✓</td>
</tr>
<tr>
<td>(Incoming) Section E. Exchange agreement and understanding</td>
<td>✓</td>
</tr>
<tr>
<td>(Incoming) Application declaration</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

<table>
<thead>
<tr>
<th>Title</th>
<th>Received</th>
</tr>
</thead>
</table>

**Sections with the pencil symbol allow modifications after submission (and before application deadline). The pencil symbol will appear after your initial submission of the section.**

**Once you submit a section, the relevant ‘Received’ box will be checked.**

**“N/A” indicates that you are not required to submit that section.**
About: Definition of a “Complete” application

After signing all “Signature Documents” and completing all sections under “Application Form”, click [Submit Application] to submit your application. Your application could not be submitted if any is not completed. You must submit your entire application before application deadline.
About: Definition of a “Complete” application

This indicates that your application has been submitted.
After the application deadline, your application will be locked and you will not be able to access your application. If you wish to view your application after the deadline, you should print out all your submitted sections and documents by yourself.
If you wish to withdraw the application, click the **Withdraw** button. Once your application is withdrawn, you will **not be able to re-submit** an application to the same program in the same academic term. Once the admission decision reaches on your application, it cannot be withdrawn.
About: Steps to withdraw your application

Applications : Application Withdrawal / Offer Decline

Please give a reason for your application withdrawal in the form provided below.

Please provide your reason for withdrawing your application or declining this offer.

Provide your reason for withdrawing your application. You must complete this part in order to withdraw the application.
Your application status will then be updated to “Withdrawn: pre-decision”.
Post-Decision Stage
Step 1: View your admission decision

System notification email

*MyStudyAbroad* system will send you an email when admission decision is available. This is a sample of how the email looks like.

The notification email will not state the specifics about the status of your application. You must log into the *MyStudyAbroad* system to view the admission decision.
Step 1: View your admission decision

Your Home Page: [Applicant's Name] - Applicant Home Page

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the Applications section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

When the result of your application is available, this status will indicate “DECISION REACHED”.

Click on the program name to view the decision letter which contains your admission decision.

<table>
<thead>
<tr>
<th>Academic Term</th>
<th>Program Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKUST Undergraduate Inbound Exchange Program</td>
<td>(Complete Application) DECISION REACHED Please click on the program to view decision letter. Program start date: DD-MM-YYYY</td>
</tr>
</tbody>
</table>
Step 1: View your admission decision

With offer:

Applications: Decision Letter
Following is information regarding your application decision.

Dear Applicant,

Congratulations! The Hong Kong University of Science and Technology is pleased to offer you a place in the HKUST Undergraduate Inbound Exchange Program for [Term]. The program runs from DD-MM-YYYY to DD-MM-YYYY.

Print Continue

Without offer:

Decision Letter

Thank you for your application for the HKUST Undergraduate Inbound Exchange Program for [Term]. We regret that we are unable to offer a place to you.

Print Continue

☑ If you are given an offer, click to print your decision letter for student visa application purpose. If you are not ready to print it now, you can return to this page any time.
Step 1: View your admission decision

You can view and print your decision letter here any time.
Step 2: Accept/Decline offer

To accept offer:

Click to accept offer.
Step 2: Accept/Decline offer

To accept offer:

1. Read the ‘Welcome notes’ which includes important instructions on the next steps.

2. Click Print to print a copy of this document for your future reference.

3. After reading the document, click Mark as Read to proceed.
Step 2: Accept/Decline offer

To accept offer:

HKUST MyStudyAbroad system: My Application (Post-Decision)

Welcome to HKUST MyStudyAbroad system. Please follow the below instructions to complete your application. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

[Applicant’s Name]
Program: HKUST Undergraduate Inbound Exchange Program
Term/Year: [Academic Term]
HKUST Deadline: DD-MM-YYYY
Program Dates: DD-MM-YYYY - DD-MM-YYYY

Learning Content
Click the following to view, read, and mark these learning content pages as having been read.

- Title
  - Received
  - Welcome notes for HKUST inbound exchange students

Decision Letter
STATUS: Committed

Application Form
Section(s) | Received
--- | ---
(Incoming) Section A. Academic background | ✓
(Incoming) Section B. Past study record at HKUST | N/A
(Incoming) Section C. Upload your official transcript | ✓
(Incoming) Section D. Information about your travel document | ✓
(Incoming) Section E. Additional personal particulars for Mainland applicants | N/A

“Committed” status will be logged.

Commitment to Participate
Your status: Committed
Thank you for giving your commitment to participate.
Step 2: Accept/Decline offer

To decline offer:

Click to decline offer.
To decline offer:

Provide your reason for declining this offer. You must complete this part in order to withdraw the application.

4000 characters left
Step 2: Accept/Decline offer

To decline offer:

Your status will be updated to “Withdrawn: Declined” and you will not be allowed to reinstate your offer.
Step 3: Complete post-decision requirements

- **Learning Content**
  - Title: Welcome notes for HKUST inbound exchange students
  - Check the 'Received' column. Complete all unchecked requirements including “Learning Content”, “Application Form”. “Signature Documents” and “Material Submissions”.

- **Application Form**
  - Section(s)
    - [Incoming] Academic background
    - [Incoming] Past study record at HKUST
    - [Incoming] Upload your official transcript
    - [Incoming] Information about your travel document
    - Additional personal particulars for Mainland applicants
    - Exchange duration
    - University housing application form
    - Annual information submission form
    - HKUST transcript request form
    - Mailing address for receiving student visa
    - Special educational needs disclosure form

- **Signature Documents**
  - Title: Application declaration

- **Material Submissions**
  - Title: Statement of fees
  - [Incoming] Student visa application documents

Requirements shaded in grey were submitted in the previous stage and do not require your attention.
Stages in *MyStudyAbroad* system

Study Abroad Stage
Review your emergency contact information before going abroad.
Click **Contact Info** to continue.
Review emergency contact information

[Applicant's Name]
[Gender]
[Age]
[Institution Name]
[Email]

### Contact Info

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence Address and Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency contact</td>
<td></td>
<td><img src="Image" alt="Pencil" /></td>
</tr>
</tbody>
</table>

Click 🆙 for any necessary update on your emergency contact. Click ![Pencil](Image) to save afterwards.
Returnee Stage
Your complete application will be stored on *MyStudyAbroad* system.

If you have submitted multiple applications to HKUST before, all your application records will be shown on the your ‘Applicant Home Page’.

---

**Applications**

- [Academic Term]
  - HKUST Undergraduate Inbound Exchange Program
    - (Complete Application)
    - Committed
    - View Decision Letter
    - Program start date: DD-MM-YYYY
    - Itinerary:
      - Hong Kong, Hong Kong (Asia)
    - DD-MM-YYYY

**Profile**

- [Applicant’s Name]
- [Institution Name]
- [Email]
Notes for Mobile Version

If you access the MyStudyAbroad system from a smart phone or a tablet, the system will automatically detect the screen size and adjust accordingly to render a more user friendly view, collapsing menus and stacking panels.

Click at the upper right corner for links directing you to:

- program searching page
- enquiry page
- application page for study abroad programs
- student guides
- login page for inbound exchange students and HKUST students
Click 🏡 to access your applicant home page.

Click 🔽 to expand submenus for more options.

Click 🔧 to access the edit profile page or logout of the system.
Click on dropdown buttons to find more options available.