

An aerial photograph of a large, deep blue body of water, likely a bay or harbor, with a small island in the distance and a white wake from a boat.

**A Guide for using *MyStudyAbroad*
for HKUST students applying for**

An aerial photograph of the HKUST campus, showing a large, circular, modern building complex surrounded by greenery and other campus buildings.

**HKUST School of Business and Management
Undergraduate Outbound Exchange Program**

Exchange in Fall / Spring term

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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

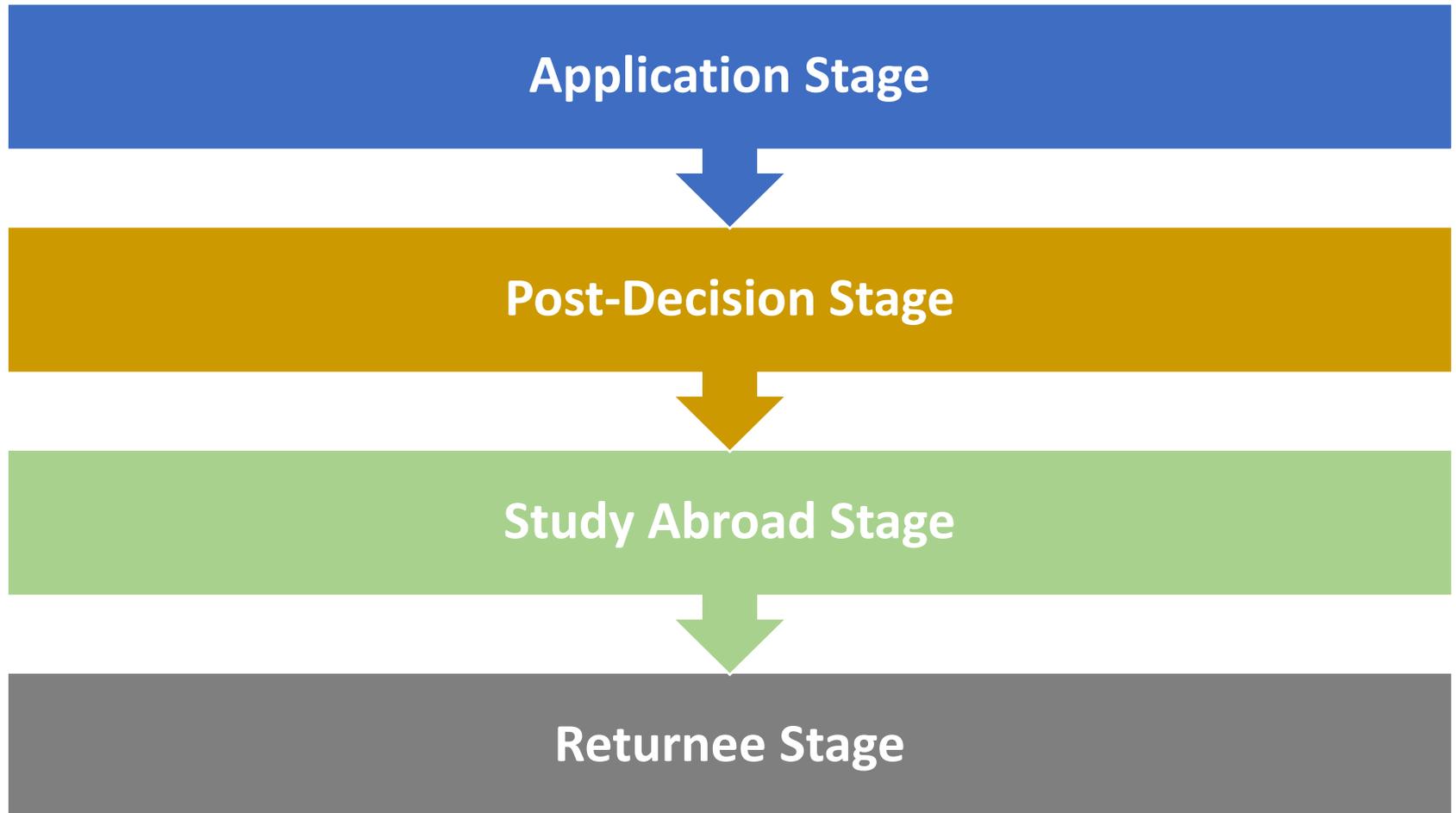
The system will send emails to you to notify you of important steps in your application. The notification email informing you to check your application result is also sent by the system email. Therefore, it is crucial that you ensure you receive emails sent by the system. System-generated emails are 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.

My.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>

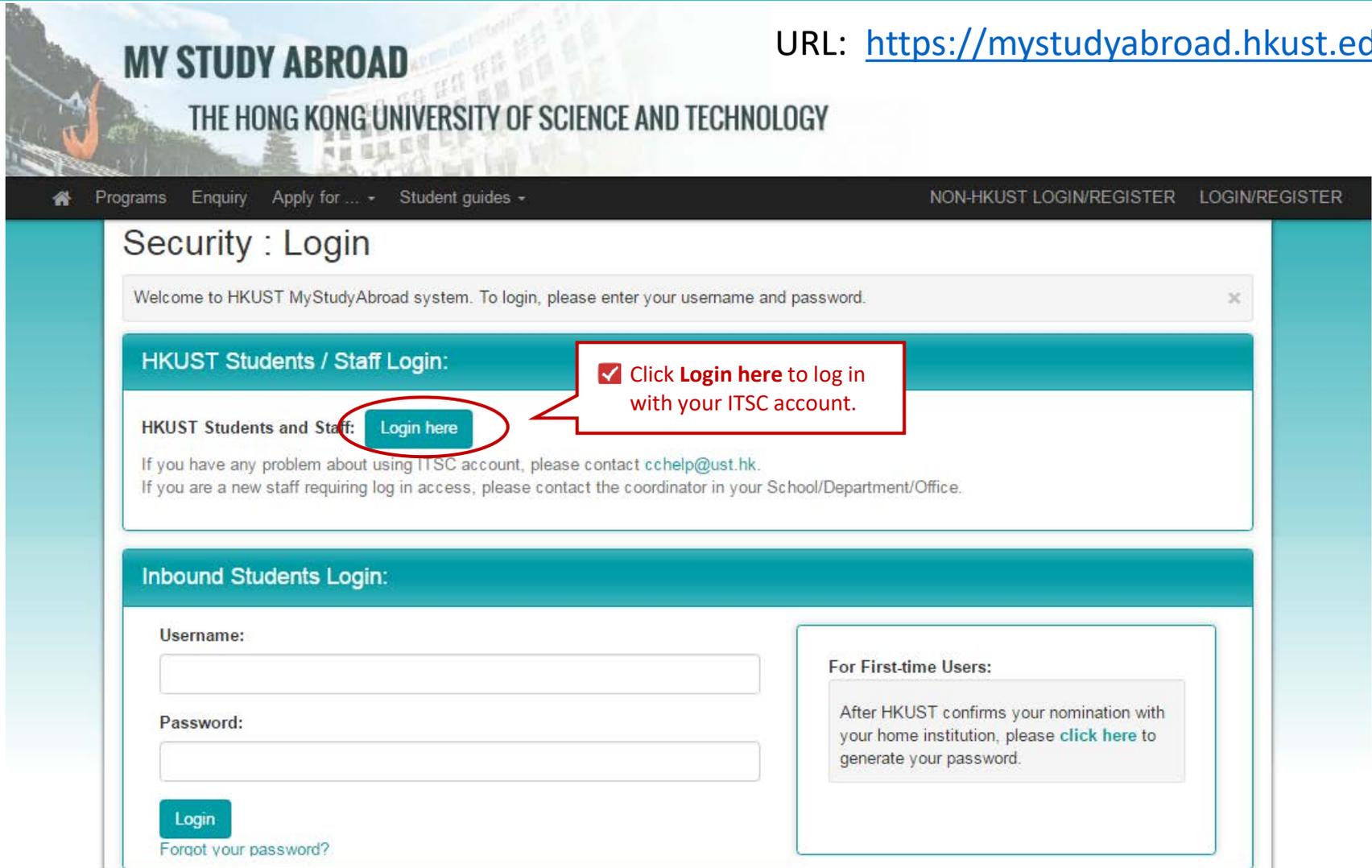
Stages in *MyStudyAbroad* system



Application Stage

Step 1: Login to *MyStudyAbroad*

URL: <https://mystudyabroad.hkust.edu.hk>



The screenshot shows the HKUST MyStudyAbroad login interface. At the top, it says "MY STUDY ABROAD THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY". Below this is a navigation bar with links for "Programs", "Enquiry", "Apply for ...", "Student guides", "NON-HKUST LOGIN/REGISTER", and "LOGIN/REGISTER". The main heading is "Security : Login". A message box says "Welcome to HKUST MyStudyAbroad system. To login, please enter your username and password." Below this, there are two main sections: "HKUST Students / Staff Login:" and "Inbound Students Login:". In the "HKUST Students / Staff Login:" section, there is a "Login here" button circled in red. A red callout box points to this button with the text "Click Login here to log in with your ITSC account." Below the "Login here" button, there is a link "cchelp@ust.hk" and a note about contacting the coordinator. The "Inbound Students Login:" section has fields for "Username:" and "Password:", a "Login" button, and a "Forgot your password?" link. A "For First-time Users:" box contains instructions to click a link after nomination.

Security : New Profile Confirmation

This site is ready to create your user identity as a part of the login/registration process. This involves a confirmation that you wish to have your user profile generated in the site's database. The profile information will be available to the administrative users of the site, and could potentially involve import of data from an external information system. ✕

New Profile Confirmation

This site is ready to create your profile. Do you wish to register on this site with the identity that you have just logged in as?

Yes No

Submit

Click **Yes** and **Submit** to create your profile

Step 2: Create your profile

Correspondence Address and Contact

Address:

City:

Province / State:

Zip Code (or Postal Code):

Country:

Phone:

Mobile:

Provide your correspondence address and contact.

Step 2: Create your profile

Emergency contact

Address:

City:

Province / State:

Zip Code (or Postal Code):

Country:

Phone: - -

Mobile: - -

Addressee Name:

Addressee Relationship:

Provide details of an Emergency Contact. This should be someone in Hong Kong or in your home country.

Step 3: Review and complete your profile

Your Home Page : First Name Last Name - Applicant Home Page

Search Programs

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 apply:

Click below links to access your application:

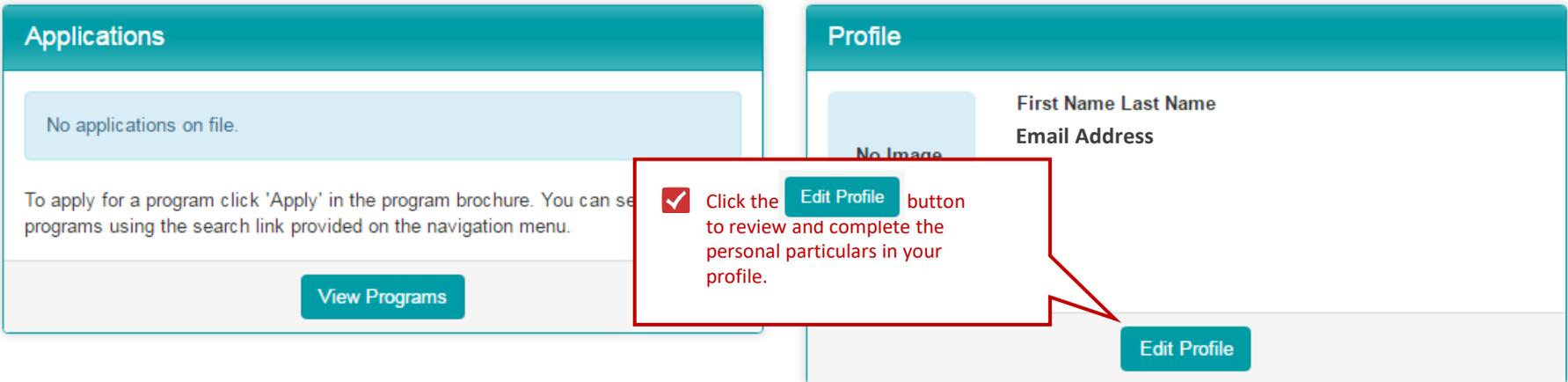
Students in SBM (including MAEC, BIBU, Dual Degree, IIM)-->[Apply via SBM here](#)

Students apply Mainland Exchange -->[Apply here](#)

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

No applications on file.

To apply for a program click 'Apply' in the program brochure. You can search for programs using the search link provided on the navigation menu.

[View Programs](#)

Profile

First Name Last Name
Email Address

No Image

Click the [Edit Profile](#) button to review and complete the personal particulars in your profile.

[Edit Profile](#)

Step 3: Review and complete your profile

Applicant Profile : Profile

[Return to home](#)

This is your core profile information. You can edit it by changing the values in the form and clicking on the 'Update' button at the bottom of the page. Please note that not all core profile fields are editable, and if you find erroneous information in the form below that you cannot correct, send an email to My.Studyabroad@ust.hk with the change request.

Last Name, First Name (Student ID:xxxxxxx) Created: [unreadable]
Gender [unreadable]
Age [unreadable]
Email address [unreadable]

✓ 3. Click the **Information** tab to continue.

i The information in green on this page is transferred from HKUST Student Information System (SIS). These are not editable. They are presented here for your information. If anything needs to be changed, please do so in SIS.

Profile Information Contact Info

Profile

First Name:

Last Name:

Email Address:

Alternative Email Address:

Bio:
4000 characters left

ID Photo: No file chosen

✓ 1. Provide an alternative email address for better communication.

✓ 2. Press **Update** to save.

Update

Step 3: Review and complete your profile

Apply for ... Student guides First Name Last Name

Applicant Information

Program Enquiry

3. After reviewing the information below, click **Applicant** under to continue with your application.

1. Provide your preferred name if you wish (e.g. Mary, John).

Preferred name:

Sex* *Your sex*

Date of Birth* *Your date of birth*

Student Number* *Your student ID*

Chinese Name* *Your Chinese name*

School* *Your HKUST School*

Department* *Your HKUST Department*

Academic Career* *Your Academic Career (UGRD means UG)*

First Major (Code)* *Your First Major program code*

First Major (Short Title)* *Your First Major short title*

First Major (Full Title)* *Your First Major full title*

Year of Study* *Your current year of study*

Apply via SSCI* No

Apply via SENG* No

Apply via SBM* Yes

Apply via SHSS* No

Apply via IPO* No

Apply Mainland* Yes

Update

The information in green on this page is transferred from HKUST Student Information System (SIS). These are not editable. They are presented here for your information. If you need to make changes to anything here, please do so in SIS.

This section displays your eligibility for applying for exchange via a specific School.

2. Click **Update** if you have provided your preferred name.

* Not editable ** Required

Step 4: Begin your application

Your Home Page : First Name Last Name - Applicant Home Page

Search Programs

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 apply:

Click below links to access your application:

Students in SBM (including MAEC, BIBU, Dual Degree, IIM)-->[Apply via SBM here](#)
Students apply Mainland Exchange -->[Apply here](#)

Click **Apply via SBM here** to begin your application.

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

No applications on file.

To apply for a program click 'Apply' in the program brochure. You can search for programs using the search link provided on the navigation menu.

View Programs

Profile

No Image

First Name Last Name

Email Address

View All

Edit Profile

Step 4: Begin your application

Programs : Brochure

[List All](#)[Simple Search](#)[Advanced Search](#)[Map Search](#)

This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available  buttons for additional options.

HKUST School of Business and Management Undergraduate Outbound Exchange Program (Exchange Program) (Outgoing Program)



Program Terms: Fall, Spring

Homepage: [Click to visit](#)

Restrictions: HKUST applicants only

[Apply Now via SBM](#)

Click here to begin your application.

Application Stage

Post-Decision Stage

Study Abroad Stage

Returnee Stage

Step 5: Select the exchange term

Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Update' × button at the bottom of the page.

Available Terms

✓ 1. Select the exchange term.

Terms Term, Year

Update Cancel

✓ 2. Click **Update** to proceed.

Step 6: Complete all forms and sections

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.

First Name Last Name	
Program:	HKUST School of Business and Management Undergraduate Outbound Exchange Program
Term/Year:	Term, Year
HKUST Deadline:	dd-mm-yyyy
Program Dates:	TBA

i Note the **Application deadline**.

Notes and Instructions
Please complete all application forms and sign all signature document(s). Then click the Submit Application button at the bottom of the page when you finish your application.
For each section in the Application Form :
1. You can click the Save button, to save it for later completion. Saved section that is not submitted will NOT be processed.
2. When you complete the section, click the Submit button. Please note that content of the submitted section CANNOT be modified.
Questions related to your application should be directed to: SBM Exchange Team Undergraduate Programs Office HKUST Business School Tel: +852 2358 8626 Email: bmugexch@ust.hk

Application Form	
Section(s)	Received
(Outgoing) SBM - A. Academic information	<input type="checkbox"/>
(Outgoing) SBM - B. Personal essay (10%)	<input type="checkbox"/>
(Outgoing) SBM - C. Personal development, leadership skills, & community involvement (10%)	<input type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - HKDSE	<input type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - IBDP	<input type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - IELTS	<input type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - TOEFL	<input type="checkbox"/>

i These boxes will be ticked after you submit each application section.

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
(Outgoing) Application de	<input type="checkbox"/>

i Signature Documents refer to important documents that require you to sign digitally

- Submit Application -

About “Save” and “Submit” in each application section

(Outgoing) SBM - D. Choice of exchange institutions:

Instructions:

1. Please select up to 10 campuses from the list of Exchange Partners **IN THE ORDER OF PRIORITY**.
Choice 1 = Most favored; Choice 10 = Least favored

.....

 Before completing any application section, read the instructions carefully.

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that this Section is not considered complete and cannot be reviewed until you click the **Submit** button to finalize your responses.**

Save Submit Cancel

 On all application sections, you can click the **Save** button to save the information as draft until you are ready to submit.

 When you are ready to submit this section, click **Submit** button. Once this section is submitted, it will be locked, and you cannot return to edit it.

Definition of a “Complete” application

Notes and Instructions

Please complete all application forms and sign all signature document(s). Then click the **Submit Application** button at the bottom of the page when you finish your application.

For each section in the **Application Form**:

1. You can click the **Save** button, to save it for later completion. Saved section that is not submitted will NOT be processed.
2. When you complete the section, click the **Submit** button. Please note that content of the submitted section CANNOT be modified.

Questions related to your application should be directed to:
SBM Exchange Team

- ✓ After you have completed signing all signature document and all application sections, click **Submit Application** to finish your application.

- Submit Application -

(Outgoing) SBM - D. Choice of exchange institutions	<input checked="" type="checkbox"/> 
(Outgoing) SBM - E. Joining the Buddy Program	<input checked="" type="checkbox"/> 
(Outgoing) SBM - F. Upload CV	<input checked="" type="checkbox"/> 
(Outgoing) SBM - G. Passport used for exchange	<input checked="" type="checkbox"/> 
(Outgoing) Test Score - English Language Proficiency - HKDSE	N/A
(Outgoing) Test Score - English Language Proficiency - IBDP	N/A
(Outgoing) Test Score - English Language Proficiency - IELTS	<input checked="" type="checkbox"/> 
(Outgoing) Test Score - English Language Proficiency - TOEFL	<input checked="" type="checkbox"/> 

Signature Documents

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

Title	Received
(Outgoing) Application declaration	<input checked="" type="checkbox"/>

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.

First Name Last Name

Application Form

i Application sections displaying the pencil symbol allow for modification after submission (before application deadline). The pencil symbol will appear after your initial submission of the section.

Section(s)	Received
(Outgoing) SBM - A. Academic information	<input checked="" type="checkbox"/>
(Outgoing) SBM - B. Personal essay (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - C. Leadership skills & community involvement (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - D. Choice of exchange institutions	<input checked="" type="checkbox"/>
(Outgoing) SBM - E. Joining the Buddy Program	<input checked="" type="checkbox"/>
(Outgoing) SBM - F. Upload CV	<input checked="" type="checkbox"/>
(Outgoing) SBM - G. Passport used for exchange	<input checked="" type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - HKDSE	N/A
(Outgoing) Test Score - English Language Proficiency - IBDP	N/A
(Outgoing) Test Score - English Language Proficiency - IELTS	<input checked="" type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - TOEFL	<input checked="" type="checkbox"/>

Notes and Instructions

Please complete all application forms and sign all signature document(s). Then click the **Submit Application** button at the bottom of the page when you finish your application.

For each section in the **Application Form**:

1. You can click the **Save** button, to save it for later completion. Saved section that is not submitted will NOT be processed.
2. When you complete the section, click the **Submit** button. Please note that content of the submitted section CANNOT be modified.

i A successful application submission message in green will be shown at the bottom of the page if your application is logged as complete

Signature Documents

Clicking on the link will allow you to view and digitally sign important documents to indicate your understanding.

	Received
Application declaration	<input checked="" type="checkbox"/>

[Successful application submission message will be shown here]

Application Complete:

Your application has all the required submissions for the current phase marked as received. You will be notified via email if there are changes to this application that require you to return to this page.

Definition of a “Complete” application

Your Home Page : First Name Last Name - Applicant Home Page

Search Programs

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 apply:

Click below links to access your application:

Students in SBM (including MAEC, BIBU, Dual Degree, IIM)-->[Apply via SBM here](#)

Students apply Mainland Exchange -->[Apply here](#)

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

i A **Complete Application** stamp will be shown at the applicant homepage if your application is logged as complete

Applications

Term, Year

HKUST School of Business and Management Undergraduate Outbound Exchange Program (ID 18695 not ranked)

(Complete Application)
Deadline: dd-mm-yyyy

[Withdraw](#)

No Image

First Name Last Name

Email Address

[View All](#)

[Edit Profile](#)

Your Home Page : First Name Last Name - Applicant Home Page

[Search Programs](#)

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 apply:

Click below links to access your application:

Students in SBM (including MAEC, BIBU, Dual Degree, IIM)-->[Apply via SBM here](#)

Students apply Mainland Exchange -->[Apply here](#)

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

Term, Year

HKUST School of Business and Management Undergraduate Outbound Exchange Program  (ID 18695 not ranked)
--



Once you have started your application, this “Applications” section will appear on your home page. You can always come here to view your application.

Note that after the application deadline, your application will become **locked**, and you will not be able to access your application. If you wish to view your application after the deadline, you must print out all your submitted sections by yourself.

[Edit Profile](#)

Withdraw your application: Step 1 – Press “Withdraw” button

Your Home Page : First Name Last Name - Applicant Home Page

Search Programs

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 apply:

Click below links to access your application:

Students in SBM (including MAEC, BIBU, Dual Degree, IIM)-->[Apply via SBM here](#)

Students apply Mainland Exchange -->[Apply here](#)

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	
Term, Year	
HKUST School of Business and Management Undergraduate Outbound Exchange Program (n/a) (ID 18695 not ranked)	Deadline: dd-mm-yyyy Withdraw

Profile

 If you wish to withdraw your application, you can do so by clicking 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 application cycle. Once a decision is reached on your application, the application cannot be withdrawn.

[Edit Profile](#)

Withdraw your application: Step 2 – Provide reason for application withdrawal

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.

✓ 1. Provide your reason your reason for your application withdrawal here.

4000 characters left

Update Cancel

✓ 2. Click **Update** to proceed.

Withdraw your application: Withdrawn decision is logged

Your Home Page : First Name Last Name - Applicant Home Page

Search Programs

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 apply:

Click below links to access your application:

Students in SBM (including MAEC, BIBU, Dual Degree, IIM)-->[Apply via SBM here](#)

Students apply Mainland Exchange -->[Apply here](#)

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

Term, Year

HKUST School of Business and Management Undergraduate Outbound Exchange Program (ID 18695)	Withdrawn: pre-decision
--	--------------------------------



Your status will be updated to **Withdrawn: Pre-decision**

Profile

No Image

First Name Last Name
Email Address

View All

Edit Profile

Post-Decision Stage

Viewing your application result

System notification email

MyStudyAbroad will send an email to your HKUST email account when application decision is available. This is a sample of what the email looks like.

* Do **NOT** send email or reply to MyStudyabroad@ust.hk as it is a system email and will not be checked by staff regularly.

HKUST MyStudyAbroad - Application Activity



My.Studyabroad@ust.hk

Tue 20/12/2016 18:24

To: Exchange System;

[Action Items](#)

HKUST MyStudyAbroad - Application Activity

X DELETE ← REPLY ≡ REPLY



All system emails are sent by this email account:

My.Studyabroad@ust.hk.



The notification email does not state the specifics about the status of your application. You must log into the *MyStudyAbroad* system to view the application result.

Dear Student:

This is a notification regarding your account in the HKUST Study Abroad system.

There is a status update for the program you applied for Application Cycle : Term, Year
Please enter the system to view the status update and take the necessary actions, if required.

HKUST ITSC account users, login here: <https://cas.ust.hk/cas/login?service=https://td16uat.ust.hk/>
General non-HKUST ITSC account login: <https://td16uat.ust.hk/index.cfm?FuseAction=Security.Login>

Best regards,

HKUST MyStudyAbroad

Viewing your application result

Your Home Page : First Name Last Name - Applicant Home Page

Search Programs

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 apply:

Click below links to access your application:

Students in SBM (including MAEC, BIBU, Dual Degree, IIM)-->Apply via SBM here

Students apply Mainland Exchange -->Apply here

Click on the program to view the decision letter which contains the application result.

i When the result of your application is available, this status will indicate "Decision Reached".

Applications	
Term, Year	
HKUST School of Business and Management Undergraduate Outbound Exchange Program: Host Institution (Country) (ID 18695 not ranked)	DECISION REACHED <i>Please click on the program to view decision letter.</i>

Profile



First Name Last Name

Email Address

[View All](#)

[Edit Profile](#)

Decision letter – With offer

Decision Letter

Date _____
Student Number: XXXXXXXX

LAST NAME First Name
Address line 1
Address line 2
City, Province/State Zip code
Country

 Offered program name

 Offered program term and year

 Offer reply deadline

Dear First Name,

Congratulations! The Hong Kong University of Science and Technology is pleased to offer you a place in the **[PROGRAM]** for **[TERM]** **[YEAR]**.

Please click "Continue" to review the *Guidelines for Offer Acceptance and Decline* which outline the steps required for accepting or declining this offer. The reply deadline for this offer is **[DATE]**. If the required procedures are not completed by the stipulated deadline, we will assume that you have declined this offer.

[CONTACT POINT OF THE PROGRAM]

Studying abroad is a wonderful opportunity, and we are delighted that you are taking on this endeavour.

Sincerely,

Signature

Dean of Students

Click **Continue** to proceed.

Print Continue

Decision letter – No offer

Decision Letter

Date

Student Number: XXXXXXXX

LAST NAME First Name
Address line 1
Address line 2
City, Province/State Zip code
Country

Dear First Name,

Thank you for your application for the [PROGRAM] for [TERM] [YEAR]. We regret that we are unable to offer a place to you.

[CONTACT POINT OF THE PROGRAM]

Regards,
The Hong Kong University of Science and Technology

Click **Continue** to proceed.

Print

Continue

About accepting Main Round offer

Below are the steps after viewing the offer letter on the system:

Step 1 - Review the *Guidelines for offer acceptance and decline*

Step 2 - Sign *Study abroad undertaking* and
Study abroad undertaking – SBM supplement

Step 3 - Complete *(Outgoing) Consent form for release of personal information*

Step 4 - Press **Commit** button

Step 5 – Submit exchange deposit

Step 6 - Proceed with the remaining steps as posted on the system, and outlined in the *Guidelines for offer acceptance and decline*

Accept Main Round offer: Step 1 – Review “Guidelines for offer acceptance and decline”

Learning Content : (Outgoing) Guidelines for offer acceptance and decline - SBM

(Outgoing) Guidelines for offer acceptance and decline - SBM

.....

Print

Mark as Read

You **MUST** read these guidelines carefully as they contain important information and procedures for accepting or declining the offer.

Click **Mark as Read** to proceed.

Accept Main Round offer

First Name Last Name

Program: HKUST School of Business and Management Undergraduate Outbound Exchange Program: Host Institution (Country)

STATUS: Offered

[View Decision Letter](#)

✓ 1. Read the guideline for offer acceptance and decline.

Commitment to Participate

Your status: Offered

In order to participate in this program, you must indicate your commitment by clicking the Commit button below. To decline the offer, click the Decline button.

[Commit](#) [Decline](#)

✓ 4. Click **Commit**.

Notes and Instructions

If you have any questions about this offer or the exchange program, please feel free to contact:

SBM Exchange Team
Undergraduate Programs Office
HKUST Business School
Tel: +852 2358 8626
Email: bmugexch@ust.hk

✓ 2. Read and sign the undertakings.

✓ 5. Pay Exchange Deposit to SBM. Click **SBM – Exchange deposit** for instructions

Learning Content

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

Title	Received
(Outgoing) Guidelines for offer acceptance and decline - SBM	<input checked="" type="checkbox"/>
(Outgoing) International SOS briefing note	<input type="checkbox"/>

Application Form

Section(s)	Received
(Outgoing) SBM - A. Academic information	<input checked="" type="checkbox"/>
(Outgoing) SBM - B. Personal essay (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - C. Personal development, leadership skills, & community involvement (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - D. Choice of exchange institutions	<input checked="" type="checkbox"/>
(Outgoing) SBM - E. Joining the Buddy Program	<input checked="" type="checkbox"/>
(Outgoing) SBM - F. Upload CV	<input checked="" type="checkbox"/>
(Outgoing) SBM - G. Passport used for exchange	<input type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency	<input type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency	<input type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency	<input type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency	<input type="checkbox"/>
(Outgoing) Consent form for release of personal information	<input type="checkbox"/>
(Outgoing) Parental consent for students under 18	<input type="checkbox"/>
(Outgoing) Travel related information	<input type="checkbox"/>

✓ 3. Complete and submit the Consent Form.

Signature Documents

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

Title	Received
(Outgoing) Study abroad undertaking	<input type="checkbox"/>
(Outgoing) Study abroad undertaking - SBM supplement	<input type="checkbox"/>
(Outgoing) Application declaration	<input checked="" type="checkbox"/>

Material Submissions

Click the following to view instructions and/or printable forms which require the physical submission of materials.

Title	Received
(Outgoing) SBM - Exchange deposit	<input type="checkbox"/>

Accept Main Round offer: Step 2 – Sign Study abroad undertaking

(Outgoing) Study abroad undertaking

✓ 1. Carefully read the content of this Undertaking.

⋮

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

Applicant Name: First Name Last Name

Date: dd-mm-yyyy

CLICK HERE TO SIGN DIGITALLY

✓ 3. Sign this Undertaking by clicking **CLICK HERE TO SIGN DIGITALLY**.

By clicking this button, you agree to all the terms of this Undertaking.

✓ 2. Click **Print** to print a copy of this Undertaking for your reference and record.

Print Cancel

Accept Main Round offer: Step 2 – Sign Study abroad undertaking – SBM supplement

(Outgoing) Study abroad undertaking - SBM supplement

✓ 1. Carefully read the content of this Undertaking.

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

Applicant Name: First Name Last Name

Date: dd-mm-yyyy

✓ 3. Sign this Undertaking by clicking **CLICK HERE TO SIGN DIGITALLY** .

By clicking this button, you agree to all the terms of this Undertaking.

CLICK HERE TO SIGN DIGITALLY

Print Cancel

✓ 2. Click **Print** to print a copy of this Undertaking for your reference and record.

Accept Main Round offer: Step 3 – Complete consent form

(Outgoing) Consent form for release of personal information:

✓ 1. Complete all items on this consent form.

(*) Indicates the question is required.

.....

✓ 2. Click **Submit** to proceed.

*You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. Please note that this Section is not considered complete and cannot be reviewed until you click the **Submit** button to finalize your responses.*

Save

Submit

Cancel

Accept Main Round offer: Step 4 – Press “Commit” & additional post- decision requirements

First Name Last Name

Program: HKUST School of Business and Management Undergraduate Outbound Exchange Program: Host Institution (Country)

STATUS: Offered

[View Decision Letter](#)

Commitment to Participate

Your status: Offered

To participate in this program, you must indicate your commitment by clicking the Commit button below. To decline the offer, click the Decline button.

[Commit](#) [Decline](#)

Notes and Instructions

If you have any questions regarding the exchange program, please feel free to contact:

Learning Content

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

Title	Received
(Outgoing) Guidelines for offer acceptance and decline - SBM	<input checked="" type="checkbox"/>
(Outgoing) International SOS briefing note	<input type="checkbox"/>

Application Form

Section(s)	Received
(Outgoing) SBM - A. Academic information	<input checked="" type="checkbox"/>
(Outgoing) SBM - B. Personal essay (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - C. Personal development, leadership skills, & community involvement (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - D. Choice of exchange institutions	<input checked="" type="checkbox"/>
(Outgoing) SBM - E. Joining the Buddy Program	<input checked="" type="checkbox"/>
(Outgoing) SBM - F. Upload CV	<input checked="" type="checkbox"/>
(Outgoing) SBM - G. Passport used for exchange	<input checked="" type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - HKDSE	N/A
(Outgoing) Test Score - English Language Proficiency - IBDP	N/A
(Outgoing) Test Score - English Language Proficiency - IELTS	<input checked="" type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - TOEFL	<input checked="" type="checkbox"/>
(Outgoing) Consent form for release of personal information	<input checked="" type="checkbox"/>
(Outgoing) Parental consent for students under 18	<input type="checkbox"/>
(Outgoing) Travel related information	<input type="checkbox"/>

Signature Documents

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

Title	Received
(Outgoing) Study abroad undertaking	<input checked="" type="checkbox"/>
(Outgoing) Study abroad undertaking - SBM supplement	<input checked="" type="checkbox"/>
(Outgoing) Application declaration	<input checked="" type="checkbox"/>

Material Submissions

Click the following to view instructions and/or printable forms which require the physical submission of materials.

Title	Received
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1. Press Commit.

2. Review the Learning Content. It contains useful information for your exchange.

3. Complete and submit the additional Application Form Sections.

i The application sections shaded grey were submitted in previous application stage and do not require your attention. Please take action on the ones in white.

Accept Main Round offer: Step 5 – Submit exchange deposit

(Outgoing) SBM - Exchange deposit

Submit the Exchange
Deposit following the
instructions here.

⋮

Print

Close

Accept Main Round offer: “Committed” status is logged by the system

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.

First Name Last Name

Program:	HKUST School of Business and Management Undergraduate Outbound Exchange Program: Host Institution (Country)
Term/Year:	
HKUST Deadline:	
Program Dates:	

i Committed status is logged by the system.

Decision Letter

STATUS: Committed

[View Decision Letter](#)

Commitment to Participate

Your status: **Committed**

Thank you for giving your commitment to participate.

Notes and Instructions

If you have any questions about this offer or the exchange program, please feel free to contact:

SBM Exchange Team
Undergraduate Programs Office
HKUST Business School
Tel: +852 2358 8626
Email: bmugexch@ust.hk

Learning Content

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

Title	Received
(Outgoing) Guidelines for offer acceptance and decline - SBM	<input checked="" type="checkbox"/>
(Outgoing) International SOS briefing note	<input checked="" type="checkbox"/>

Application Form

Section(s)	Received
(Outgoing) SBM - A. Academic information	<input checked="" type="checkbox"/>
(Outgoing) SBM - B. Personal essay (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - C. Personal development, leadership skills, & community involvement (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - D. Choice of exchange institutions	<input checked="" type="checkbox"/>
(Outgoing) SBM - E. Joining the Buddy Program	<input checked="" type="checkbox"/>
(Outgoing) SBM - F. Upload CV	<input checked="" type="checkbox"/>
(Outgoing) SBM - G. Passport used for exchange	<input checked="" type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - HKDSE	N/A
(Outgoing) Test Score - English Language Proficiency - IBDP	N/A
(Outgoing) Test Score - English Language Proficiency - IELTS	<input checked="" type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - TOEFL	<input checked="" type="checkbox"/>
(Outgoing) Consent form for release of personal information	<input checked="" type="checkbox"/>
(Outgoing) Parental consent for students under 18	N/A
(Outgoing) Travel related information	<input checked="" type="checkbox"/> 

Decline offer: Step 1 – Click “Decline”

First Name Last Name	
Program:	HKUST School of Business and Management Undergraduate Outbound Exchange Program: Host Institution (Country)
Term/Year:	Term, Year
HKUST Deadline:	dd-mm-yyyy
Program Dates:	TBA

Decision Letter	
STATUS: Offered	View Decision Letter

Click Decline.

Commit to Participate	
Your status: Offered	
In order to participate in this program, you must indicate your commitment by clicking the Commit button below. To decline the offer, click the Decline button.	
<input type="button" value="Commit"/>	<input type="button" value="Decline"/>

Notes and Instructions
If you have any questions about this offer or the exchange program, please feel free to contact:
SBM Exchange Team Undergraduate Programs Office HKUST Business School Tel: +852 2358 8626 Email: bmugexch@ust.hk

Learning Content	
Click the following to view, read, and mark these learning content pages as having been read.	
Title	Received
(Outgoing) Guidelines for offer acceptance and decline - SBM	<input checked="" type="checkbox"/>
(Outgoing) International SOS briefing note	<input type="checkbox"/>

Application Form	
Section(s)	Received
(Outgoing) SBM - A. Academic information	<input checked="" type="checkbox"/>
(Outgoing) SBM - B. Personal essay (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - C. Personal development, leadership skills, & community involvement (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - D. Choice of exchange institutions	<input checked="" type="checkbox"/>
(Outgoing) SBM - E. Joining the Buddy Program	<input checked="" type="checkbox"/>
(Outgoing) SBM - F. Upload CV	<input checked="" type="checkbox"/>
(Outgoing) SBM - G. Passport used for exchange	<input checked="" type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - HKDSE	N/A
(Outgoing) Test Score - English Language Proficiency - IBDP	N/A
(Outgoing) Test Score - English Language Proficiency - IELTS	<input checked="" type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - TOEFL	<input checked="" type="checkbox"/>
(Outgoing) Consent form for release of personal information	<input type="checkbox"/>
(Outgoing) Parental consent for students under 18	<input type="checkbox"/>
(Outgoing) Travel related information	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
(Outgoing) Study abroad undertaking	<input type="checkbox"/>
(Outgoing) Study abroad undertaking - SBM supplement	<input type="checkbox"/>

Decline offer: Step 2 – Provide reason for offer decline

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.

✓ 1. Provide your reason your reason for declining this offer here. You must complete and submit this in order to decline this offer.

4000 characters left

Update Cancel

✓ 2. Click **Update** to proceed.

Decline offer: Decline offer decision is logged

Your Home Page : First Name Last Name - Applicant Home Page

Search Programs

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 apply:

Click below links to access your application:

Students in SBM (including MAEC, BIBU, Dual Degree, IIM)-->[Apply via SBM here](#)

Students apply Mainland Exchange -->[Apply here](#)

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



Your status will be updated to **"Withdrawn: Declined"**. You will not be allowed to reinstate your offer.

Applications	
Term, Year	
HKUST School of Business and Management Undergraduate Outbound Exchange Program: Host Institution (Country) (ID 18695)	Withdrawn: declined

Profile

No Image

First Name Last Name

Email Address

[View All](#)

[Edit Profile](#)

Review your Emergency contact before going abroad

Applicant Profile : Contact Info

[Return to home](#)

The address info tab of your profile lists all the address information that this site has on file for you. You can update the information for these addresses if there is an edit pencil ✕ icon in the 'Actions' column. If you find erroneous data that you cannot correct on this page, report it to My.Studyabroad@ust.hk by email.

Last Name, First Name (Student ID: XXXXXXXX)

Created: 14-Dec-2016 (by Testing_SENG)

Gender

Age

Email address

Review the **Correspondence Address** and **Emergency contact** details before you go abroad. If you need to update this information, click the pencil icon here.

Profile Information **Contact Info**

Contact Info

Address Type	Address	Actions
Correspondence Address and Contact	Details you provided when you created your application.	
Emergency contact	Details you provided when you created your application.	

Study Abroad Stage

Provide your abroad information and submit proof of registration at host institution

Your Home Page : First Name Last Name - Applicant Home Page

Search Programs

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 apply:

Click below links to access your application:

Students in SBM (including MAEC, BIBU, Dual Degree, IIM)-->[Apply via SBM here](#)

Students apply Mainland Exchange -->[Apply here](#)

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

Term, Year	
HKUST School of Business and Management Undergraduate Outbound Exchange Program: Host Institution (Country) (ID 18695 not ranked)	<div style="border: 2px solid red; padding: 5px; display: inline-block; margin-bottom: 10px;"> <input checked="" type="checkbox"/> After logging into the system, click on the program to proceed. </div> Committed View Decision Letter Program start date: dd-mm-yyyy Itinerary: City, Country (Region) dd-mm-yyyy dd-mm-yyyy

Profile

No Image

First Name Last Name

Email Address

View All

Edit Profile

Provide your abroad information and submit proof of registration at host institution

First Name Last Name	
Program:	HKUST School of Business and Management Undergraduate Outbound Exchange Program: Host Institution (Country)
Term/Year:	<input checked="" type="checkbox"/> Submit proof of your registration status at the host institution and abroad information (abroad address, date of departure from host destination) by clicking here.
HKUST Dead	
Program Dat	
Decision	
STATUS:	Committed
View Decision Letter	

Notes and Instructions
Once you are abroad, upload your proof of registration at the host institution and provide your contact information abroad.
If you require assistance from HKUST while abroad, please contact: Forrest Kam (Mr) SBM Exchange Team Undergraduate Programs Office HKUST Business School Tel: +852 2358 6073 Email: bmforrest@ust.hk

Learning Content	
Click the following to view, read, and mark these learning content pages as having been read.	
Title	Received
(Outgoing) Guidelines for offer acceptance and decline - SBM	<input checked="" type="checkbox"/>
(Outgoing) International SOS briefing note	<input checked="" type="checkbox"/>

Application Form	
Section(s)	Received
(Outgoing) Your abroad information	<input type="checkbox"/>
(Outgoing) SBM - A. Academic information	<input checked="" type="checkbox"/>
(Outgoing) SBM - B. Personal essay (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - C. Personal development, leadership skills, & community involvement (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - D. Choice of exchange institutions	<input checked="" type="checkbox"/>
(Outgoing) SBM - E. Joining the Buddy Program	<input checked="" type="checkbox"/>
(Outgoing) SBM - F. Upload CV	<input checked="" type="checkbox"/>
(Outgoing) SBM - G. Passport used for exchange	<input checked="" type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - HKDSE	N/A
(Outgoing) Test Score - English Language Proficiency - IBDP	N/A
(Outgoing) Test Score - English Language Proficiency - IELTS	<input checked="" type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - TOEFL	<input checked="" type="checkbox"/>
(Outgoing) Consent form for release of personal information	<input checked="" type="checkbox"/>
(Outgoing) Parental consent for students under 18	N/A
(Outgoing) Travel related information	<input checked="" type="checkbox"/>

Provide your abroad information and submit proof of registration at host institution

✓ 1. Provide email at host institution and upload a copy of your student ID card or confirmation of registration at host institution.

✓ 2. Provide your scheduled date of departure from host destination.

✓ 3. Provide your abroad address (residence hall, host family etc.) and mobile number which is reachable in host country.

✓ 4. Click **Submit** to complete the form.

(Outgoing) Your abroad information:

Instructions:
Please let HKUST know that you have successfully registered at the host institution, your planned date of returning to Hong Kong and your contact in host country.

(*) Indicates the question is required.

Please upload a copy of your Student Card or confirmation of registration at the host institution. (*)
Please upload the file by clicking the "Upload File" button.

Please provide your email address at the host institution (*)

Scheduled date of departure from the host destination (*)

Address line 1 (*)

Address line 2

Address line 3

City (*)

Province / State

Zip Code (or Postal Code) (*)
Please input "000" if not applicable.

Country (*)

Mobile phone number (*)
Reachable in host country.

Please save your information on this form and use the **Save** button to keep your information until you are ready to submit it. Please note that this Section is not considered complete and cannot be reviewed until you click the **Submit** button to finalize your responses.

Returnee Stage

Submit study abroad report

HKUST MyStudyAbroad system : My Application (Returnee)

Welcome back to HKUST! Please follow the below instructions to complete the items requested of you following your return. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar. x

First Name Last Name	
Program:	HKUST School of Business and Management Undergraduate Outbound Exchange Program: Host Institution (Country)
Term/Year:	Term, Year
HKUST Deadline:	dd-mm-yyyy
Program Dates:	dd-mm-yyyy – dd-mm-yyyy

Decision Letter	
STATUS:	Committed
View Decision Letter	

Notes and Instructions

Welcome back to Hong Kong and HKUST!

To complete your exchange program, please remember to submit your exchange report and credit transfer request after you receive your transcript from the partner institution.

If you have any questions, please contact:

You **MUST** submit a study abroad report after returning from your exchange. Instructions are available by clicking on this link.

Learning Content	
Click the following to view, read, and mark these learning content pages as having been read.	
Title	Received
(Outgoing) Guidelines for offer acceptance and decline - SBM	<input checked="" type="checkbox"/>
(Outgoing) International SOS briefing note	<input checked="" type="checkbox"/>

Application Form	
Section(s)	Received
(Outgoing) Your abroad information	<input checked="" type="checkbox"/>
(Outgoing) SBM - A. Academic information	<input checked="" type="checkbox"/>
(Outgoing) SBM - B. Personal essay (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - C. Personal development, leadership skills, & community involvement (10%)	<input checked="" type="checkbox"/>
(Outgoing) SBM - D. Choice of exchange institutions	<input checked="" type="checkbox"/>
(Outgoing) SBM - E. Joining the Buddy Program	<input checked="" type="checkbox"/>
(Outgoing) SBM - F. Upload CV	<input checked="" type="checkbox"/>
(Outgoing) SBM - G. Passport used for exchange	<input checked="" type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - HKDSE	N/A
(Outgoing) Test Score - English Language Proficiency - IBDP	N/A
(Outgoing) Test Score - English Language Proficiency - IELTS	<input checked="" type="checkbox"/>
(Outgoing) Test Score - English Language Proficiency - TOEFL	<input checked="" type="checkbox"/>
(Outgoing) Consent form for release of personal information	<input checked="" type="checkbox"/>
(Outgoing) Parental consent for students under 18	N/A
(Outgoing) Travel related information	<input checked="" type="checkbox"/>

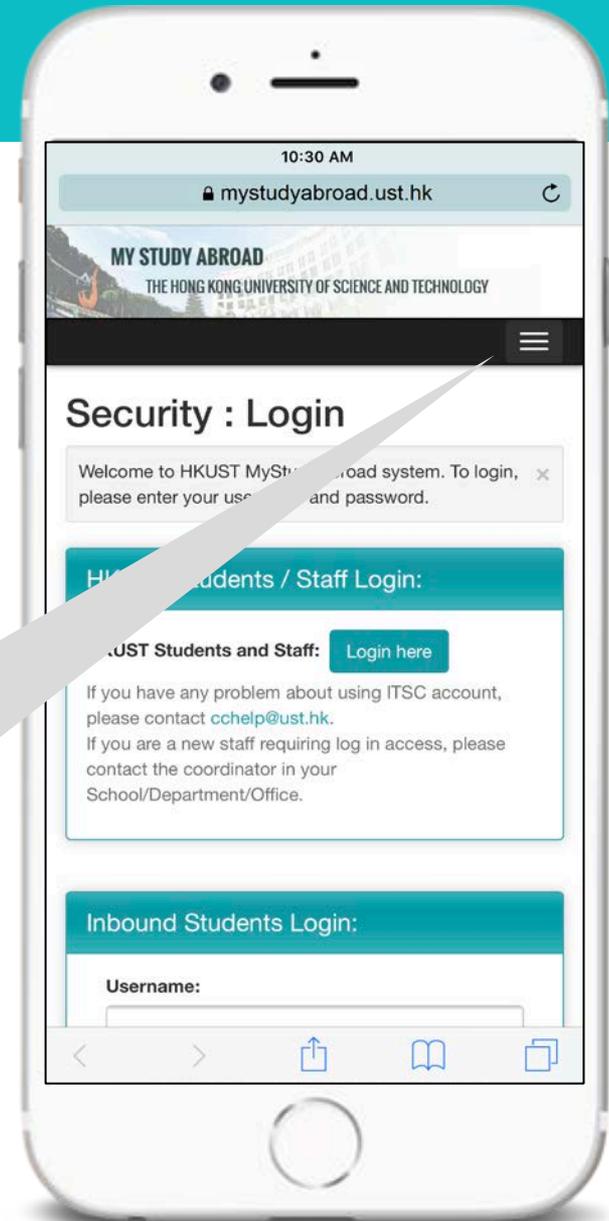
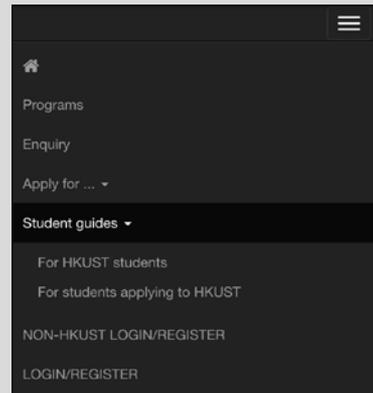
Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
(Outgoing) Study abroad report	<input type="checkbox"/>
(Outgoing) SBM - Exchange deposit	<input checked="" type="checkbox"/>

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:

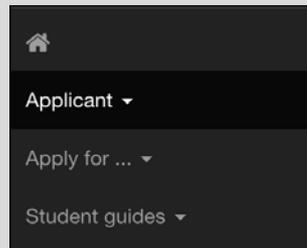
- program searching page
- enquiry page
- application page for study abroad programs
- student guides
- login page for inbound exchange students and HKUST students



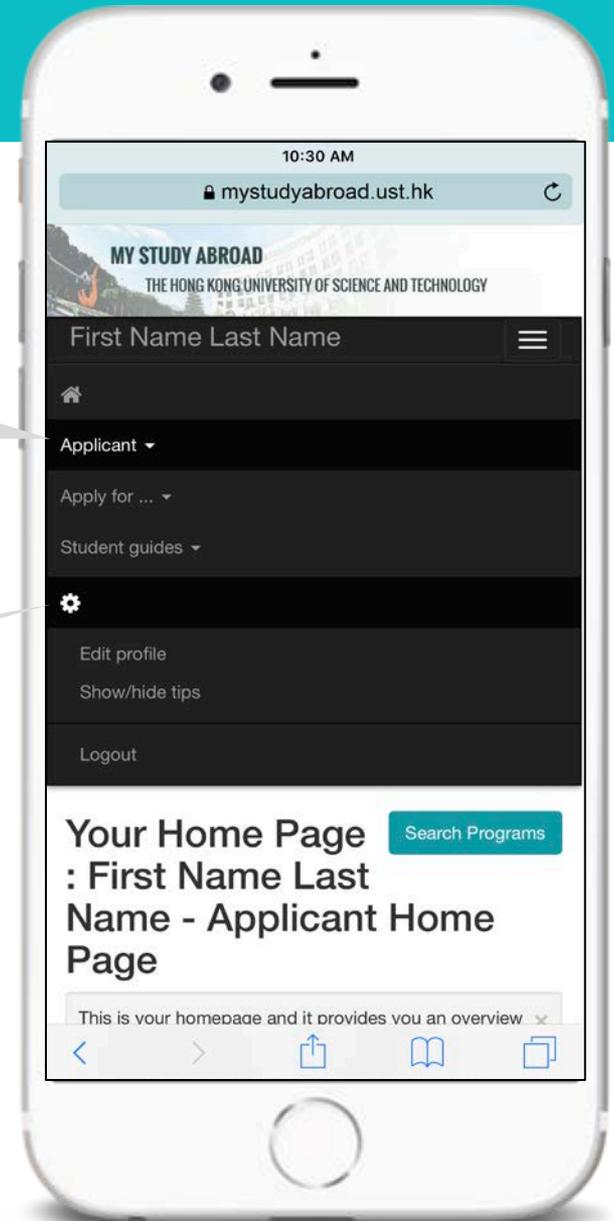
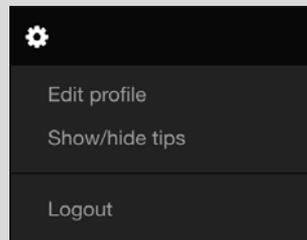
Notes for Mobile Version

 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.



Notes for Mobile Version

 Click on dropdown buttons to find more options available.

