

A Guide for using *MyStudyAbroad system* for incoming students applying to HKUST for

HKUST Inbound Virtual Study Abroad

Exchange in Regular Term (Fall / Spring)

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Bookmark system URL

The system URL is as follows. 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 notes in your application. 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 Office of Global Learning at <u>study.abroad@ust.hk</u>.



HKUST Study Abroad Step 1: Login to MyStudyAbroad system

URL: 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 cchelp@ust.hk. If you are a new staff requiring log in access, please contact the coordinator in your School/Department/	/Office.
Inbound Students Login:	
	For First-time Users:
Password:	After HKUST confirms your nomination with your home institution, please click here to generate your password.
Login Forgot your password?	ck here to generate a temporary password.



Step 1: Login to MyStudyAbroad system





Check your email box

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

HKUST MyStudyAbroad - Password Reset	
Dear Student:	
A password reset for your HKUST MyStudyAbroad system by visiting the below URL and entering the	login has been initiated. To complete the process, please access the below temporary password. You should change your password after login.
User ID: [Email] Temp Password: [Temporary password]	Your temporary password can be found here.
https://mystudyabroad.ust.hk/index.cfm? <u>FuseAction=Security.Login</u>	
Temporary login information is only valid for 60 day be asked to request a new temporary password.	(s). If you do not login <u>within 60_day(s)</u> of receiving this message, you will
Best regards,	
HKUST MyStudyAbroad	
This message was genera	ted automatically. Do not reply to this message.

The temporary password is only valid for 60 day(s).



Return to *MyStudyAbroad* system:

https://mystudyabroad.hkust.edu.hk/index.cfm?FuseAction=Security.Login





HKUST Study Abroad Step 1: Login to MyStudyAbroad system

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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 cchelp@ust.hk.

If you are a new staff requiring log in access, please contact the coordinator in your School/Department/Office.

Inbound Students Login:	Inbound	Students	Login:		
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Username:	For First-time Users:
Password: Login Forgot your password?	After HKUST confirms your nomination with your home institution, please click here to generate your password.



Step 1: 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 Que	estions
Question #1:	Select One:
Correct Response:	
Question #2:	Select One:
Correct Response:	
Question #3:	Select One:
Correct Response:	
	Update



Step 1: Login to MyStudyAbroad system

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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:	-	l	
	(this is the password you would like to use for all future login attempts)	Create a permanent password.	
Re-enter New Password:	-		
Change			



Step 2: 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 <u>English</u> 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		
Sex** Date of Birth**	Choose One: dd-Mmm-yyyy 1. Input your gender and date of birth.	•
Additional Information		
Preferred name	2. Input your preferred name (if any).]
		* Not editable ** Required



Required Addresses	
Correspondence Address and Contact	
Address:	
City:	
Province / State:	address and contact.
Zip Code (or Postal Code):	
Country:	Select One:
Phone:	
Mobile:	



Emergency contact Address:		
City:		
Province / State: Zip Code (or Postal Code):		Provide details of an emergency contact.
Country: Phone:	Select One:	•
Mobile:		
Addressee Name: Addressee Relationship:		



Step 3: Review and complete your profile

Your Home Page: [Applicant's 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 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 Profile [Academic Term] [Applicant's Name] [Institution Name] Deadline: DD-MM-YYYY [Email] Image Withdraw HKUST Inbound Virtual Exchange Program Itinerary: Click Edit Profile to review and complete (no location) DD-MM-YYYY the personal particulars in your profile. View All DD-MM-YYYY **Edit Profile** Here you will find the name of the program to which you are applying.



[Applicant's Name] [Institution Name] [Email] Profile Information Contact Info	ontinue.
Profile	
First Name:	
Last Name:	
Email Address:	
Alternative Email Address:	■ 1. Provide an alternative email
Bio:	
	4000 characters left
ID Photo:	Choose File No file chosen
Password Change Security Questions:	
	Update Update U Save.







[Applicant's Name] [Institution Name] [Email]		
Profile Information Contact Info		
Contact Info		
Address Type	Address	Actions
Correspondence Address and Contact	Click S for any necessary update	,
Emergency contact	and contact or emergency contact. Click Update to save afterwards.	



THEFT Study Abroad Step 4: 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.

Search Programs

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		Pr	ofile	
[Academic Term]				[Applicant's Name]
HKUST Inbound Virtual Exchange Program	Deadline: DD-MM-YYYY Withdraw Itinerary: (no location) DD-MM-YYYY DD-MM-YYYY		Image /iew All	[Institution Name] [Email]
Click the program name to begin your application.	0			Edit Profile



THEFT Study Abroad Step 4: Begin your 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 N	Name]		Application Form	
Program:	HKUST Inbound Virtual Exchange	nge Program	Section(s)	Received
Term/Year:	[Academic Term]		(Incoming) Section A. Academic background	
HKUST Deadline:	DD-MM-YYYY	1. Pay attention to the	(Incoming) Section B. Past study record at HKUST	
Program Dates:	DD-MM-YYYY - DD-MM-YYYY	application deadline.	(Incoming) Section C. Upload your official transcript	
	-		(Incoming) Section D. Information about your passport	
If you have questions, please feel free to contact:			(Incoming) Section E. Additional personal particulars for Mainland applicants	D
			(Incoming) Section F. Virtual course enrollment plan	
Tel: +852 2358 81 Email: study.abroa	ad@ust.hk 2. Read the section he enquiry is a	e "Notes and Instructions" re carefully. Contact for also stated in this part.	Signature Documents	
		· · · · ·	Click the following to view and digitally sign important documents to ina agreement and understanding.	dicate your
			Title	Received
			(Incoming) Application declaration	
			(Incoming) HKUST transcript request form (VEP)	



Step 5: Complete all requirements

HKUST MyStudyAbroad system : My Application (Application Stage)

Welcome to HKUST MyStudyAbroad system. Please follow the below instructions to complete your application. For informati the student guide available at the top menu bar.

2. Complete and submit all sections under "Application Form". Your application could not be submitted if any is not completed.

[Applicant's Name]

Program:	HKUST Inbound Virtual 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: Office of Global Learning Tel: +852 2358 8178 Email: study.abroad@ust.hk

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

Section(s)	Received
(Incoming) Section A. Academic background	
(Incoming) Section B. Past study record at HKUST	
(Incoming) Section C. Upload your official transcript	
(Incoming) Section D. Information about your passport	
(Incoming) Section E. Additional personal particulars for Mainland applicants	
(Incoming) Section F. Virtual course enrollment plan	

Signature Documents

Application Form

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

Title	Received
Incoming) Application declaration	
Incoming) HKUST transcript request form (VEP)	

Itinerary

The following is the current itinerary for your program.

no location

Start Date: DD-MM-YYYY End Date: DD-MM-YYYY

- Submit Application -



In each section under "Application Form":

on A. Academic background:	
In all sections <i>under "Application</i> <i>Form"</i> , 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 <u>cannot</u> return to edit your answers.
tion on this form and use the Save button to be vour inform	nation until v [*]
	estion is required. uity (*) institution (*) In all sections <i>under "Application Form"</i> , you can click the save button to save your answers as draft until you are ready to submit the section.



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 x the student guide available at the top menu bar.

[Applicant's I	Name]		Application on	ed.
Program:	HKUST Inbound Virtual Exchange Program		Section(s)	Received
Term/Year:	[Academic Term]		(Incoming) Section A. Academic background	
HKUST Deadline:	DD-MM-YYYY		(Incoming) Section B. Past study record at HKUST	N/A
Program Dates:	DD-MM-YYYY - DD-MM-YYYY		of the sector of the sector of the sector official trans	
Notes and In	structions	"N/A" ir required	d to submit that section.	
If you have questi Office of Global L Tel: +852 2358 81	ons, please feel free to contact: earning 78		applicants (Incoming) Section F. Virtual course enrollment plan	
Email: study.abro	ad@ust.hk		Signature Documents	
			Click the following to view and digitally sign important documents to indica agreement and understanding.	ate your
			Title	Received
			(Incoming) Application declaration	8
			(Incoming) HKUST transcript request form (VEP)	0



BHKUST *Study Abroad* 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 x the student guide available at the top menu bar.

[Applicant's Name]

Program: **HKUST Inbound Virtual 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: Office of Global Learning Tel: +852 2358 8178 Email: study.abroad@ust.hk

> 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.

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 passport	
(Incoming) Section E. Additional personal particulars for Mainland applicants	N/A
(Incoming) Section F Virtual course enrollment plan	

Signature Documents

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

Title	Received
(Incoming) Application declaration	
(Incoming) HKUST transcript request form (VEP)	V

Itinerary

The following is the current itinerary for your program.

no location

Start Date: DD-MM-YYYY End Date: DD-MM-YYYY

Submit Application -



Study Abroad About: Definition of a "Complete" application

Application Form

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.

Can's	Name
I Gai IL G	NULLE

Program: **HKUST Inbound Virtual 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: Office of Global Learning Tel: +852 2358 8178 Email: study.abroad@ust.hk

Application Form	
Section(s)	
Incoming) Section A. Academic background	
Incoming) Section B. Past study record at HKUST	
Incoming) Section C. Upload your official transcript	
Incoming) Section D. Information about your passport	

Received

N/A

N/A

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(Incoming) Section F. Virtual course enrollment plan

(Incoming) Section E. Additional personal particulars for Mainland

Signature Documents

applicants

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

Title	Received
(Incoming) Application declaration	⊻
(Incoming) HKUST transcript request form (VEP)	I



Itinerary The following is the current itinerary for your program. no location

Start Date: DD-MM-YYYY End Date: DD-MM-YYYY

Thank you for your submission.

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.



About: Definition of a "Complete" application

Your Home Page: [Applicant's 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 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. Profile Applications [Academic Term] [Applicant's Name] [Institution Name] (Complete Application) [Email] Image Withdraw HKUST Inbound Virtual Exchange Program Itinerary: (no location) DD-MM-YYYY View All DD-MM-YYYY **Edit Profile** After the application deadline, your application will be locked (\mathbf{i}) 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.



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

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Programs
Enquiry
Apply for 👻
Student guides 🗸
For HKUST students
For students applying to HKUST
NON-HKUST LOGIN/REGISTER
LOGIN/REGISTER





