

# The Hong Kong University of Science and Technology

## ADMISSION AS POSTGRADUATE VISITING INTERNSHIP STUDENTS (2012/2013)

### NOTES FOR APPLICANTS

Students from institutions outside Hong Kong who wish to spend one to six months at HKUST to fulfill their directed research or internship assignment, which is part of their normal program of study at their home institution, may apply for admission to the University as postgraduate visiting internship students.

Such visiting students will be admitted to a major department. They are required to take a special project course but are not enrolled on specific programs of the University. Interested persons are advised to first seek advice and agreement from the relevant HKUST department before submitting an application.

Visiting Internship students normally register as full-time students of the University and:

- are subjected to the same academic regulations of the University, like all other regular students, and
- shall have access to all on-campus educational, sports and recreational facilities enjoyed by regular students of the University.

### 1 Eligibility

An applicant applying to be a visiting internship student at HKUST should:

- a) currently be a registered postgraduate student at a recognized tertiary institution outside Hong Kong,
- b) have an educational background deemed satisfactory by the major department which is willing to admit him/her as a visiting internship student, and
- c) have gained the agreement in advance from the home institution to register at HKUST as a visiting internship student.

### 2 Application

Applications should normally be lodged at least three months before the proposed commencement date of the research period to allow sufficient time to process the application and for visa application. Applications should be submitted to the PG Outreach and Admissions Team:

Address: Postgraduate Outreach and Admissions Team  
Office of the Provost  
Room 1381, Academic Building  
The Hong Kong University of Science and Technology  
Clear Water Bay, Kowloon  
Hong Kong SAR, China

Website : [www.ust.hk/admissions](http://www.ust.hk/admissions)  
Email: [gradmit@ust.hk](mailto:gradmit@ust.hk)  
Phone: (852) 2623-1120

### 3 Submission Checklist

In general, the following application materials should be provided for consideration by the relevant offices:

- ☒ The *Application Form*;
- ☒ A *letter from the home institution* of the applicant
  - stating the intended research period, and that the institution supports the applicant's proposed visiting internship arrangement at HKUST, and
  - advising us of the institutional financial support, if any;
- ☒ *Official transcripts and testimonials*;
- ☒ Copies of the relevant *course outlines* of courses that the applicant has completed and/or is currently enrolled on;
- ☒ *Photocopy of the travel/identity document* containing your personal particulars if you are a non-local student; and
- ☒ *Application fee*.

### 4 Fees and Payment Method

The fees listed here are not refundable or transferable.

- Application Fee: HK\$300/US\$40 ➤ To be paid by:
  - (i) credit card – complete the *Application Fee Payment by Credit Card Form*, or
  - (ii) bank draft – make payable to “The Hong Kong University of Science and Technology” with your name and “application fee for admission as a PG Visiting Internship Student” at the back.
- Tuition Fee: HK\$1,754 for the one-credit project course ➤ You are required to pay the tuition fee after you come for registration at HKUST.
- The Student Visa / Entry Permit Handling Fee is HK\$400, inclusive of the visa / entry permit application fee and the cost for forwarding the visa / entry permit label, to be paid by credit card online.

## 5 Enrollment

- A visiting internship student is normally admitted for a minimum of one month to a maximum of six months at HKUST for the internship. At the time the application is lodged, the period of the internship is determined.
- Each internship student is assigned a supervisor by the major department. He/She will be required to register for a special one-credit project course and does not enroll for any other courses.
- At the end of the agreed period of study, an academic transcript reporting the student's courses completed at HKUST will be issued to the student and a copy will be sent to their home institution for record.

## 6 Financial Assistance

- Visiting internship students are not normally entitled to any financial assistance from the University or HKSAR Government makes available to its regular students. It is important for visiting internship students to ensure that they have adequate financial support while they are in Hong Kong.
- Notwithstanding that, visiting internship students may receive an allowance paid from faculty research grant to help cover partially subsistence and accommodation expenses. Such an allowance must be approved by the major Department and the student's supervisor.

## 7 Student Status and Visa / Entry Permit Requirements

- For the purpose of admission, **Local Students** are defined as those who do not need a student visa / entry permit to study in Hong Kong. As a general rule, they are those having the right of abode or right to land in Hong Kong and those holding a valid dependent visa.
- Students who must obtain a **student visa / entry permit** issued by the Director of Immigration before coming to Hong Kong for the purpose of education will upon admission be classified as **Non-local Students**.
- If you are not sure, please check with the HKSAR Immigration Department (<http://www.immd.gov.hk>) on the need for applying for a student visa / entry permit.
- It is the responsibility of individual students to make the appropriate arrangements to obtain a student visa / entry permit before coming to Hong Kong. They should note that the entire application process may take about 2 months. For more details, please refer to the web site at <https://www.ab.ust.hk/arr/adm/pg/admissions/RPG/nonlocal.html>.

## 8 Accommodation

Due to heavy demand for on-campus student residence, the University will unlikely be able to accommodate visiting internship students on campus. While visiting internship students would have to make their own housing arrangements off-campus before arrival, the Student Affairs Office offers useful information on how and where to find off-campus accommodation at the following website: [https://sao.ust.hk/housing/living\\_offcampus.html](https://sao.ust.hk/housing/living_offcampus.html). Enquiries: [shoinfo@ust.hk](mailto:shoinfo@ust.hk).

## 9 Medical and Health Care Insurance Coverage

- The University requires all visiting internship students to have subscribed to the HKUST - ChubbExcel Comprehensive Travel Insurance before coming to HKUST. Please check out the details at [http://sfao.ust.hk/insurance/info\\_nontravel.html](http://sfao.ust.hk/insurance/info_nontravel.html).
- The University has a group personal accident insurance policy for all students against any accident loss sustained while participating in activities organised or arranged by the University and/or student organizations on campus or off-campus, local or abroad, subject to certain conditions. For details, please visit the website: [http://sfao.ust.hk/insurance/info\\_group.html](http://sfao.ust.hk/insurance/info_group.html).
- Please refer to the web page at <http://www.ust.hk/provost/pg/guide/medical/right.html> for more information on medical services, health care and insurance coverage including out-patient services, dental services and admission to public hospitals.
- Visiting internship students are advised to review their needs and make their own arrangements for additional medical and health care coverage as appropriate.
- According to the HKSAR Department of Health, there is no vaccination requirement for Hong Kong. For reference, a list of vaccinations recommended for local residents is available at <https://www.ab.ust.hk/arr/adm/ug/admissions/direct/nonlocal%20notes.htm>.
- Enquiries: [sao@ust.hk](mailto:sao@ust.hk).

## 10 How to complete the application form

### 10.1 Department/Courses Applied For

Visiting internship students will be admitted to a Department which will act as their major department and advise them on enrollment matters. Please refer to the web page at [https://www.ab.ust.hk/arr/adm/pg/admissions/RPG/visiting\\_dept.htm](https://www.ab.ust.hk/arr/adm/pg/admissions/RPG/visiting_dept.htm) for a list of the University's Departments.

## 10.2 Native Place (祖籍) and Residence Codes (戶籍) for People's Republic of China nationals

Nationals of the People's Republic of China should insert the appropriate Native Place and Residence Codes to be chosen from the list below.

### People's Republic of China's Provinces, Municipalities and Autonomous Regions

Province		Code
Anhui	安徽	AH
Fujian	福建	FJ
Gansu	甘肅	GS
Guangdong	廣東	GD
Guizhou	貴州	GZ
Hainan	海南	HI
Hebei	河北	HB
Heilongjiang	黑龍江	HJ
Henan	河南	HN
Hubei	湖北	UB
Hunan	湖南	UN

Province		Code
Jiangsu	江蘇	JS
Jiangxi	江西	JX
Jilin	吉林	JL
Liaoning	遼寧	LN
Qinghai	青海	QH
Shaanxi	陝西	SI
Shandong	山東	SD
Shanxi	山西	SX
Sichuan	四川	SC
Yunnan	雲南	YN
Zhejiang	浙江	ZJ

Municipality		Code
Beijing	北京	BJ
Chongqing	重慶	CQ
Shanghai	上海	SH
Tianjin	天津	TJ

Autonomous Region		Code
Guangxi Zhuangzu	廣西壯族	GX
Nei Menggu	內蒙古	NM
Ningxia Huizu	寧夏回族	NX
Xinjiang Uygur	新疆維吾爾	XJ
Xizang	西藏	XZ