

# The Hong Kong University of Science and Technology

## ADMISSION AS AN UNDERGRADUATE 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 undergraduate visiting internship students.

Such visiting students will be admitted to a host 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 undergraduate student at a recognized tertiary institution outside Hong Kong,
- b) have an educational background deemed satisfactory by the host 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 Global Student Office:

Address: Global Student Office  
Room 2581, Academic Building  
The Hong Kong University of Science and Technology  
Clear Water Bay, Kowloon  
Hong Kong SAR, China

Website : <http://join.ust.hk/>  
Email: [gso@ust.hk](mailto:gso@ust.hk)  
Phone: (852) 2358 8178

### 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 that the institution supports the applicant's proposed visiting internship arrangement at HKUST and the intended research period, and
  - advising us of the institutional financial support, if any;
- ☒ *Official transcripts and testimonials* (or the official certified true copies);
- ☒ Copies of the relevant *course outlines* of courses that the applicant has completed and/or is currently enrolled on; and
- ☒ *Bank draft for application fee payment*.

### 4 Fees and Payment Method

The fees listed here are not refundable or transferable.

- Application Fee: HK\$400/US\$50 ➤ To be paid by bank draft made payable to "The Hong Kong University of Science and Technology" with your name and identification no. at the back.
- Tuition Fee: HK\$1,754  
for the one-credit project course
- 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.

## 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 host 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.

## 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.

## 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 [https://sao.ust.hk/studentlife/popup\\_insurance\\_nl\\_sprograms.html](https://sao.ust.hk/studentlife/popup_insurance_nl_sprograms.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: [https://sao.ust.hk/studentlife/popup\\_insurance\\_gpa.html](https://sao.ust.hk/studentlife/popup_insurance_gpa.html).
- Please refer to the web page at <http://www.ust.hk/vpao/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 host department and advise them on enrollment matters. Please refer to the web page at <http://publish.ust.hk/calendar/content/course.html> for a list of the University's Departments.

## 10.2 Nationality / Citizenship Codes

Please choose the appropriate Nationality / Citizenship Code from the list below.

Albania	ALB	Egypt	EGY	Macau	MAC	Saudi Arabia	SAU
Algeria	DZA	EL Salvador	SLV	Madagascar	MDG	Singapore	SGP
Argentina	ARG	Eritrea	ERI	Malaysia	MYS	Slovakia	SVK
Australia	AUS	Fiji	FJI	Maldives	MDV	Slovenia	SVN
Austria	AUT	Finland	FIN	Mauritius	MUS	South Africa	ZAF
Bangladesh	BGD	France	FRA	Mexico	MEX	Spain	ESP
Belgium	BEL	Germany	DEU	Monaco	MCO	Sri Lanka	LKA
Belize	BLZ	Ghana	GHA	Mongolia	MNG	Sudan	SDN
Benin	BEN	Greece	GRC	Morocco	MAR	Suriname	SUR
Bolivia	BOL	Guam	GUM	Myanmar (formerly Burma)	MMR	Swaziland	SWZ
Bosnia and Herzegovina	BIH	Guinea	GIN	Namibia	NAM	Sweden	SW
							E
		Hong Kong	HKG	Nepal	NPL	Switzerland	CHE
Botswana	BWA	Hungary	HUN	Netherlands	NLD	Taiwan	TW
							N
Brazil	BRA	Iceland	ISL	New Zealand	NZL	Tanzania	TZA
Brunei Darussalam	BRN	India	IND	Nigeria	NGA	Thailand	THA
Cambodia	KHM	Indonesia	IDN	Norway	NOR	Trinidad & Tonago	TTO
Cameroon	CMR	Iran	IRN	Pakistan	PAK	Tunisia	TUN
Canada	CAN	Ireland	IRL	Panama	PAN	Turkey	TUR
Chile	CHL	Israel	ISR	Panama	PAN	Turkey	TUR
Columbia	COL	Italy	ITA	People's Republic of China (PRC)	CHN	Uganda	UGA
Cook Islands	COK	Jamaica	JAM	Peru	PER	Ukraine	UKR
Costa Rica	CRI	Japan	JPN	Philippines	PHL	United Arab Emirates	ARE
Cyprus	CYP	Jordan	JOR	Poland	POL	United Kingdom	GBR
Czech Republic	CZE	Kazakhstan	KAZ	Portugal	PPT	United States	USA
Democratic Republic of Congo	COD	Kenya	KEN	Republic of Belarus	BLR	Uruguay	URY
		Korea	KOR	Republic of Bulgaria	BGR	Venezuela	VEN
Denmark	DNK	Latvia	LVA	Republic of Croatia	HRV	Vietnam	VNM
Dominican Republic	DOM	Lebanon	LBN	Republic of Georgia	GEO	Yugoslavia	YUG
Ecuador	ECU	Luxembourg	LUX	Russian Federation	RUS	Others	OT

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

Nationals of the People's Republic of China (Nationality / Citizenship Code 'CP') 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	34
Beijing	北京	11
Chongqing	重慶	50
Fujian	福建	35
Gansu	甘肅	62
Guangdong	廣東	44
Guangxi Zhuangzu	廣西壯族	45
Guizhou	貴州	52
Hainan	海南	46
Hebei	河北	13
Heilongjiang	黑龍江	23
Henan	河南	41
Hubei	湖北	42
Hunan	湖南	43
Jiangsu	江蘇	32
Jiangxi	江西	36

Province		Code
Jilin	吉林	22
Liaoning	遼寧	21
Nei Menggu	內蒙古	15
Ningxia Huizu	寧夏回族	64
Qinghai	青海	63
Shaanxi	陝西	61
Shandong	山東	37
Shanghai	上海	31
Shanxi	山西	14
Sichuan	四川	51
Tianjin	天津	12
Xinjiang Uygur	新疆維吾爾	65
Xizang	西藏	54
Yunnan	雲南	53
Zhejiang	浙江	22