

Exchange Application Guide for Admission as No-Fee Non-Degree Exchange Students in 2022-23

1. Eligibility for Admission

- i. Applicants should currently be registered students at their home institutions that have student exchange agreements with the School of Engineering, The Hong Kong University of Science and Technology (thereafter referred to as “HKUST”). Applicants should have an educational background deemed satisfactory by HKUST.
- ii. As this is primarily an undergraduate exchange program, applicants are expected to be at a level equivalent to the US undergraduate level. Students who are pursuing a master’s degree at their home institution but have not yet obtained a Bachelor’s degree will be taken as undergraduate students at HKUST.
- iii. Since the HKUST courses are mainly conducted in English, applicants from institutions that do not adopt English as the major medium of instruction are expected to meet any of the following English language requirements:

IELTS (International English Language Testing System)	Overall Band	6.0
TOEFL (Test of English as a Foreign Language)	Paper-based test (PBT)	550
	Computer-based test (CBT)	213
	Internet-based test (iBT)	80

Applicants who are not sure if the above requirements apply to themselves may approach their home institutions for clarification.

2. Course Registration and Enrolment

- i. Exchange students are enrolled in courses rather than in specific degree programs at HKUST. Courses taken shall not lead to a degree from HKUST.
- ii. Full list of approved courses at HKUST and course descriptions can be found in the on-line Course Catalogue at <https://prog-crs.hkust.edu.hk>. Not all courses are offered every term. The courses offered and class timetables are usually confirmed the week before course registration begins. Before confirmed courses and class offer schedules for the forthcoming term are announced, students are strongly advised to read the course offer information provided for previous terms for reference at <https://w5.ab.ust.hk/wcq/cgi-bin>
- iii. While students admitted to the School of Engineering are expected to be focused on engineering courses, i.e., courses within BIEN, CENG, CIVL, COMP, ELEC, ENEG, IEDA (previous course code: IELM), ISDN, MECH, and ENGG. Enrolment in non-engineering courses will also be allowed (at a lower priority) as long as there are places available and students can fulfill the course prerequisites and any other enrolment conditions prescribed for the course.
- iv. Students should note that courses at postgraduate level (5000-level or above) offered by the School of Business and Management are closed to all students from other Schools. Therefore, students admitted to the School of Engineering should NOT plan on taking business courses at postgraduate level. In addition, some courses are available exclusively to students in self-financed/special programs. Students not enrolled in these programs (regular degree-seeking students and exchange students inclusive) cannot take these courses. **In principle, if students aim at taking postgraduate level courses, they shall refer to courses within BIEN, CENG, CIVL, COMP, ELEC, ENEG, IEDA, ISDN and MECH only. Enrollment into postgraduate level courses is subject to class quotas and instructor's approval after students' arrival.**
- v. Enrolment into any course is subject to fulfillment of course prerequisites, if any, and to availability of class quota at the time of course registration.
- vi. Exchange students are expected to enroll in at least 12 credits and not more than 18 credits per term. Requests to deviate from these regulations are subject to approval by HKUST.
- vii. Students who plan to work on research projects only without taking any other courses are normally not accepted.
- viii. Exchange students will attend classes, tests and examinations as required by the courses in which they have enrolled. They will be subject to the same academic regulations of HKUST, like all other regular students. The course grades and credits earned, if any, will be officially recorded on their transcripts.
- ix. All credit transfer matters are handled in accordance with the regulations of exchange students' home institutions, with which the approving authority rests. It is the student's responsibility to confirm the credits and courses to be transferred with their home institutions before they register for any course, and definitely before the end of the Add/Drop period. Requests to drop a course after the Add/Drop period (or the Extended Drop deadline in the case of PG courses) on the grounds that the courses or credits will not be recognized by students' home institutions are NOT accepted.
- x. Exchange students will later be asked to submit a list of their preferred engineering courses for course pre-enrollment after HKUST has confirmed their acceptance.

3. Certification of Study

Copy of the official transcript from HKUST will be sent to exchange students' home institutions. Students are required to complete a transcript request form during their online application which authorizes HKUST to send their official transcripts to their home institutions.

4. Duration of Exchange Period and Extension

- i. The exchange period can be one term long or two terms long. Each term has 13 weeks, followed by the final examination period.
- ii. In 2022-23, the tentative term dates are (including final examination periods):

Fall 2021: 1 September – 19 December 2022

Spring 2022: 3 February – 29 May 2023

Details: https://registry.hkust.edu.hk/calendar_dates/dates21-22confirmed.pdf

- iii. Exchange students who wish to extend their study period from the Fall Term to the Spring Term are required to obtain consent from their home institutions then submit a request to the HKUST School of Engineering. The request for extension is subject to the final approval by HKUST School of Engineering. Extension from the Spring Term to the Fall Term of the following academic year is NOT allowed.

5. Visa

- i. Overseas exchange students must obtain a student visa if they wish to come to Hong Kong to study unless they have the right of abode in Hong Kong. While HKUST will assist the admitted exchange students in applying for the student visa in Hong Kong, HKUST bears no responsibility with regard to the issue of the student visa. Any inconvenience or extra costs resulted from the delay of the issue of visa is to be borne by the students. Further information on student visa can be obtained from the web site of the Hong Kong Immigration Department at <http://www.info.gov.hk/immd>
- ii. The name of student that appears on the official admission letter issued by HKUST must match the name that appears on the passport which is used for the Hong Kong student visa application. To ensure consistency, applicants are required to cross check their name and input their personal particulars on the online application form that are the same with their passports.
- iii. Students who do not yet have a valid passport at the time of applying for admission should proceed to apply for the passport as soon as they decide to apply to HKUST for admission. A copy of the photo page should be sent to HKUST once the passport is available in order to obtain the visa in time.
- iv. Students who have the right of abode in Hong Kong do not need to apply for the Hong Kong student visa. Such students are required to submit a copy of their Hong Kong identity cards (both front and back sides) to the application for admission instead of a copy of the passport.

6. Finance

It is important for exchange students to ensure that they have adequate financial support while they are in Hong Kong. For students who do not have the right of abode in Hong Kong and thus require a student visa to study in Hong Kong, proof of sound financial standing is required by the Hong Kong Immigration Department to support the application for student visa.

7. Accommodation

Exchange students are usually assigned University accommodation. Like all undergraduates, exchange students are assigned to undergraduate halls of residence, where only shared rooms are available. More information on University housing can be found at the following website: <https://shrl.ust.hk/>

8. Student Facilities

Exchange students will have access to all on-campus educational, sports and recreational facilities enjoyed by regular students of HKUST. Details of student resources and facilities available can be found at <https://dst.hkust.edu.hk/eng>

9. Health Care and Medical Insurance

- i. Exchange students, like any other full-time students, can enjoy out-patient services in the on-campus Medical Clinic and dental services at the on-campus Student Dental Clinic. Fees please refer to <https://hseo.hkust.edu.hk/clinic>
- ii. HKUST does not have its own hospital. In the case where hospitalization is required, the exchange student will have to seek admission to a government or private hospital.
- iii. The medical expenses incurred in a hospital can be huge. Therefore, all exchange students are required to have sufficient insurance protection covering the entire exchange period. Students MUST subscribe to the insurance plan required by HKUST unless prior agreement is made between HKUST and their home institutions.

Step-by-step guide from application to arrival

HKUST Engineering Exchange

Step-by-Step Guide from Application to Arrival

1. Apply to the exchange office at your home institution
2. Receive invitation email from HKUST to complete online application
3. Receive acceptance materials
4. Submit preferred courses for course pre-enrollment exercise
5. Apply for student visa to HKUST
6. Receive advice on course pre-enrollment, if any
7. Receive HKUST account for intranet
8. Receive course enrollment instructions & pre-departure information
9. Receive e-visa from HKUST
10. Receive academic orientation booklet from School of Engineering
11. Start online course enrollment with login to HKUST intranet
12. Arrive into HK & Present your e-visa to the Immigration
(Ensure you tell them about your student visa status)
13. Arrive and check-in your residential hall at HKUST
14. Obtain student ID card
15. Attend orientation sessions