THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Application for
Pre-Approval to Undertake Studies at Other Universities
(for Undergraduate Students)

INSTRUCTIONS: Read the notes on Page 3 before proceeding with your application.

STEP 1: APPLICATION INFORMATION

STUDENT INFORMATION

Last Name (in English) _____

First Name (in English) _____

School _____

Degree program/major _____

HKUST Student ID | | | | | | | | |

HKUST Email _____

Current Year of Study _____

Contact Phone No. _____

HOST UNIVERSITY INFORMATION

Name of host university _____

Location of host university _____

Name of program _____

Program website URL _____

STUDY PLAN

I plan to study at the host university in the HKUST Term(s) (ex. Fall 2026/27 or Fall & Spring 2026/27): _____

Dates at the host university: Start _____ End _____

Mode of study: ☐ In-person ☐ Virtual ☐ Mixed (In-person and virtual)

Will you be taking any HKUST courses in the same term? ☐ Yes If yes, how many? _____ ☐ No

Is the study credit bearing? ☐ Yes ☐ No

State your motivation or objective for undertaking this study program:

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List the course(s) you plan to enroll at the host university and append the course syllabus/descriptions as provided by the host university.

Host Course Information (as listed in their academic/course calendar)					**Proposed/Mapped HKUST course, if any** (course mapping and credit transfer **are not guaranteed**. Separate applications are required)	
Course Code	**Course Title**	**No. of Credits**	**Start date (YYYYMMDD)**	**End date (YYYYMMDD)**	**HKUST Course Code**	**HKUST Course Title**

☐ I declare that I have read and understand the notes listed on Page 3. Student's signature _____ Date _____

STEP 2: OBTAIN DEPARTMENT APPROVAL

[**UG Coordinator / Program Director** of the student's major to complete this section.]

☐ Approved for the host university and term applied on this form ☐ Denied

Signature of UG Coordinator / Program Director	Name	Department	Date

STEP 3: OBTAIN SCHOOL APPROVAL

[**Associate Dean or their delegate** of the student's School to complete this section.]

☐ Approved for the host university and term applied on this form ☐ Denied

Signature of Associate Dean or the delegate	Name	School	Date

STEP 4: SUBMIT THIS FORM THROUGH REGISTRATION OF PRE-APPROVED SELF-ARRANGED STUDY

After obtaining the signatures, complete **Registration of Pre-approved Self-arranged Study** at the HKUST's *MyStudyAbroad System* at https://mystudyabroad.hkust.edu.hk/?go=preapproved_study.

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NOTES TO STUDENTS

Purpose of this Form

- HKUST undergraduate students' study at other institutions must be either organized or pre-approved by the University.
- Complete this form and submit it through **Registration of Pre-approved Self-arranged Study** at *MyStudyAbroad System* if you are a current HKUST undergraduate student requesting approval to undertake studies at another institution where the studies are not organized by HKUST.

Student's Responsibilities

- This application is specific for the applied study program and term only. If your study program spans across two terms, for example, Fall and Spring, you should include both terms under “Study Plan” section.
- You should submit a new pre-approval request to your Major Department/ Program Office if there are any changes to the details in the “Host University Information” and “Study Plan” section.
- You should seek academic advising from your Major Department/Program Office regarding your study plan and progression.
- You are responsible to provide all supporting documents or additional information to your Major Department/Program Office, School, or OGL if you are asked to do so.
- After submission of your **Registration of Pre-approved Self-arranged Study** at *MyStudyAbroad System*, you will receive a confirmation from the same system together with a confirmation letter.
- If your pre-approved self-arranged study falls into HKUST Fall and/or Spring Term, you are also required to apply for **Leave from Study** (Form RR - 8). The confirmation letter is required for the leave application.
- Proof of commitment to participate must be submitted before your study program begins. Failure to submit the requested documents will result in the revocation of the confirmation and will render you ineligible for credit transfer.
- You should observe and comply with the University’s Academic Regulations. In particular, if you wish to apply for credit transfer, you must comply with the University's policies and arrange for course mapping and credit transfer applications.

Timeline of submitting Registration of Pre-approved Self-arranged Study

Registration submitted after the time frames listed below will not be processed.

For studies at other universities that begin in:	**Complete your registration at *MyStudyAbroad System* by**	**Receive confirmation from *MyStudyAbroad System* by**
HKUST Fall Term	15 Jul prior to the HKUST Fall Term	31 Jul prior to the HKUST Fall Term
HKUST Spring Term	15 Nov prior to the HKUST Spring Term	30 Nov prior to the HKUST Spring Term
HKUST Winter Term	15 Nov prior to the HKUST Winter Term	30 Nov prior to the HKUST Winter Term
HKUST Summer Term	1 May prior to the HKUST Summer Term	15 May prior to the HKUST Summer Term

NOTES TO MAJOR DEPARTMENTS/PROGRAM OFFICES

- This form is for HKUST UG student who plan to participate in a self-arranged study program (i.e. not organized by HKUST) and take courses at undergraduate level or above.
- Major School and Department/Program Office could request students to provide additional information if deem necessary for reviewing the application.
- Upon conducting academic advising with the student, you may approve or decline this application. The signed form should then be returned to the student for their submission to the Office of Global Learning Experience (OGL).
- Please have your School/Department/Program Office file a copy of the signed form for your unit's record.

ENQUIRIES

Office of Global Learning Experience (OGL): study.abroad@ust.hk