** Fillable Form **
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**The Hong Kong University of Science and Technology**

**Academic Records and Registration, Academic Registry**

| UG |
|---|
| Form-GR20 |

# Application for Credit Transfer on Entry (For 4Y Undergraduate Studies)

**Notes to Students**

1. This form is for students who wish to be granted credit transfer based on qualifications obtained or studies completed elsewhere prior to admission to HKUST. Students **must read through** the *Notes and Application Procedure* (http://arr.ust.hk/entry-credit) before submitting an application. **Students should quote the reference number (DB Ref No) (if any) from the Credit Transfer Course Equivalence Database** (http://arr.ust.hk/credit-database) **for each course mapping.**
2. Students who wish to apply for deviation from curriculum (e.g. course substitution) should use Form-GR23 (http://arr.ust.hk/curriculum-deviation) instead.
3. Students should submit the completed application form with supporting documents **to ARR for approval no later than one month after the beginning of the student's first regular term of study at HKUST**. In the course of preparing the application, students are encouraged to consult their School or major department for advice.
4. Only courses with a passing grade or above will be considered. Applications with incomplete information or missing supporting documents will NOT be processed.
5. The processing time is **at least** one month, depending on the number of courses applied. Students will be informed of the result by email.
6. Students should consult their School or major department for advice on the equivalent HKUST credits to apply. For enquiries on the application procedure, students may contact ARR by email (crtran@ust.hk).

## Section I Personal Particulars

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

Name: _____ (in English with surname first)

School #: ◯ SSCI ◯ SENG ◯ SBM ◯ SHSS ◯ IPO

Major (if any): _____

## Section II Application Details

Basis of Application #: ◯ Public examination ◯ Sub-degree courses ◯ Others

Name of Institution / Qualification Obtained: _____ (use a separate application form for a different institution/qualification)

Course Details (use supplementary sheets if necessary) :

| | Subject / Courses Taken Elsewhere | | | | Equivalent HKUST Course | | DB Ref No | *Approval by ARR* |
|---|---|---|---|---|---|---|---|---|
| | Subject (with level) / Course Code (with title) | Contact Hours | Credits Earned | Grade Obtained | Course Code / Elective / Common Core Area | Credits Applied | | |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| | | | | **Total** | | | | |

# Please select the appropriate item

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### Section III Student Declaration

☐ I have consulted my School or major department _____ about my application.

☐ I have attached the following supporting documents and hereby declare that the information provided on this form is true:

- ☐ Official transcript or examination certificate (original / certified true copy); AND
- ☐ Course/subject information (with subject syllabuses, course outlines and class schedules, etc).

I can be reached at the following phone number _____ and email address (HKUST account if any) _____.

_____ _____

**Signature** **Date**

### Section IV Approval by ARR

The credit transfer application above is ○ approved ○ not approved. #

Processed by _____ on _____

Verified by _____ on _____

*Personal Information Collection Statement*

*Personal records of students collected by the University are maintained and used for a number of academic and administrative purposes consistent with the mission of the University. These purposes may include academic advising and assessment, program planning and evaluation, verification, communication, checks for concurrent registration at other UGC-funded institutions, and provision of data required by the government, etc. The students' major department and school, and relevant central administrative offices have limited access to the information. Students are entitled to request access to their personal data held by the University at a fee and to request the correction of these data. Such requests should be made to the Academic Registrar, Room 1381, Academic Building, HKUST.*

# Please select the appropriate item