



**Assessment of Course Equivalence for Credit Transfer (For 4Y Undergraduate Studies)**

**Notes to Students**

1. This form is to be completed by students who, **with official confirmation of elsewhere study issued by HKUST or host institution**, wish to know whether a course to be taken elsewhere is recognized by HKUST **before the actual study**. Students **must read through** the *Notes and Assessment Procedure* (<http://arr.ust.hk/exchange-credit>) before submitting an assessment request. **Students are required to submit the Form-GR21 upon completion of elsewhere study for the credit transfer application.**
2. Students should check the **Credit Transfer Course Equivalence Database** (<http://arr.ust.hk/credit-database>) for possible course mapping. Students who plan to take courses elsewhere which are not in the Database may submit an assessment request before the actual study, normally not more than 6 to 8 courses (or 18 credits) for each term of study at each institution.
3. Students should submit the completed assessment form with supporting documents to ARR for approval by email ([crtran@ust.hk](mailto:crtran@ust.hk)). The processing time is **at least** one month, depending on the number of courses applied. Students will be notified by ARR of the assessment result by email. Students may then check the results directly from the Database.
4. Students should consult their School or major department for advice on the study plan. For enquiries on the assessment procedure, students may contact ARR by email ([crtran@ust.hk](mailto:crtran@ust.hk)).

**Section I Personal Particulars**

HKUST Student ID: 

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 Name (in English with surname first): \_\_\_\_\_

School #: \_\_\_\_\_  SSCI  SENG  SBM  SHSS  IPO Major (if any): \_\_\_\_\_

**Section II Assessment Details**

(A) Name of Institution in FULL : \_\_\_\_\_  
(use a separate assessment form for a different institution)

(B) Tentative Study Period: from \_\_\_\_\_ to \_\_\_\_\_  
(date: yyyy-mm-dd) (date: yyyy-mm-dd)

(C) Course Details:

Courses Taken Elsewhere				Equivalent HKUST Course / Elective or Common Core Area	Approval by ARR
Course Code with Title	Contact Hours	Credits			
1					
2					
3					
4					
5					
6					
7					
8					

**Section III Student Declaration**

- I have consulted my major department or school about this assessment.
- I have attached the following supporting documents and hereby declare that the information provided on this form is true:
  - Official confirmation of elsewhere study issued by HKUST or host institution with clear indication of study period; AND
  - Course information (with detailed course outlines and class schedules, etc).

\_\_\_\_\_  
Signature Date

**Section IV Approval by ARR**

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