



The Hong Kong University of Science and Technology
Academic Registry
Declaration/ Withdrawal of Additional Undergraduate Major Program

Notes

- 1. With the approval of the relevant Major-program Coordinators, students may complete the requirements for more than one major program. Students must observe the prescribed requirements and restrictions, and obtain academic advice and approval from the major department for enrollment and completion of additional majors. Successful completion of the additional major will be recorded on the academic transcript and degree diploma.
2. Students must have already enrolled in a first major before they can declare additional major(s). They will not be approved to take additional major(s) which are too closely related to their major(s) already declared.
3. Except for the specifically approved dual-degree programs, students with additional major(s) will graduate with only one degree, according to their first major.
4. To have the completion of additional major recorded on the academic transcript and degree diploma, students must declare in the major no later than the last day of add/drop period in the first regular term of the final year of study.
5. Approved application will take effect in the current regular term if the application is submitted before end of add/drop period. Late application will not be effected until the following regular term.

Application Procedures

- 1. This form is applicable to declaration of additional major(s) offered under the same or different degree. Exceptions are students in the School of Business and Management who will declare their additional major(s) under the same degree. They should approach the major program office or Dean's Office for advice.
2. Students who wish to declare or withdraw from additional major should complete Sections I and II below, and seek approval from the program office offering the additional major. The students should then pass the Form to their home program office (first major) for approval before it is forwarded to the School (of first major) for endorsement. In the event of declaration of more than one additional major, the approval from program offices of all additional majors is required.
3. To facilitate the decision process, students should enclose to this application their Unofficial Academic Transcript. In consultation with the major program offices, the students will need to work out a sample term-by-term study plan to meet the curriculum requirements within a reasonable duration of study.
4. Students will be notified of the result of the application by the Academic Registry.

I. Student Particulars

Student Name : \_\_\_\_\_ Student No. : [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
(In English)
Program of Study : \_\_\_\_\_ Year of Study : [ ]
Contact Phone No. : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

II. Application Details

Please tick the appropriate box to indicate the nature of application in additional major program.
[ ] DECLARE
[ ] WITHDRAW
Additional major program

Signature of Student Date

Personal Information Collection Statement

- 1. The personal data provided in this form will be used for checking of records and processing this application only. It is obligatory for you to supply the required data on this form. Your application may be delayed or may not be considered if the data submitted are incomplete.
2. The personal data collected may be provided to major departments/ schools, or relevant administrative offices for the above mentioned purposes.
3. For access or correction of the personal data after submission of this form, please contact the Academic Registrar (email: progreg@ust.hk, Office address: Academic Registry, Room 1381, Academic Building, HKUST). For the University's Privacy Policy, please refer to http://www.ust.hk/privacy-policy.

**III. Decision of Program Office Offering the Additional Major**

The application is  approved  not approved

\_\_\_\_\_  
Signature of UG Coordinator / Program Director

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**IV. Decision of First Major Department**

The application is  approved  not approved

\_\_\_\_\_  
Signature of UG Coordinator / Program Director

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**V. Endorsement of Dean’s Office (of First Major)**

I  endorse  do not endorse the application as approved by the Program Departments in Section III & IV.

\_\_\_\_\_  
Signature of Dean / Dean’s Designate

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**V. Academic Registry Use Only**

Result Received On	Student Notified		Computer Record Updated	
	by	on	by	on
Remarks :				