Notes

1. Students should note that program transfer may cause a delay in their academic progress.
2. Normally, the transfer, if approved, will NOT be effected until the following term.
3. If a transfer is approved, the transfer-in department/ School will determine which credits from the student’s former program apply to the new program.

Application Procedures

1. Undergraduate students may apply for program transfer by completing Sections I and II below, and submit the form to the transfer-in department/ School for approval.
2. Students will be notified of the result of the application by ARR.

I. Student Particulars

Student Name: ___________________________ Student No.: ________________
(In English)                                                                
Program of Study: ___________________________ Year of Study: __________
Contact Phone No.: ___________________________

II. Application Details

Program to be Transferred to: ___________________________ Option: ________________
(e.g. BBA (ECON)) (where applicable)
Year of Study: __________
Reasons for Transfer: ______________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Student: ___________________________ Date: ___________________________

Personal Information Collection Statement

i) 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.
ii) The personal data collected may be provided to major departments/ schools, or relevant administrative offices for the above mentioned purposes.
iii) 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 Records and Registration, 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 Transfer-in Program Department/ School**

The application is [ ] approved [ ] not approved

Effective Term: [ ] Term, 20___ - 20___

[The approval should be effective in the following term unless under special circumstances]

Year of Study upon Transfer: Year [ ] 1 [ ] 2 [ ] 3 [ ] 4

[Please tick as appropriate]

__________________________  __________________________  ______________
Signature of UG Coordinator / Name Date
Program Director

__________________________  __________________________  ______________
* Signature of Dean or Dean’s Designate Name Date
* Applicable to school based programs or programs in School of Business and Management.

IV. **Academic Records and Registration Use Only**

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<thead>
<tr>
<th>Result Received On</th>
<th>Student Notified</th>
<th>Computer Record Updated</th>
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<tr>
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Remarks:

RR-6 (05/2017)