The Hong Kong University of Science and Technology
Academic Registry

Application for Program Transfer
(for Undergraduate Students)

Notes
1. Application for program transfer should be submitted before the term the transfer takes effect.
2. Normally, a transfer will NOT be effected until the following regular 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 the Academic Registry.

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: proreg@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 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/ application is submitted in the middle of a term requesting for the transfer to take immediate effect.

IV. Academic Registry Use Only

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

RR-6 (03/2018)