



THE HONG KONG UNIVERSITY OF SCIENCE & TECHNOLOGY
Academic Records and Registration, Academic Registry
Application for Program Transfer/Change of Academic Load
(for Postgraduate Students)

Notes

- 1. Application for program transfer and change of academic load should be submitted before the term the transfer takes effect.
2. For applications submitted in the middle of a term requesting for the transfer to take immediate effect, the endorsement of the dean of the school must be obtained.
3. Students should note that program transfer may cause a delay in their academic progress.
4. If a transfer is approved, the transfer-in department will determine which credits from the student's former program apply to the new program.
5. A change of academic load from full-time to part-time status will render the students ineligible for a place in a residential hall and affect their studentship entitlement.

Application Procedures

- 1. Postgraduate students who wish to apply for program transfer/change of academic load should complete Sections I and II below, and submit the form to the receiving department 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 : [] Academic Load : [] FT [] PT
Contact Phone No. : _____

II. Application Details

Program to be Transferred to : _____ Academic Load : [] FT [] PT
(e.g. MPhil (PHYS))
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 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.

