The Hong Kong University of Science and Technology
Academic Registry

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 application for credit transfer (https://w5.ab.ust.hk/jsct_ct_stdt_appl) upon completion of elsewhere study.
2. Students should check the Credit Transfer Course Equivalence Database (https://crtran.ust.hk/credit_instit) 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 application form with supporting documents to ARO for approval by email (arcreditran@ust.hk). The processing time is at least one month, depending on the number of courses applied. Students will be notified by ARO 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 ARO by email (arcreditran@ust.hk).

Section I Personal Particulars
HKUST Student ID: 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 (date: yyyymm-dd) to (date: yyyymm-dd)

(C) Course Details:

<table>
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<tr>
<th>Courses Taken Elsewhere</th>
<th>Contact</th>
<th>Credits</th>
<th>Equivalent HKUST Course / Elective or Common Core Area</th>
<th>Approval by ARO</th>
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<tbody>
<tr>
<td>Course Code with Title</td>
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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 ARO
Processed by ________________________________ on ________________ Verified by ________________________________ on ________________

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: arprog@ust.hk, Office address: Academic Registry, Room 1382, Academic Building, HKUST). For the University’s Privacy Policy, please refer to http://www.ust.hk/privacy-policy.

Please select the appropriate item

GR22 (10/2019)