



The Hong Kong University of Science and Technology
Academic Registry
Application for Double Registration

Notes

1. Students should obtain prior approval from the University if they wish to register concurrently for another program at this University or at another post-secondary institution.
2. If a student is required to withdraw from the University as a result of disapproval of double registration, tuition fee paid is normally NOT refundable.

Application Procedures

1. Students who wish to apply for double registration should complete Sections I - IV (where appropriate) below, and submit the form with appropriate documentary evidence to the Academic Registry.
2. Students will be notified of the result of the application by the Academic Registry.

I. Student Particulars

Student Name : _____ Student No. :

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(In English)

Program of Study : _____ Year of Study : Academic Load : FT PT

Contact Phone No. : _____

II. Declaration on Double Registration

[Completion of Section III is NOT required if you tick item (i) or (ii)]

- i) I am not currently registered at any other institution *(documentary evidence is attached)*
- ii) I am currently registered at _____ *(name of institution)*
but intend to withdraw from it immediately *(documentary evidence is attached)*
- iii) I wish to apply for double registration at this University
- iv) I wish to apply for double registration at another institution

III. Program/Course to be Double Registered at HKUST or Another Educational Institution

Name of Institution : _____

Program / Course : _____

Academic Load : FT PT Date of Commencement : _____

Duration of Program / Course : _____

Expected Date of Completion : _____

Total Hours of Attendance per Week : _____

Reason for double registration: *(use a separate sheet of paper if necessary)*

IV. Declaration

(a) I hereby declare that all the information given above is true and correct to the best of my knowledge.

(b) I am currently granted financial assistance or studentship YES NO

If yes, the studentship is granted from HKSAR HKUST Other Institution

Please state the details : _____

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: arprog@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>.

V. Recommendation of Program Department

Double registration is recommended not recommended

Signature of UG / PG
Coordinator / Program Director

Name

Date

V. Academic Registry Use Only

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