The Hong Kong University of Science and Technology
Academic Registry
Declaration/ Withdrawal of an Option under Major Program

1. Undergraduate students registered in a major may be given the opportunity to register for an option under their major. They must satisfy the prescribed requirements and obtain approval from the major department(s) for enrollment in an option. Successful completion of a declared option will have it recorded on the academic transcript.

2. In general, to have the completion of program option recorded on the academic transcript, students must declare in the program option no later than the last day of add/drop period in the final regular term of a student's undergraduate study. The requirements and limitations of declaration of an option may vary in different programs, students should approach their major program office for academic advice and observe the regulations and limitations imposed by the major program office.

3. Approved application will take effect in the current regular term if the application is submitted before end of add/drop period. Late application will not be effected until the following regular term.

Application Procedures

1. Undergraduate students who wish to declare or withdraw from an option should complete Sections I and II below, and obtain approval from the major department for Section III.

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. : _____   E-mail Address : _____

II. Application Details

> ***Please tick the appropriate box to indicate the nature of application in an option.***
>
> ☐ DECLARE
> _____ of _____
>   *Option*   *Major*
> ☐ WITHDRAW

_____   _____
Signature of Student   Date

Personal Information Collection Statement

1. 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.
2. The personal data collected may be provided to major departments/ schools, or relevant administrative offices for the above mentioned purposes.
3. 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.

III. <u>**Decision of Major Department**</u>

The application is ☐ approved ☐ not approved

Signature of UG Coordinator / Program Director	Name	Date

IV. <u>**Academic Registry Use Only**</u>

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