The Hong Kong University of Science and Technology
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. Normally, a transfer will NOT be effected until the following regular term.

3. 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. Unless there are extenuating circumstances, request for program transfer to be effected in the middle of a term is not supported.

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 (if they hold one). The eligibility for student visa of non-local students may also be affected.

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 transfer-in department 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 : ☐   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: 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. Decision of the Transfer-in Program Department

The application is ☐ approved ☐ not approved

[please tick as appropriate]

☐ program transfer

☐ change of academic load

Effective Date of Transfer : _____ Year of Study upon Transfer : ☐

[Please pass this Form to the Dean's office for endorsement if the application is submitted in the middle of a term requesting for the transfer to take immediate effect.]

| _____ | _____ | _____ |
| Signature of PG Coordinator / Program Director | Name | Date |

IV. Endorsement of Dean's Office

I ☐ endorse ☐ do not endorse the transfer to be effective *__in the middle of a term__* as approved by the Program Department in Section III.

| _____ | _____ | _____ |
| Signature of Dean / Dean's Designate | Name | Date |

V. Academic Registry Use Only

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