HKUST Summer
Application Instructions

Many of the application documents require additional preparation time. Do not wait until the last minute to work on your application.

UCEAP has nominated you for the program. You will receive an email from HKUST that contains a link to their online application. Follow these steps to apply for the program:

**Step 1:** Prepare the following items. They will be required for the online application.
- **A. UC Transcript:** Order an official transcript from your campus Registrar office. See PDC Item 6 for additional instructions.
- **B. Passport Style Photo:** Scan and upload the photo to your online application. You will attach the actual photo to your Hong Kong visa application later. See PDC Item 7 for additional instructions.
- **C. Passport Copy:** Your passport must be valid for at least six (6) months after your projected return from abroad. See PDC Item 8 for additional instructions.
- **D. HKID Copy (if applicable):** See PDC Item 9 for more information.

**Step 2:** UCEAP students must complete the online HKUST application by February 25, 2016. Follow all instructions listed on the sample application.

**Step 3:** HKUST will review your application and notify you via email when your admission status is available (about 1-2 weeks). Once your program admittance is confirmed and you accept the offer of admission, you may continue to the next step.

**Step 4:** You must mail the required visa documents to arrive at UCEAP by March 23, 2016. This is not a postmark date. Only documents received by the deadline will be forwarded to HKUST.
- **A. Visa Application**
  - i. Student Visa Application Form
  - ii. Passport Style Photo
  - iii. Proof of Financial Support
  - iv. Passport Copy
  - v. HKID Copy (if applicable)

**Step 5:** You must complete the following items online by April 14, 2016. They will be available to you via the HKUST application system.
- **A. Non-Refundable Fee Payment (HK$ 7,650):** This payment includes your visa, insurance, and housing fees. Payment must be made online with a credit card.
- **B. Housing Application**
- **C. Special Education Needs Disclosure Form (if applicable)**
- **D. Mailing Address for Student Visa**
Step 6: You must complete the following items online by **May 31, 2016**. They will be available to you via the HKUST application system.

A. HKUST Transcript Request Form: In order for your grades to be processed correctly, you must indicate that your HKUST transcript is mailed to the UCEAP Systemwide Office.

B. Flight Information Form

C. Summer Program Activities Enrollment Form

Step 7: Keep checking your email, including your junk/spam mail, on a regular basis for program updates.