



Application for Credit Transfer (For Postgraduate Studies)

Notes to Students

1. This form is for students who wish to be granted credit transfer on-entry / during study. Relevant regulations can be found in <http://acadreg.ust.hk/pgreg.html#6>. In case of deviations from School/departmental/program requirements, approval must be obtained from the Dean or the Dean's designee. Deviations from University requirements must be approved by the Office of Postgraduate Studies.
2. The processing time is normally two weeks. Students will be informed of the result by email.

Section I Personal Particulars

HKUST Student ID:

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 Name (in English with surname first): _____

School #: SSCI SENG SBM SHSS IPO Program of Study: _____ Year of Admission: _____

Section II Application Details

For Internal Credit Transfer (courses taken in previous HKUST program), please fill in the courses to transfer:

<i>(e.g. LANG 5000)</i>					

For course / requirement exemption, please use the application form for course substitution / deviation from curriculum (Form-GR27). No credits will be given for the exempted course and the student will be required to take an approved alternative course to fulfill program requirements.

For External Credit Transfer (courses taken elsewhere), please fill the following information:

	Name of External Institution	Non-HKUST Course Code	Credits Earned	Grade	HKUST Course Code	Credits to be Transferred	Approval from Course Instructor (as appropriate)
1							
2							
3							
4							
5							

Section III Student Declaration

I have attached the official transcript / certified true copy of the official transcript in this application.
(HKUST unofficial transcript is also acceptable for internal credit transfer application.)

Signature

Date

Section IV Approval by Relevant Academic Unit

The credit transfer application above is approved not approved #.

Signature

Name
PG Co-ordinator / Department Head /
Program Director #

Date

Section V For Academic Registry Use Only

Processed by _____ on _____

Verified by _____ on _____

Personal Information Collection Statement

- i) The personal data provided in this application 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: progreg@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>.

Please select the appropriate item