A Guide for using *MyStudyAbroad system* for students applying to HKUST for International Summer Exchange Program Exchange in Summer Term
## Table of Content

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MyStudyAbroad</strong> system</td>
<td>4-5</td>
</tr>
<tr>
<td>Stages in <em>MyStudyAbroad</em> system</td>
<td>6</td>
</tr>
<tr>
<td><strong>Application Stage</strong></td>
<td>7</td>
</tr>
<tr>
<td>Step 1: Seek nomination from home institution</td>
<td>8</td>
</tr>
<tr>
<td>Step 2: Get your login information</td>
<td>9-11</td>
</tr>
<tr>
<td>Step 3: Login to <em>MyStudyAbroad</em> system</td>
<td>13-15</td>
</tr>
<tr>
<td>Step 4: Create your profile</td>
<td>16-18</td>
</tr>
<tr>
<td>Step 5: Review and complete your profile</td>
<td>19-22</td>
</tr>
<tr>
<td>Step 6: Begin your application</td>
<td>23-24</td>
</tr>
<tr>
<td>Step 7: Complete all requirements</td>
<td>25</td>
</tr>
<tr>
<td>About: “Save” and “Submit” buttons</td>
<td>26</td>
</tr>
<tr>
<td>About: Definition of a “Complete” application</td>
<td>27-30</td>
</tr>
<tr>
<td>About: Steps to withdraw your application</td>
<td>31-33</td>
</tr>
</tbody>
</table>
# Table of Content

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Post-Decision Stage</strong></td>
<td>34</td>
</tr>
<tr>
<td>Step 1: View your admission decision</td>
<td>35-37</td>
</tr>
<tr>
<td>Step 2: Read ‘Welcome notes’</td>
<td>38</td>
</tr>
<tr>
<td>Step 3: Complete post-decision requirements</td>
<td>39-40</td>
</tr>
<tr>
<td><strong>Study Abroad Stage</strong></td>
<td>41</td>
</tr>
<tr>
<td>Review emergency contact information</td>
<td>42-44</td>
</tr>
<tr>
<td><strong>Returnee Stage</strong></td>
<td>45</td>
</tr>
<tr>
<td>View your application records</td>
<td>46</td>
</tr>
<tr>
<td>Notes for Mobile Version</td>
<td>47-49</td>
</tr>
</tbody>
</table>
Bookmark system URL

The system URL is as follows. The system supports the entire cycle of your exchange experience, from the time you apply to the time you return. It is not only for submitting your application. As you will need to enter the system regularly, for your convenience, you are advised to bookmark this URL on your desktop or laptop.

https://mystudyabroad.ust.hk

Browser Requirements

- You must have JavaScript and pop-ups enabled.
- Your browser must have Cookies enabled.
- Microsoft Internet Explorer for Mac is not supported.
Check emails sent from system

The system will send you emails to notify you of important steps in your application. The notification email informing you to check your exchange offer is also sent by the system email. Therefore, it is crucial that you ensure you receive emails sent by the system. System-generated emails are sent by the below email address. Please ensure that your email box does not block this email account or puts these emails into your Junk Box.

My.Studyabroad@ust.hk

Do not reply any system email or write to the above email address. Enquiries should be sent to Office of Global Learning at isp@ust.hk.
Stages in *MyStudyAbroad* system

- Application Stage
- Post-Decision Stage
- Study Abroad Stage
- Returnee Stage
Application Stage
Eligibility

You are eligible to apply as an exchange student to HKUST only if:
• your home institution is an HKUST exchange partner through a formal exchange agreement, and
• you are nominated for the program by the exchange coordinator at your home institution

Seek nomination from home institution

You must seek nomination by your home institution before starting your application in MyStudyAbroad system. Please check with your home institution for the procedure, eligibility requirements and timeline. Normally, you should submit an application to your home institution, who would then forward their nominations to HKUST.

If HKUST accepts the nomination, you will be asked to start an application on MyStudyAbroad system at https://mystudyabroad.ust.hk.
Step 2: Get your login information

URL: https://mystudyabroad.ust.hk

For First-time Users:
After HKUST confirms your nomination with your home institution, please click here to generate your password.

Click here to if this is the first time your login.
Step 2: Get your login information

Welcome to HKUST MyStudyAbroad system. You can request or reset your password here.

Get Password for First-time Inbound Users
To apply for an inbound program on this system, you should first seek nomination from your home institution. After HKUST confirms the nomination, please submit your email address below to generate a temporary password. This is the email address that your home institution provides to HKUST. Student guides are available at the top menu bar.

Reset Password for Existing Inbound Users
Please submit your email address below to reset your password. You will receive an email with instructions on changing your password.

Username and Password for HKUST Students and Staff
HKUST students and staff should login to this system with your ITSC account. If you forgot your ITSC account password, please click here for assistance. If you are still having problems, please contact cchelp@ust.hk.

Enter your email address and click Get / Reset Password. Your temporary login password will be sent to this email shortly. Note that this email address must be exactly the same as the one your home institution provided us. Check with your home institution if you are unsure which email address they used.

Only nominated students will receive temporary password in this step. If you have not sought nomination from your home institution, you will not receive any email with temporary password.
Step 2: Get your login information

You will receive an email containing your login information sent by the system. The temporary password is valid for 60 day(s) only.

1. Find your temporary password here.
2. Login the system via this link.
Step 3: Login to *MyStudyAbroad* system


Choose “I have login credentials to this site that I received by email.”.
Step 3: Login to MyStudyAbroad system

### Security: Login (existing user)

Welcome to HKUST MyStudyAbroad system. To login, please enter your username and password.

#### HKUST Students / Staff Login:

HKUST Students and Staff: Login here

If you have any problem about using ITSC account, please contact chelp@ust.hk.
If you are a new staff requiring login access, please contact the coordinator in your School/Department/Office.

#### Inbound Students Login:

Username:

Password:

Login here with the login credentials you received.

For First-time Users:

After HKUST confirms your nomination with your home institution, please click here to generate your password.

***For future login, you can access via https://mystudyabroad.ust.hk directly.***
Step 3: Login to *MyStudyAbroad* system

Choose Security Questions

In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset sent to your email address. Please select three questions and answers to be presented to you upon a password reset request.

Select Password Reset Security Questions

- **Question #1:** Select One:
  - Correct Response:
- **Question #2:** Select One:
  - Correct Response:
- **Question #3:** Select One:
  - Correct Response:

Select your password reset security questions.
Step 3: Login to MyStudyAbroad system

Security : Change Temporary Password

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:
- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

Change Temporary Password

New Password: 
(this is the password you would like to use for all future login attempts)

Re-enter New Password:

Create a permanent password.
Step 4: Create your profile

Profile: Required Information

There are some profile fields required by this site that you have not filled out. Please complete the required sections in the form below and click on the 'Update' button at the bottom of the page. Please complete the below using only English characters.

Please complete the required sections of this form and click on the 'Update' button at the bottom of the page in order to access this site.

**Required Information**

- **Preferred name**

**Input your preferred name.**

**Additional Information**

* Not editable
** Required

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Application Stage | Post-Decision Stage | Study Abroad Stage | Returnee Stage
Step 4: Create your profile

Required Addresses

Correspondence Address and Contact

Address: [Input field]

City: [Input field]

Province / State: [Input field]

Zip Code (or Postal Code): [Input field]

Country: [Select One]

Phone: [Input field]

Mobile: [Input field]

- Provide your correspondence address and contact in ENGLISH. Do not input any non-English characters.
Step 4: Create your profile

Provide details of an emergency contact. This should be someone in your home country or in Hong Kong. Do not input any non-English characters.
Step 5: Review and complete your profile

Your Home Page: [Applicant's Name] - Applicant Home Page

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the Applications section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

Applications

[Academic Term]

HKUST International Summer Exchange Program
Deadline: DD-MM-YYYY
Withdraw
Itinerary:
Hong Kong, Hong Kong (Asia)
DD-MM-YYYY
DD-MM-YYYY

Profile

[Applicant's Name]
[Institution Name]
[Email]

Click Edit Profile to review and complete the personal particulars in your profile.

Here you will find the name of the program to which you are nominated.
Step 5: Review and complete your profile

1. Provide an alternative email address for better communication.
2. Upload a photo of you.
3. Click to save.
4. Click to continue.
Step 5: Review and complete your profile

1. Update your preferred name if necessary.
2. Click Update to save.
3. Click Contact Info to continue.
### Step 5: Review and complete your profile

- **[Applicant's Name]**
- **[Gender]**
- **[Age]**
- **[Institution Name]**
- **[Email]**

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**Contact Info**

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<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence Address and Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency contact</td>
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</tr>
</tbody>
</table>

- **Click** for any necessary update on your correspondence address and contact or emergency contact. **Click Update** to save afterwards.
Step 6: Begin your application

Your Home Page: [Applicant's Name] - Applicant Home Page

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the Applications section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

Applications

<table>
<thead>
<tr>
<th>[Academic Term]</th>
<th>Deadline: DD-MM-YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKUST International Summer Exchange Program</td>
<td>Withdraw Itinerary: Hong Kong, Hong Kong (Asia) DD-MM-YYYY DD-MM-YYYY</td>
</tr>
</tbody>
</table>

Click the program name to begin your application.
1. Pay attention to the application deadline.

2. Read the “Notes and Instructions” section here carefully. Contact for enquiry is also stated in this part.
Step 7: Complete all requirements

1. Digitally sign all “Signature Documents”. Your application could not be submitted if any is not signed.

2. Complete and submit all sections under “Application Form”. Your application could not be submitted if any is not completed.
In each section under “Application Form”:

In all sections under “Application Form”, you can click the **Save** button to save your answers as draft until you are ready to submit the section.

When you are ready to submit this section, click the **Submit** button. Once this section is submitted, it will be locked and you cannot return to edit your answers.
About: Definition of a “Complete” application

Once you submit a section, the relevant ‘Received’ box will be checked.

“N/A” indicates that you are not required to submit that section.

Sections with the pencil symbol 🆕 allow modifications after submission (and before application deadline). The pencil symbol 🆕 will appear after your initial submission of the section.
About: Definition of a “Complete” application

After signing all “Signature Documents” and completing all sections under “Application Form”, click to submit your application. Your application could not be submitted if any is not completed. You must submit your entire application before application deadline.
About: Definition of a “Complete” application

This indicates that your application has been submitted.
About: Definition of a “Complete” application

After the application deadline, your application will be locked and you will not be able to access your application. If you wish to view your application after the deadline, you should print out all your submitted sections and documents by yourself.
If you wish to withdraw the application, click the Withdraw button. Once your application is withdrawn, you will not be able to re-submit an application to the same program in the same academic term. Once the admission decision reaches on your application, it cannot be withdrawn.
Provide your reason for withdrawing your application. You must complete this part in order to withdraw the application.
About: Steps to withdraw your application

Your Home Page: [Applicant's Name] - Applicant Home Page

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the Applications section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

Applications

[Academic Term]

HKUST International Summer Exchange Program

Withdrawn: pre-decision
Itinerary:
Hong Kong, Hong Kong (Asia)
DD-MM-YYYY
DD-MM-YYYY

Profile

[Applicant's Name]
[Institution Name]
[Email]

Your application status will then be updated to “Withdrawn: pre-decision”.

Application Stage Post-Decision Stage Study Abroad Stage Returnee Stage
Post-Decision Stage
Step 1: View your admission decision

System notification email

*MyStudyAbroad* system will send you an email when admission decision is available. This is a sample of how the email looks like.

![Email Example](attachment:image.png)

*The notification email will not state the specifics about the status of your application. You must log into the *MyStudyAbroad* system to view the admission decision.*
Step 1: View your admission decision

When the result of your application is available, this status will indicate "DECISION REACHED".

Click on the program name to view the decision letter which contains your admission decision.
Step 1: View your admission decision

With offer:

If you are given an offer, click `Print` to print your decision letter for student visa application purpose. If you are not ready to print it now, you can return to this page any time.

Without offer:

Thank you for your application for the HKUST International Summer Exchange Program for [Term]. We regret that we are unable to offer a place to you.
Step 2: Read ‘Welcome notes’

1. Read the ‘Welcome notes’ which includes important instructions on the next steps.

2. Click Print to print a copy of this document for your future reference.

3. After reading the document, click to proceed.
**Step 3: Complete post-decision requirements**

Welcome to HKUST MyStudyAbroad system. Please follow the below instructions to complete your application. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

<table>
<thead>
<tr>
<th>[Applicant's Name]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: HKUST International Summer Exchange Program</td>
</tr>
<tr>
<td>Term/Year: [Academic Term]</td>
</tr>
<tr>
<td>HKUST Deadline: DD-MM-YYYY</td>
</tr>
<tr>
<td>Program Dates: DD-MM-YYYY - DD-MM-YYYY</td>
</tr>
</tbody>
</table>

**Decision Letter**

- [ ] View Decision Letter

**Commitment to Participate**

- Your status: **Committed**
  - Thank you for giving your commitment to participate.

**Learning Content**

- Welcome notes for HKUST inbound exchange students

**Application Form**

- (Incoming) Section A. Academic background
- (Incoming) Section B. Past study record at HKUST
- (Incoming) Section C. Upload your official transcript
- (Incoming) Section D. Information about your travel document
- (Incoming) Section E. Additional personal particulars for Mainland applicants

You can view and print your decision letter here any time.
Step 3: Complete post-decision requirements

Check the ‘Received’ column. Complete all unchecked requirements including “Learning Content”, “Application Form”, “Signature Documents” and “Material Submissions”.

Requirements shaded in grey were submitted in the previous stage and do not require your attention.
Stages in *MyStudyAbroad* system

- Study Abroad Stage

Application Stage ➔ Post-Decision Stage ➔ Study Abroad Stage ➔ Returnee Stage
Review your emergency contact information before going abroad.
Review emergency contact information

Click to continue.
Review emergency contact information

<table>
<thead>
<tr>
<th>Address Type</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Correspondence Address and Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency contact</td>
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</tr>
</tbody>
</table>

Click for any necessary update on your emergency contact. Click to save afterwards.
Returnee Stage
Your complete application will be stored on MyStudyAbroad system.

If you have submitted multiple applications to HKUST before, all your application records will be shown on the your ‘Applicant Home Page’.
Notes for Mobile Version

If you access the MyStudyAbroad system from a smart phone or a tablet, the system will automatically detect the screen size and adjust accordingly to render a more user friendly view, collapsing menus and stacking panels.

Click at the upper right corner for links directing you to:

- program searching page
- enquiry page
- application page for study abroad programs
- student guides
- login page for inbound exchange students and HKUST students
Click  to access your applicant home page.

Click  to expand submenus for more options.

Click  to access the edit profile page or logout of the system.
Click on dropdown buttons to find more options available.

[Applicant’s Name]
[Institution Name]
[Email]

First Name:

Last Name: