





## 6. Personal Statement

(Please give reasons for choosing this programme of study. Typing is very much preferred. You may attach further sheets)

## 7. Declaration

1. I declare that the information given in support of this application is accurate. I understand that any false information or misrepresentation will disqualify my application for admission or enrollment in the University / College.
2. I authorize the College to obtain all necessary information about my candidature for my studies at institutions in Hong Kong and elsewhere.
3. I authorize the College to use my data to carry out checks on records of previous studies as a student at the institutions I have attended.
4. I understand that, upon my registration in the programme, this data will become part of my student record. That student record may be used for all purposes relating to my study in accordance with the procedures of the University / College.
5. I have read and understand the Rules and Conditions attached under the Application Guide.

Applicant's Signature : \_\_\_\_\_

Date of Application : \_\_\_\_\_



# BSc (Hons) in Business Information Systems

## Application Guide

### Application Procedures

Please submit application form with the following attachments:

1. Three passport-sized photographs, with applicant's name and signature on the back. The photos are to be used for the admission record and the issuance of Student Cards
2. A copy of all documents supporting the academic/professional qualifications
3. Photocopies of relevant page(s) of a passport or ID document, showing student's photograph, full name and date of birth
4. A non-refundable application fee of HK\$200 in the form of:
  - i) A crossed cheque payable to "HKUST-CL3"; or
  - ii) The original pay-in slip from any branch of Hang Seng Bank (Account name: HKUST-CL3; Account number: 361-048606-001) with applicant's name and programme code on the back of the slip
5. A written recommendation from a referee who can comment on applicant's academic ability

The completed form with attachments should be submitted to HKUST-CL3 either:

- in person at CL3 Head Office or Admiralty Learning Centre; or
- by post to HKUST College of LifeLong Learning, Annex Building, The Hong Kong University of Science & Technology, Clear Water Bay, Kowloon, Hong Kong

All submitted documents will not be returned to applicants.

### Rules and Conditions

1. Please sign and complete the application form clearly and accurately. Incomplete application forms will not be processed.
2. The programme will go through normal selection process. For entry requirements, please refer to specific programme descriptions. Applicant may be invited for admission interviews. Admissions are subject to availability of places and selection criteria. As such, applicants meeting the minimum admission requirements are not guaranteed direct entry to the programme.
3. Upon admission to the programme, applicants are required to provide originals of certificates and supporting documents for verification
4. Applicants will not be processed until all relevant documents and appropriate fees are received by the College.
5. The College reserves the right to make any alterations to the programmes as deemed necessary. The College also reserves the right to cancel a programme due to insufficient enrollment or other unforeseen circumstances, in which case full tuition fees will be refunded.
6. Enrollment is non transferable except for special occasions and is subject to the approval of the College on a case-by-case basis. A written request must be made at least three weeks before the commencement date of the enrolled programme. Fees and places of programme cannot be transferred from one applicant to another.
7. Certification will be issued to students who have achieved required attendance and successfully passed all assessments. For details, please refer to individual programme descriptions.

\* Fees paid are neither refundable nor transferable except under condition 5 stated above.

**For enquiry, please call 2358-6123 or email CL3@ust.hk**

HKUST College of LifeLong Learning, The Hong Kong University of Science & Technology, Clear Water Bay, Kowloon  
Tel: (852) 2358 6123 Fax: (852) 2358 4130 Website: www.CL3.ust.hk