Admission Cycle Flowchart for Exchange-in Students in 2013-14 Summer Term

Stage	1

Application Period Dec 2013 to Feb 2014

- Submit program application to the ISP Team
 [applications are reviewed on a rolling basis until Feb 7, 2014]
- Receive confirmation of receipt of your application via email



Stage 2

Offer Acceptance Stage Mar 2014

- Receive application result via email
 [results are usually available 3 to 4 weeks upon receipt of your complete application]
- Start preparing your student visa application
- Receive the admission offer package via post
- Complete and submit offer acceptance materials *including your student visa application* to the ISP Team
- Receive confirmation of program enrollment and further information via email



Stage 3

Preparation for Class Enrollment Mar to early Apr 2014

- Activate ITSC Network Account instructions will be provided; the account is required for online class enrollment
- Study the Use of Student Information System (SIS) the system is where students enroll
 their classes online; familiarize yourself with the operation of the system before the class
 enrollment start date



Stage 4

Class Validation Period around mid-Apr 2014

- Check your pre-enrolled class and assigned enrollment start time on SIS
- Select the classes your plan to take; validate them and obtain special approval for enrollment if necessary



Stage 5

Class Enrollment Period mid- / late Apr to early May 2014

- Submit class enrollment request on SIS according to the assigned schedule:
 - > Stage 1: Enrollment of one course starting at your assigned time
 - Stage 2: Enrollment of up to 3 courses starting at the scheduled time



Stage 6

Program Pre-arrival Preparation
May to early Jun 2014

- Ensure you have completed any forms / procedures required for the following:
 - > Student hall application
 - Optional local tours
 - > Arrival & departure information
- Receive your student visa label via courier
- Study the instructions on how to validate your student visa



Stage 7

Term Starts mid- / late June

- Arrive at HKUST
- Attend the orientation and complete program registration
- Finalize your classes on SIS within the Add/Drop Period