

Credit Transfer System (for Undergraduates)

Complete System Operation Guide - Student User

1. Access to the Credit Transfer System

- 1.1. Log in to the Credit Transfer System (CTS) via <https://registry.hkust.edu.hk/app-creditransfer-ug> or the Student Information System (SIS)
- 1.2. You will be directed to the welcome page. Please read all the information and click **“Start”** to enter the [Student Dashboard](#).

2. Student Dashboard

The [Student Dashboard](#) lists the institutions of your elsewhere studies, your [Student Information](#), [To Do List](#) and [Credit Transfer Summary by Institutions](#).

The screenshot shows the 'My Dashboard' interface of the Credit Transfer System. The top navigation bar includes the HKUST logo, 'Credit Transfer System', and 'My Dashboard'. The main content area is divided into several sections:

- Student Information:** A table displaying student details: Student ID, Program (BBA4), Cohort Term (2019-20 Fall), Degree Checkout (Withdrawn), Program Status, Email Address, Academic Year (Year 3), and Active in Program.
- To Do List:** A section with a red notification icon and a yellow background. It contains a message: "The following items require your attention. Please click on each item to proceed." Below this, 'Boston University' is listed as an item.
- Credit Transfer Summary by Institution:** A section with a blue notification icon and a red '1' badge. It contains a message: "Select an institution to proceed. If your institution is not listed, please add it first." Below this is a blue button labeled '+ Add Another Institution' and a search bar labeled 'Filter institutions...'. A callout points to the button with the text 'See 3.1.2'.

Callouts provide additional context:

- A callout pointing to the left sidebar (listing institutions like Beijing Institute of Technology, Boston University, etc.) states: "List of Institutions shows all your study records in ascending order by institution name."
- A callout pointing to the 'To Do List' section states: "“To Do List” summarizes the items pending your action."
- A callout pointing to the 'Credit Transfer Summary by Institution' section states: "“Credit Transfer Summary by Institution” shows the list of study records with summary of your mapping requests and credit transfer applications."
- A callout pointing to the red '1' badge in the 'Credit Transfer Summary by Institution' section states: "No. of pending items under this institution."

3. Study Records

3.1. On Entry

3.1.1. Qualifications disclosed for admissions purpose

If the tertiary qualifications (e.g. local sub-degree study) obtained were disclosed to the URAO during the admission exercises, the corresponding study record will be transferred to the CTS automatically.

3.1.2. Non-disclosed qualifications

If you have obtained other tertiary qualifications prior to admission to the University but have not disclosed to the URAO, you can create an “On Entry” study record by clicking [+ Add Another Institution](#) under the [Credit Transfer Summary by Institution](#) section and create course mappings and submit credit transfer applications for this study record.

3.2. HKUST-organized study abroad

Study records for elsewhere studies organized by the University are created by the OGL shortly after confirmation of admission to the program.

3.3. Pre-approved self-arranged study abroad

Pre-study approval by School, in consultation with the relevant major departments, should be obtained. Upon approval of the self-arranged elsewhere studies, the OGL will create the respective study record.

4. Course Mappings

4.1. Search for Existing Course Mappings in the Credit Transfer System

On the study record page, click the arrow on the right side of [My Course Mapping Requests](#), then, click the “+ Start New Course Mapping Request” button ([+ Start New Course Mapping Request](#)). On the “Search Existing Mappings” page, both “Valid” and “Expired” mappings are displayed by default. You can filter the list to view only “Valid”, “Expired” or “Ready for Credit Transfer” mappings, or input keywords to refine the search result and locate the relevant mappings.

Search Existing Mappings
Review existing mapping requests. If no suitable mapping is found, you can apply for a new one.

Transfer Term: 2019-20 Fall Valid Mapping Expired Mapping Ready for Credit transfer

Incoming Course & Title	Equivalent HKUST Course	D.B. Ref. No.	Mapping Info	Action	Map to Other Courses
CC2205 General Phys ics (0)	PHYS 0031 Mathematical Methods in Physics II (3 CR)	B000043-03	Approved	Apply for CT	Re-map
CC3487 Introduction to Patho phys iology and Pharmacology (0)	LIFS 1080 Disease, Culture and Technology (3 CR)	B002872-03	Expired	Extend	Re-map
SEHH2320/CCN2320 Human Phys iology (3 credit) SEHH2321/CCN2321 Human Phys iology with Common Diseases (3 credit)	LIFS 1902 General Biology II (3 CR)	B033369-01	Approved	Apply for CT	Re-map
CCN2320 Human Phys iology (0 credit)	LIFS 3040 Animal Phys iology (3 CR)	B033214-02	Approved	Apply for CT	Re-map

4.2. Create New Course Mappings

If any of the incoming course code, title, credit and credit unit are not the same as the existing mappings, a new course mapping (new D.B. Ref. No.) should be created.

Search Existing Mappings
Review existing mapping requests. If no suitable mapping is found, you can apply for a new one.

Transfer Term: 2019-20 Fall Valid Mapping Expired Mapping Ready for Credit transfer

Q music

Incoming Course & Title	Equivalent HKUST Course	D.B. Ref. No.	Mapping Info	Action	Map to Other Courses
CCN2046 Music, Mind and Human Behavior (3 credit)	HUMA1000LEVEL 1000-level Course in Humanities (3 CR)	B006711-02	Approved	Apply for CT	Re-map
CCN2046 Music, Mind and Human Behavior (3 credit)	HUMA1103 Understanding Music (3 CR)	B006711-01	Expired	Extend	Re-map

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Only if you cannot find the intended mapping, please click to [Apply for New Mappings / Mapping Groups](#).

Click "Apply for New Mappings / Mapping Groups" to create a course mapping with a brand-new incoming course.

You will be directed to a new page with three tabs:

(1) Incoming Course Details (tab 1) - input the incoming course information, upload supporting documents (e.g. course syllabus, teaching timetable, etc.) in pdf format and click "Next".

Create New Course Mapping Request

Mapping Status
New Request
[Information Required for Course Mapping Request](#)

1. Incoming Course Details 2. Proposed HKUST Equivalent 3. Review & Submit

Incoming Course 1

* Course Code	* Course Title	* Course Credits	* Credit Unit
CCN2046	Music and Human	3	CREDIT

* Supporting Documents

Click or drag file to upload
PDF • Max 10MB

CCN2046_syllabus.pdf
12.0 KB

Information Required for Course Mapping Request

For New Course Mapping Requests
Please provide a detailed course syllabus (English version) which should include:

- Course Code & Title
- Course Credit
- Table of Contents
- Teaching Timetable / Schedule of Work
- Assessment Methods
- Reading List, etc.

For appeal mapping requests
You must provide further justification, such as a comparison table demonstrating the equivalence of the courses.

For "N-to-1" (i.e. multiple courses mapped to 1 HKUST course) and "N-to-N" (i.e. multiple courses mapped to multiple HKUST courses) mapping requests, please click to "Add Another Incoming Course Information".

(2) Proposed HKUST Equivalent (tab 2) - under “HKUST Course”, click to search the proposed HKUST course in the pop-up window, press “Select” () and return to the tab.

The screenshot shows the 'Create New Course Mapping Request' form with three tabs: '1. Incoming Course Details', '2. Proposed HKUST Equivalent', and '3. Review & Submit'. The '2. Proposed HKUST Equivalent' tab is active. Under 'HKUST Equivalent 1', there is a field for '* HKUST Course:' with a search button. A callout box titled 'Please select the course' is open, showing an 'Advanced Search' interface. The search criteria are 'Course Code: huma11' and 'Course Title: music'. The search results table is as follows:

Course Code	Course Title	Credits	Exclusions
<input type="radio"/> HUMA1100	Music of the World	3	
<input type="radio"/> HUMA1101	Enjoyment of Western Music	3	HUMA 1102
<input type="radio"/> HUMA1102	Enjoyment of Classical Music	3	
<input checked="" type="radio"/> HUMA1103	Understanding Music	3	
<input type="radio"/> HUMA1104	Music and Film	3	
<input type="radio"/> HUMA1106	Music and Dance	3	
<input type="radio"/> HUMA1107	Music and Film	3	

At the bottom of the form, there are buttons for 'Back', 'Next', 'Save as Draft', and 'Cancel'. The 'Next' button is highlighted.

The screenshot shows the 'Create New Course Mapping Request' form with the '2. Proposed HKUST Equivalent' tab active. The '* HKUST Course:' field now displays 'Understanding Music (HUMA1103) 3 credit(s)'. A callout box with a speech bubble contains the following text: 'For “1-to-N” (i.e. 1 course mapped to multiple HKUST course) and “N-to-N” (i.e. multiple courses mapped to multiple HKUST courses) mapping requests, please click to add another HKUST course.' Below the callout box is a button labeled '+ Add Another HKUST Equivalent'. At the bottom of the form, the 'Next' button is highlighted.

Click “Next” to review the information entered and documents provided.

(3) Review and Submit (tab 3) - check the information and “Submit” to create the course mapping request.

Create New Course Mapping Request

Mapping Status
New Request
Information Required for Course Mapping Request

1. Incoming Course Details 2. Proposed HKUST Equivalent **3. Review & Submit**

Incoming Course

Incoming Course 1

Course Code: CCN2046
Course Title: Music and Human
Credits: 3.5 CREDIT
Documents: CCN2046_syllabu (12.0 KB)

Proposed HKUST Equivalents

Proposed HKUST Equivalent 1

Selected Course: Understanding Music - HUMA1103
Course Code: HUMA1103
Code Title: Understanding Music
Credits: 3

← Back **Submit** Save as Draft × Cancel

The new course mapping request created is listed under [My Course Mapping Request](#) with a new system-generated D.B. Ref. No. and mapping status “**Request Initiated**” as shown in the “**Mapping Info**”.

My Course Mapping Requests

+ Start New Course Mapping Request

Filter by course ref no or mapping info

Last Modified	Incoming Course Code & Title	HKUST Equivalent Code & Title	D.B. Ref. No.	Mapping Info	Action
2026-05-07	CCN2046 Music and Human (3 CREDIT)	HUMA1103 Understanding Music (3 CR)	B035839-01	Request Initiated	

4.3. Add “Under Review” Mapping to [My Course Mapping Requests](#)

On the “Search Existing Mappings” page, there are mappings (mapping status: “**Under Review**”) created by other students pending evaluation by the relevant subject departments. You can click “Notify Me” to add the mappings to “My Course Mapping Requests” and get the update of the mappings.

CCN2113 Financial Management (3 credit)	FINA2203 Fundamentals of Business Finance (3 CR)	B003490-03	Under Review	Notify Me	Re-map
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The “Action” column will be changed to “Will Notify You”.

Incoming Course & Title	Equivalent HKUST Course	D.B. Ref. No.	Mapping Info	Action	Map to Other Courses
CCN2113 Financial Management (3 credit)	FINA2203 Fundamentals of Business Finance (3 CR)	B003490-03	Under Review	Will Notify You	Re-map

4.4. Provide documents for “Need Further Info” Mappings

If the documents provided for mapping requests are considered not sufficient by the ARO and subject departments, the mappings will be returned to request for more information with mapping status “Need Further Info”.

In [My Course Mapping Requests](#), you can mouse over (👁️) the exclamation mark (⚠️) next to the mapping status to view the details of the requested information for course mapping evaluation.

My Course Mapping Requests

+ Start New Course Mapping Request

Filter by course ref no or mapping info

Last Modified	Incoming Course Code & Title	HKUST Equivalent Code & Title	D.B. Ref. No.	Action
2026-05-07	BPHM1116 Basic Biochemistry for Pharmacy Students (0 unit)	LIFS2210 Biochemistry I (3 CR)	B011240-02	Need Further Info ⚠️ 👁️ Provide Info

Further Information Needed: Please provide a more updated course syllabus which should include the course objectives, learning outcomes, teaching schedule, assessment methods, etc. for review.

Click this to provide info in pdf format.

If you search the mapping by “[Search Existing Mappings](#)”, you need to click the row to enter the mapping request and view the “Information Required” on the top of the page.

Search Existing Mappings

Review existing mapping requests. If no suitable mapping is found, you can apply for a new one.

Transfer Term: 2024-25 Summer Valid Mapping Expired Mapping Ready for Credit transfer

biochemistry

Incoming Course & Title	Equivalent HKUST Course	D.B. Ref. No.	Mapping Info	Action	Map to Other Courses
BPHM1116 Basic Biochemistry for Pharmacy Students (0 unit)	LIFS2210 Biochemistry I (3 CR)	B011240-02	Need Further Info	Provide Info	Re-map

Click this to provide info in pdf format.

Credit Transfer System > My Dashboard > Study Record > Provide Information

Information Required

Reviewer's Note:
Further Information Needed: Please provide a more updated course syllabus which should include the course objectives, learning outcomes, teaching schedule, assessment methods, etc. for review.

After you “**Submit**” the additional information documents and return to your [Study Record](#), the status of the mapping will be updated to “**Request Initiated**”.

4.5. Create New Mapping Groups

If the incoming course you have taken / will take during your elsewhere study is not mapped to your intended HKUST course, you may “Re-map” the incoming course to another HKUST course.

Incoming Course & Title	Equivalent HKUST Course	D.B. Ref. No.	Mapping Info	Action	Map to Other Courses
GE2306 Energy and Technology (3 Credit)	PHYS1003 Energy and Related Environmental Issues (3 CR)	B006617-02	Approved	Apply for CT	Re-map

If you would like to “Re-map” the incoming course to a different HKUST course for a mapping that has already been approved by the same subject area (that is, PHYS in this case), the newly created course mapping group will be regarded as an “Appeal” mapping, and students are required to provide justification and/or comparison to show that the newly created mapping group is more equivalent to the existing approved mapping for consideration by the subject departments.

4.6. Extend “Expired” Mappings

Tick only the “Expired Mapping” in the “Search Existing Mappings” to view the expired mappings.

Search Existing Mappings
Review existing mapping requests. If no suitable mapping is found, you can apply for a new one.

Transfer Term: 2024-25 Fall Valid Mapping Expired Mapping Ready for Credit transfer

Filter by course, ref. no. or mapping info

Incoming Course & Title	Equivalent HKUST Course	D.B. Ref. No.	Mapping Info	Action	Map to Other Courses
CCLC1206 Written and Spoken Modern Chinese (3 credit)	HUMA1020 Chinese Writing and Culture (3 CR)	B034799-02	Expired	Extend	Re-map

Click this to enter the mapping detail page and provide updated documents (e.g. course syllabus) to extend the expired mapping (the same incoming course mapped to the same HKUST course).

4.7. Appeal “Denied” Mappings

Denied mappings can be found in “My Course Mapping Requests” (if you raised, provided further information or added the mapping to your mapping request list) and in the “Search Existing Mappings”.

BUIL3005 Advanced Geographical Information System (3 Credit)	ENVR4330 Environmental Geographical Information System (3 CR)	B035205-01	Denied	Appeal	Re-map
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Click this to appeal for the denial result and provide info to justify your appeal mapping request.

The denial reason, if any, is displayed on the top of the mapping detail page.

✖ **Mapping Denied**

! **Reason for Denial:**
Notes to Student: Course content is different.

Students are required to upload supporting documents (e.g., comparison tables) and provide justification to “Submit” the appeal request.

5. Credit Transfer Applications

Students can only make credit transfer applications with approved course mappings which are valid in your “Transfer Term”.

5.1. Save Credit Transfer Applications as “Draft” and “Submit Applications

The screenshot shows a table of course mappings. The first row is highlighted:

Incoming Course & Title	Equivalent HKUST Course	D.B. Ref. No.	Mapping Info	Action	Map to Other Courses
MEDF1010 Foundation Course for Health Sciences I (3 credit)	LIFS4370 Human Genetics and Personalized Medicine (3 CR)	B031367-02	Approved	Apply for CT	Re-map

A callout box points to the 'Apply for CT' button: "If you have found an approved course mapping for credit transfer, click this to add the approved mapping to My Credit Transfer. Applications."

Below the table is a 'Course Evidence and Final Grades' section for MEDF1010. It includes an 'Input Final Grade' field with 'A' entered. A callout box points to this field: "Press 'Save as Draft' to save the application if the 'Incoming Course Grade' is not yet available."

At the bottom of the form are buttons for 'Back', 'Submit', 'Save as Draft', and 'Delete'. A callout box points to the 'Submit' button: "You can only 'Submit' a credit transfer application after the 'Incoming Course Grade' is provided. Nevertheless, you do not need to wait for the issuance of the elsewhere study transcript to 'Submit' a credit transfer application. Justification should be provided for late applications. Please refer the [ARO website](#) for details."

5.2. Provision of Official Transcript

There are several ways for the ARO to receive the elsewhere study transcripts, after verified by the relevant university offices, to process students’ applications for credit transfer: (1) shared by university offices, (2) presented by students at the ARO, and (3) uploaded by students.

After checking the elsewhere study transcripts, ARO will assign a status (i.e., “Verified”, “Pending Review”, “Unofficial” and “Rejected”) to the document.

The screenshot shows the 'Official Transcript' upload page. It features a large dashed box with a cloud icon and the text "Click or drag file to upload" and "PDF • Max 10MB". Below this, a document titled "AR: 30107936 Transcript BEIJING IT" is shown with a status of "University Record" and a green "Verified" badge. A callout box points to the "Verified" badge: "Credit transfer applications will only be processed with 'Verified' official transcripts."

5.2.1. Admissions Documents

For tertiary qualifications disclosed to the URAO for admissions to the University, the URAO will verify the documents required and share with the ARO for processing credit transfer.

5.2.2. HKUST-organized Study Abroad

For exchange-out programs, relevant School offices and/or the students will receive the transcripts from the exchange institutions directly depending on the practices of the institutions. You are advised to check with your School office if the transcripts will be shared with the ARO.

Instead, you may upload the transcript with digital signature or electronic transcript with blockchain authentication to the CTS for review by the ARO. Alternatively, you may present the physical true copy of the official transcript to the ARO for verification and scanning.

For other HKUST-organized study abroad programs coordinated by the OGL, the OGL would normally receive the transcripts from the institutions directly and share with the ARO.

5.2.3. Pre-approved Self-arranged Study Abroad

Upon receipt of the official transcript, you should upload the transcript with digital signature or electronic transcript with blockchain authentication to the CTS for review by the ARO or present the physical true copy of the official transcript to the ARO for verification and scanning.

5.3. Program Office Endorsement for Credit Transfer Applications

“Program Office Endorsement” for credit transfer applications are required for designated groups of students, categories of study records, HKUST courses approved, etc.

Your credit transfer applications will be routed to the respective program offices for consideration. Only endorsed applications will further be routed to the ARO for processing.

Application pending endorsement by program office:

My Credit Transfer Applications						
+ Apply for Credit Transfer						
Filter by course or status						
Last Modified	D.B. Ref. No.	Incoming Course Code & Title	HKUST Equivalent Code & Title	Submitted Grade	Application Status	Action
2026-05-13	B002698-02	CCN3129 Thermofluids (3 unit)	MECH2310 Thermodynamics (3 CR)	A	Pending Program Office Endorsement	

Application endorsed by program office:

My Credit Transfer Applications						
+ Apply for Credit Transfer						
Filter by course or status						
Last Modified	D.B. Ref. No.	Incoming Course Code & Title	HKUST Equivalent Code & Title	Submitted Grade	Application Status	Action
2026-05-13	B002698-02	CCN3129 Thermofluids (3 unit)	MECH2310 Thermodynamics (3 CR)	A	Submitted	

5.4. Application “Need Further Info”

“Submitted” credit transfer applications may be returned to students for clarification, provision of proof, etc. (application status: “Need Further Info”).

The screenshot shows a table of credit transfer applications. One application is highlighted in yellow with a status of 'Need Further Info'. A tooltip message reads: 'Please provide more information to justify your application.' Below the tooltip are two buttons: 'Need Further Info' (orange) and 'Provide Info' (blue). Two callout boxes provide instructions: one points to the exclamation mark icon in the 'Action' column, stating 'In My Credit Transfer Applications, mouse over the exclamation mark to view the details of the requested info for your credit transfer application.' The other points to the 'Provide Info' button, stating 'Click “Provide Info” to enter the application page to provide justification and upload relevant documents to “Submit” the application again.'

6. ARO Contact Information

If you have any questions on the use of CTS, please contact the Credit Transfer and Graduation Team of the Academic Registry.

School	Phone	ARO Enquiry Form
AIS	34693173	https://registry.hkust.edu.hk/enquiry
SBM	34693171	
SENG	34693172	
SHSS	34693173	
SSCI	34693173	

For technical issues, please contact the ITSO (cchelp@ust.hk).