Dean of Students’ Office
Registration Form for Sponsored Student Projects
(The completed form should be submitted with an activity proposal and budget plan IN PERSON to the Student Support and Activities Team, Dean of Students’ Office)

Name of Sponsored Student Project

Registration Period: _____________ to _____________  □ New  □ Update  □ Termination (Date: _________)

1. Particulars of Person-in-charge

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID#</th>
<th>Contact No.</th>
<th>ITSC Email</th>
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2. Particulars of two other responsible project members, if any. (Please use additional sheet if necessary):

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<th>Name</th>
<th>Student ID#</th>
<th>Contact No.</th>
<th>ITSC Email</th>
<th>Signature</th>
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3. Objectives and Activities (Please attach a proposal with project details and budget. State how the group would use the surplus, if any):

__________________________________________________________________________
__________________________________________________________________________

4. Participants:
□ Students  □ Faculty / Staff  □ Alumni  □ Outsiders ( %)

5. Chargeable for participants?
□ No  □ Yes (Students: $ _________; Others: $ _________)

6. Type of proposed project:
□ Social  □ Cultural  □ Intellectual  □ Educational
□ Others (Please specify):

7. Are you applying for any student activities funding?
□ 1-HKUST Student Enrichment Activities Fund
□ Others (Please specify):

8. I understand and accept that:
   a) I/We will observe the guidelines for organizing student activities and regulations for use of facilities, which are available at https://dst.ust.hk/upload/studentactivities/guideline_organize_stuactivities.pdf;
   b) I/We will submit the report(s) upon completion of the activity/project as required.
   c) I/We will inform DSTO (ssa@ust.hk) as soon as there are changes of the responsible project members or activity plans.

Signature of Applicant (Person-in-charge)  Official Chop (if any)  Date

For Office Use:
Date of finalized proposal rec’d: ____________ Date submitted to the Panel: ____________
Date of result released: ____________ Project Expiry Date: ____________
Result: □ Approved  □ Rejected  □ on Condition ____________
Remarks: ______________________________________________________________________

□ Application Form  □ Proposal Vetted by:

□ Converted to Sponsored Student Group  Date: ____________ Verified by: ____________ Group Expiry Date (3-yr): ____________

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