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. Sponsor Department:  
Dean of Students’ Office

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

6. Chargeable for participants?  
□ No □ Yes (Students: $ ___________; Others: $ ___________)

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

8. Are you applying for any student activities funding?  
□ Student Enrichment Activities (SEA) Fund □ President’s 1-HKUST Student Life Award  
□ Graduate Student Life Fund □ Others (Please specify): __________________________

9. 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 http://dst.ust.hk/upload/studentactivities/guidelines_organize_student_activities.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:

□ Photocopy of Form to Applicant.  
□ Application Form
□ Proposal  
□ Date submitted to the Panel: ___________  Project Expiry Date: ___________

Result:  □ Approved □ Rejected □ on Condition __________________________

Remarks:  ____________________________________________________________

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