| **HKUST logo** |  | SEN Support, Counseling  and Wellness Center  T: (852) 2358 6696  E: [sen@ust.hk](mailto:sen@ust.hk)  [W: sen.ust.hk](http://sen.ust.hk/) |
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**Special Educational Needs Declaration Form**

**2020 / 2021 academic year**

The University has taken a proactive role in ensuring and cultivating a positive learning environment for students, where equal opportunities in academic and non-academic pursuit for each individual student are guaranteed. This declaration form aims to understand and assist students with special educational needs (SEN) in the University.

Data obtained will be used to enhance the coordination work with different parties for providing personal and attentive support services. Personal data collected will be used for purposes that are consistent with the University’s mission, typically in the academic, teaching, administration and educational areas. We may also use your personal data to communicate with you regarding the services provided by the Counseling and Wellness Center. Your data may also be summarized / aggregated / de-personalized and, in this context, used for research and analysis / statistical purposes. We will not share your personal data with any non-University party except where it is essential and under strict privacy agreement, or that it is required by law. The data collected will be handled with strict security and confidentiality and in compliance with the Personal Data (Privacy) Ordinance of Hong Kong.

If you have any questions about the data privacy, please do not hesitate to contact [sen@ust.hk](mailto:sen@ust.hk).

Date:

Name of Student:

HKUST Student ID:

**Nature of your special educational needs (SEN)**

Attention deficit / hyperactive disorders專注力不足 / 過度活躍症

Autism spectrum disorder自閉症譜系障礙

Hearing impairment聽覺殘障

left ear 左耳聽力損失:       db分貝 right ear 右耳聽力損失:       db分貝

Mental Illness精神病患

Physical disability (wheelchair/ crutches/ calipers user) 肢體傷殘 (輪椅 / 拐杖 / 脚架使用者)

Specific learning disabilities (including dyslexia) 特殊學習困難 (包括讀寫障礙)

Speech and language impairment言語障礙

Visceral disability / chronic illness 器官殘障或長期病患

Visual impairment視覺殘障

left eye 左眼受損程度:       % right eye 右眼受損程度:       %

Others, please specify 其他 (請註明):

**Supporting documents about your SEN**

To declare a special educational need for assessing the available support services, a student needs to submit relevant supporting documents in the initial meeting with the SEN Support of Counseling and Wellness Center. Please indicate the type(s) of supporting documents that are readily available for submission:

I have written verification from my health care provider.

I have supporting documents on the academic and/or examination accommodations of the public examination(s) I previously took.

I have other supporting documents about my special educational needs.

I do have not any supporting documents to provide. I am aware that I will need to meet with a student

counselor of HKUST for assessment and/or community referrals.

**Support services for students with SEN**

I would like to meet with SEN Support to discuss about the services as checked (⮽) below:

1. Academic adjustment
2. Accessible housing arrangement
3. Accessible locker
4. Accessible transportation / parking
5. Arrangement for my guide dog
6. Buddy program and support groups
7. Career advising
8. Counseling support
9. Loan of assistive aids (List of equipment: <https://sen.ust.hk/page.php?tid=10#AT>)
10. Personal Emergency Evacuation Plan
11. Others, please specify:

I do not require any support services:

but I would like to meet with SEN Support to explore the available services and activities for me.

but I would like to meet with a student counselor.

and I do not need anything in relation to my SEN at the moment.

**SEN Support will contact you to follow up with verification documentations, and your consent to release of information. Please submit this declaration form to:**

**SEN Support, Counseling and Wellness Center**

Address: Room 5022 (5/F, lift 2 or 3), Dean of Students’ Office, Academic Building

E-mail: [sen@ust.hk](mailto:sen@ust.hk)