Application No.: _____

Full name: _____
Surname Given name

THE UNIVERSITY OF HONG KONG
FACULTY OF EDUCATION

Master of Science in Information Technology in Education (MSc[ITE])

Instructions for Submitting Supporting Documents

Please **upload the following supporting documents and this completed checklist** by logging on to http://www.aal.hku.hk/tpg/login.html within two weeks after submission of the online application and in any case no later than the application deadline, whichever is earlier. For each application, you are allowed to upload a maximum of 20 files of 3MB each. Your application number and name should be marked on each document.

Posting of documents is NOT required at the application stage. Should an applicant be considered for admission, he/she will receive an email notification from the Programme Office to submit the original/officially certified copy of documents *(see Notes 1 and 2 below)*. Please note that our request to submit documents does not necessarily mean that you will receive an offer of admission.

I have uploaded the following documents in support of my application (please tick as appropriate):

☐	1. This completed checklist
☐	2. Official transcripts and certificates of undergraduate and postgraduate studies *(see Notes 3 and 4 below)* (a) For qualifications attained from **HKU or other institutions**: transcript with a complete record of courses attended, examination results, overall result and date of award (b) For qualifications obtained in **China**: (i) transcript; (ii) Bachelor's Degree Certificate (學士學位證書); (iii) Graduation Certificate (畢業證書); *and* (iv) English translation of the above documents certified by your home institution bearing official stamps *or* declared as true copies before a notary public (公証處) (c) For **current studies** undertaken at HKU or other institutions: the most up-to-date transcript
☐	3. For applicants from universities or comparable institutions outside Hong Kong where the language of teaching and/or examination is not English: TOEFL / IELTS / GCE / IGCSE *(please delete as appropriate)* **official score report** *(For admission, only TOEFL/IELTS scores recorded within two years before the submission date of application are considered.) (HKU's TOEFL code is 9671.)*
☐	4. For applicants holding a bachelor's degree from Mainland institution A completed calculation sheet of the academic results of your undergraduate studies (template downloadable here)

Notes:
1. Officially certified document is a photocopy of the original document that has been duly declared as a true copy of the original document by the applicant before a notary public (e.g. the District Offices in Hong Kong) *(Please click here for details on making declarations of your documents at the District Offices. Please see a declaration sample here.)* *or* certified by the appropriate official of your home institution (e.g. the Registry).
2. For applicants who wish to ask your home institution to send transcript(s) directly to the Faculty of Education, The University of Hong Kong, please complete the "**Transcript Request Form**" and send it to the appropriate officer of the institution from which the transcript is requested.
3. Please include the back side of the transcript if it contains information of the grading system.
4. Documents not in English should be accompanied by an officially certified translation into English. This will normally be provided by the Registry of the awarding institution.
5. A full set of the supporting documents should be submitted separately for applications for more than one specialism/major of the same programme, or for other programme(s) of the Faculty or HKU.
6. Reference letter is not required. You may submit one if you wish. There is no designated format for a reference letter.
7. Please do not submit non-academically related documents.
8. All documents once submitted will not be returned and will be destroyed if your application is not successful.

THE UNIVERSITY OF HONG KONG
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Master of Science in Information Technology in Education

Transcript Request Form

I. **To the Applicant:** Applicants who did not attach their original official transcript should complete the first part of this form and send it to the appropriate officer of institution from which the transcript is requested.

Name of Applicant: _____ (_____)
in English in Chinese, if any

Application Number: MSc(ITE)_____

University/ College Attended: _____

Date of Attendance: From _____ To _____

Title of Degree/ Diploma: _____ Date of Award: _____

Programme applied for admission at The University of Hong Kong:

Master of Science in Information Technology in Education (Full-time/Part-time)*

Specialist strand applied: _____

** Please delete as appropriate*

II. **To the Officer responsible for issuing transcripts:** The applicant named above has applied for admission to a postgraduate curriculum at The University of Hong Kong. Please send one copy of the official transcript together with this form directly to:

Faculty of Education
Room 420, 4/F, Meng Wah Complex
The University of Hong Kong
Pokfulam Road
Hong Kong
Ref.: MSc(ITE)