NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

Please upload your supporting documents for our preliminary consideration by logging in http://www.hku.hk/tpg/login.html before the application deadline and within four weeks from the date of the creation of your account; or post the following documents directly to the Department of Politics and Public Administration, CJT-963, 9/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, Hong Kong. Your application number should be marked on each document. Transcripts, diplomas, certificates and other submitted documents which are not in English should be accompanied by a certified translation in English. Certified translation may be provided by your home institution.

Please note that you are not required to submit original/certified true copy# of your documents to the University during the application stage. Should you be given an admission offer by the University, you will receive notification to submit certified true copy of your documents.

Enclosed (Please tick as appropriate.)

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<tr>
<th>Box</th>
<th>Document</th>
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<tbody>
<tr>
<td></td>
<td>Complete official transcript of undergraduate studies (original / certified true copy) *#^</td>
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<td>Graduate certificate of undergraduate studies (certified true copy) #^</td>
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<tr>
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<td>Complete official transcript of postgraduate studies (original / certified true copy) *#^</td>
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<td>Graduate certificate of postgraduate studies (certified true copy) #^</td>
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<td>Membership certificate of the Chartered Institute of Transport and Logistics, if applicable (certified true copy) #^</td>
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<td>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (if appropriate)*#</td>
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<td>Two academic/ professional reference letters (i.e. about the applicant’s academic ability to pursue graduate studies at the master's level and/or the applicant’s character, interpersonal skills and personal integrity to become a transport professional)</td>
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</table>

* Please delete as appropriate.

# Please note that the University will only ACCEPT originals or copies of the documents that have been duly declared as true copies before a notary public (e.g. a Commissioner for Oaths at a District Office in Hong Kong). Copies of documents may be certified by the appropriate officials of your home institute if you are an overseas applicant. No photocopies will be accepted.

^ Confirmation of award date of qualification shall be effective on or before 31 August 2023.

@ For applicants with mainland qualifications: Online Verification Report of Higher Education Degree Certificate from CHSI is also acceptable.

Please note that the University’s TOFEL code is 9671.
THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Cover Sheet for Transcript Submission

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 the institution from which the transcript is requested.

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

University/College Attended: ________________________________

Dates of Attendance: From _____________ To ________________

Title of Degree/Diploma: __________________________ Date of Award: __________

Programme applied for admission at The University of Hong Kong:

**Master of International and Public Affairs** (Full-time/Part-time*)

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 a copy of the official transcript together with this form directly to:

Department of Politics and Public Administration  
CJT-963, 9/F, The Jockey Club Tower  
Centennial Campus  
The University of Hong Kong  
Pokfulam Road  
Hong Kong  
(Ref.: MIPA)