INSTRUCTION OF SUBMITTING SUPPORTING DOCUMENTS

When shortlisted candidates are invited to the written test assessment, please submit the following required documents to The Department of Social Work and Social Administration by hands on the date of admission written test. Your application number should be marked on each document. Transcripts, diplomas, certificates, English language official score reports 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. If you have difficulty to submit on time, please let us know.

For overseas applicants, please post the following required documents directly to the Department of Social Work and Social Administration. Room 534, 5/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, Hong Kong (Please mark “MSW – Ref (2022-23)” on the envelope).

Enclosed (Please tick as appropriate.)

<table>
<thead>
<tr>
<th>Document Type</th>
<th>#</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete official transcript of undergraduate studies (original / certified true copy)</td>
<td>*</td>
<td>(You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)</td>
</tr>
<tr>
<td>Graduate certificate of undergraduate studies (certified true copy)</td>
<td>*</td>
<td>(Mainland China applicants should provide “學士學位證書” and Online Verification Report of Higher Education Qualification Certificate issued by CHSI (学信网) / CHESICC (全国高等学校学生信息咨询与就业指导中心))</td>
</tr>
<tr>
<td>Reference reports (from two referees)</td>
<td></td>
<td>(You may complete the Reference Report Form below and send it to the referees.)</td>
</tr>
<tr>
<td>Public Examination Results (HKALE/HKDSE, NJCEE, IB, SAT/AP, GCE-AL, etc) (certified true copy)</td>
<td>#</td>
<td>(Only for applicants with qualification from public examination)</td>
</tr>
<tr>
<td>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report</td>
<td>#</td>
<td>(if appropriate) (Only for applicants with qualification from a university outside Hong Kong where the language of teaching and examination is not in English.)</td>
</tr>
<tr>
<td>Other relevant documents (please specify)</td>
<td></td>
<td>(Maximum 10 pages)</td>
</tr>
</tbody>
</table>

# 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 2022.

^ Please set the validity period of the report as 6 month or the longest available.

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

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 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 Social Work __________________________ (Full-time/Part-time*)

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

Department of Social Work and Social Administration
Room 534, 5/F, The Jockey Club Tower
Centennial Campus
The University of Hong Kong
Pokfulam Road
Hong Kong
Re: MSW - Ref (2022-23)
To Applicant: You should fill in your name and send it to your referee. The report can be provided by an academic referee or supervisor of your work.

Name of Applicant: _______________________________________(Full name in block letters, surname first)

Programme Applied: Master of Social Work (Full-time/Part-Time)

To Referee: The applicant named above has applied for admission to MSW programme at The University of Hong Kong. Please complete the relevant parts of the Report as appropriate, and return it to the following address by 12:00 noon, November 19, 2021 (main round) and by 12:00 noon, March 14, 2022 (second round):

Department of Social Work and Social Administration
Room 534, 5/F, The Jockey Club Tower
Centennial Campus
The University of Hong Kong
Pokfulam Road, Hong Kong
Re: MSW – Ref (2022-23)

Personality and Abilities

1. Please assess the candidate with reference to the following aspects by putting a tick in the boxes.

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Excellent (Top 5%)</th>
<th>Very Good (Next 10%)</th>
<th>Good (Next 15%)</th>
<th>Average (Next 30%)</th>
<th>Fair (Bottom 30%)</th>
<th>Cannot Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual ability (intelligence and general ability to succeed in academic effort)</td>
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<td>Communication skills – oral (ability to express ideas effectively, to carry on a conversation, and to be a good listener)</td>
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<td>Communication skills - written (ability to write clearly and express ideas effectively)</td>
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<td>Perseverance (stamina, endurance, persistence despite difficulties, determination)</td>
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<tr>
<td>Reliability (dependency, accuracy, sense of responsibility, promptness, conscientiousness)</td>
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<td>Judgment (ability to analyze a problem, common sense, decisiveness)</td>
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<td>Interpersonal relations (ability to get along with others, rapport, cooperativeness)</td>
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<td>Maturity (personal development, ability to cope with life situations)</td>
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</table>

* Under the provisions of the Personal Data (Privacy) Ordinance, information contained in this report will be released to the applicant upon request.

To be continued.....P.2
2. Please give your views on the candidate’s aptitude for, and interest in the Master of Social Work Programme. A general profile of the candidate, including areas of strength and weakness, may also be included here.

3. In the space below, please add any comments you think will be of assistance in assessing the applicant.

Name of Referee: ______________________________ Name of School/Institution : ______________________________

Please affix official seal whenever appropriate

Position held: ______________________________ Relationship with applicant: ______________________________

Signature: ______________________________ Date: ______________________________

- End -