

Name of Applicant : \_\_\_\_\_  
Application No. : MSW \_\_\_\_\_

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF SOCIAL SCIENCES**

**Master of Social Work**

**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 hand 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. The certified translation may be provided by your home institution. If you have difficulty submitting 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 (2024-25) and your application number” on the envelope).

Enclosed (Please tick as appropriate.)

<input type="checkbox"/>	<b>Transcript (original / certified true copy) # *</b> You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable. <input type="checkbox"/> Complete official transcript with award/conferment information of your Undergraduate studies <input type="checkbox"/> Complete official transcript(s) of Taught Postgraduate / Associate Degree / Higher Diploma programme ( <i>Only for applicants also pursuing or have obtained Master's degree / Associate Degree / Higher Diploma programme.</i> )
<input type="checkbox"/>	<b>Graduate certificate (certified true copy) # *</b> <input type="checkbox"/> Graduate certificate of undergraduate studies <input type="checkbox"/> Graduate certificate of Taught Postgraduate / Associate Degree / Higher Diploma programme ( <i>Only for applicants also pursuing or have obtained Master's degree / Associate Degree / Higher Diploma programme.</i> )
<input type="checkbox"/>	( <i>For applicants who have obtained a degree from universities in Mainland China</i> ) <input type="checkbox"/> Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表) <sup>^</sup> issued by CHSI 学信网 in Chinese and English <input type="checkbox"/> Degree Certificate in Chinese and English / Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告) from CHSI in Chinese and English
<input type="checkbox"/>	<b>Confidential Reference Report by two referees</b> <input type="checkbox"/> 2 referees had been nominated on the online application system. Two referees' contact information had been filled in the system.
<input type="checkbox"/>	<b>Public Examination Results (HKALE/HKDSE, NJCEE, IB, SAT/AP, GCE-AL, etc) (certified true copy) #</b> ( <i>Only for applicants with qualification from public examination</i> )
<input type="checkbox"/>	<b>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report #</b> (if appropriate) ( <i>Only for applicants with qualification from a university outside Hong Kong where the language of teaching and examination is not in English.</i> )
<input type="checkbox"/>	<b>Other relevant documents</b> (if appropriate, please specify) Maximum 10 pages

# 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 2024.

<sup>^</sup> Please set the validity period of the report as 6 months 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.

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- 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 (2024-25)