

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

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

**Master of Social Work**

1. **INSTRUCTION OF UPLOADING SUPPORTING DOCUMENTS**

Applicants are required to upload the following supporting documents in PDF format within 7 working days starting from the date of receipt of the email notification. Your application number should be included in the file name of 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. You are strongly advised to upload your supporting documents right after submitting your application. All supporting documents should be uploaded and the E-reference should be available on or before the application closing date. Late provision of supporting documents may cause delays in the processing of your application.

Please note that hard copies of supporting documents are **NOT REQUIRED** at the application stage.

I confirm that I have uploaded the following documents/ have completed the following via the online application system. (Please tick as appropriate.)

<input type="checkbox"/>	<b>Identity Documents</b> (i) Local applicants: Hong Kong ID Card (ii) Non-local applicants from Mainland China: Mainland ID Card/Passport (iii) Non-local applicants from other countries/regions: Passport Please refer to the <a href="#">Admissions Office</a> for the categorisation of local and non-local applicants.
<input type="checkbox"/>	<b>Official Transcript(s) *</b> <input type="checkbox"/> Completed transcript with award/conferment information of your Undergraduate studies <input type="checkbox"/> Completed transcript(s) of Taught Postgraduate / Associate Degree / Higher Diploma programme <i>(Only for applicants who have also obtained Master's degree / Associate Degree / Higher Diploma programme.)</i> <input type="checkbox"/> Latest available transcript of current Undergraduate / Taught Postgraduate studies <i>(Only for applicants who are expected to obtain the Bachelor's degree/Master's degree programme on/before August 31, 2025)</i> Transcript legends, keys or grading scales which are normally available on the back of the transcript. Otherwise, you are required to provide other documents e.g. student handbook.
<input type="checkbox"/>	<b>Degree certificate(s)</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 who have also obtained Master's degree / Associate Degree / Higher Diploma programme.)</i> <i>(For applicants whose qualifications were awarded by universities or comparable institutions 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), in both Chinese and English versions, issued by the <a href="#">China Higher Education Student Information</a> (學信網); <b>and</b> <input type="checkbox"/> Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告), in both Chinese and English versions, issued by <a href="#">China Higher Education Student Information</a> Please set the validity period of the above-requested reports to six months or the longest available duration. <i>(For non-local applicants from Mainland China whose qualifications were awarded by overseas universities /institutions)</i> <input type="checkbox"/> Overseas Credentials Evaluation Report (國外學歷學位認證書) issued by the <a href="#">Chinese Service Center for Scholarly Exchange (CSCSE)</a> (教育部留學服務中心); <b>or</b> <input type="checkbox"/> Given the processing time required by CSCSE, if the Report is not yet available by the document submission deadline, an email or a text message sent by CSCSE after payment, confirming that the application of the Report has been successfully initiated. Upon receipt of the Overseas Credentials Evaluation Report, applicants should upload the document to the application system.

<input type="checkbox"/>	<b>English Language Requirements</b>
	<p><i>(Only for applicants with qualification from public examination)</i></p> <p><input type="checkbox"/> <b>Public Examination Results (HKALE/HKDSE, NJCEE, IB, SAT/AP, GCE-AL, etc)</b></p>
	<p><i>(Applicants with qualification from a university outside Hong Kong where the language of teaching and examination is not in English must provide the relevant score report. <b>Otherwise, the application might not be considered by the reviewing panel.</b>)</i></p> <p><input type="checkbox"/> <b>TOEFL (University's TOEFL code is 9671) / IELTS / GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report</b> (if appropriate)</p>
<input type="checkbox"/>	<p><b>Confidential Reference Report by two referees</b></p> <p><input type="checkbox"/> Two referees had been nominated on the online application system. Two referees' contact information had been filled in the system.</p>
<input type="checkbox"/>	<p><b>Other relevant documents</b> (if appropriate, please specify)</p> <p>Maximum 10 pages</p>

\* Confirmation of award date of qualification shall be effective on or before 31 August 2025.

## 2. For candidates who have been given an admission offer ONLY

Should you be given an admission offer, you will receive an email notice to submit the hard copy of the required supporting documents with submission details.

