INSTRUCTION OF SUBMITTING SUPPORTING DOCUMENTS

Please provide both soft and hard copy of supporting documents to our department. 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.

**Soft Copy**
Upon your submission of the online application, an email notification will be sent to you within 48 hours. Please follow the instructions in the email and upload your supporting documents in pdf format for our preliminary consideration by logging in [https://tpg-admission-addon.its.hku.hk/applicant](https://tpg-admission-addon.its.hku.hk/applicant). **All documents should be submitted within one month starting from the date you receive the email notification, or by 23:59 on 31 May 2024, whichever is earlier.** Your application number should be included on the file name of each document, for example:

1100112910_TM (stand for Transcript of Master’s degree)
1100112910_GB (stand for Graduation Certificate of Bachelor’s degree)

**TM:** Transcript of Master’s degree  
**TB:** Transcript of Bachelor’s degree  
**GM:** Graduation Certificate of Master’s degree  
**GB:** Graduation Certificate of Bachelor’s degree  
**CV:** Resume/Curriculum Vitae  
**ENG:** International English Standard  
**PS:** Personal Statement  
**OD:** Other Documents  
**DC:** Degree Certificate (學士學位證書)  
**OVDC:** Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告)  
**OVQC:** Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表)

**Hard copy**
Please send the supporting document (including this checklist) by **post/courier/in person** to the following address **on or before 31 May 2024**:

Department of Psychology  
Room 627, 6/F, The Jockey Club Tower  
Centennial Campus  
The University of Hong Kong  
Pokfulam Road, Hong Kong
Please use registered post / courier if you would like to track the status of delivery. The department will not be able to check the receipt of document for individual applicant.

If you submit the document in person, please visit the [Department website](#) for our office hours.

For submission of hard copies, 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 documents once submitted will not be returned, and will be destroyed if the application is unsuccessful.

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<table>
<thead>
<tr>
<th>Supporting documents</th>
<th>For Doctor of Psychology (Clinical Psychology)</th>
<th>For Doctor of Psychology (Educational Psychology)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete official transcript of undergraduate studies and postgraduate studies (including studies undertaken in HKU) (original / certified true copy)* (Note 1 and 2)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2. Graduate certificate of undergraduate studies and postgraduate studies (certified true copy)* (Note 1)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>3. TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (if appropriate)* (Note 4) (Mainland China applicants should provide “學士學位證書” and Online Verification Report of Higher Education Qualification Certificate in both English and Chinese version (Note 3) 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)). Please set the validity period of the report as 6 months or the longest available.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>4. Research Proposal</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>5. [IMPORTANT] Please complete e-Form on or before 31 May, 2024</td>
<td>NOT REQUIRED</td>
<td>✓</td>
</tr>
</tbody>
</table>

* Please delete as appropriate.
Note 1: In Hong Kong, a copy of document that has been duly declared as a true copy of the original document by the applicant before a Commissioner for Oaths at a Home Affairs Enquiry Centres in Hong Kong is also acceptable. You may find a declaration sample [here](#). For details of declaration, please refers to the [website of the Home Affairs Department](#). Copies of documents may be certified by the appropriate officials of your home institute if you are an overseas applicant. Photocopies and scanned copies are NOT accepted.

District Office Declaration Sample (use either of the following sentences in your declared documents):
1. The documents marked xxx attached to this declaration are the true copy of the original documents.
2. The documents marked xxx attached to this declaration are true copies of original documents held by me.
3. 聲明附件xxx與本人持有之正本原件相同
4. 茲證明附件xxx與原件一式無訛, 而該原件由本人持有

Note 2: All original submitted documents will NOT be returned to applicants.

Note 3: For applicants with mainland qualifications: Credential Report (学位认证报告) issued by CDGDC (学位与研究生教育发展中心) is also acceptable

Note 4: This is ONLY required from those applicants with qualifications from institutions outside Hong Kong where the language of teaching and/or examination is not English. TOEFL applicants should request the Educational Testing Service (ETS) to send an official score report to the University (TOEFL code 9671) in direct.
RESEARCH PROPOSAL

Please provide a typewritten research proposal of no more than 8 pages long (2,000 words). It should be focused, clearly describing your research ideas and the relevant background literature. (use additional sheet if necessary):