<b>Application No.:</b>	(FT)
	(PT)

#### THE UNIVERSITY OF HONG KONG

### Postgraduate Certificate in Laws (PCLL)

### NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

Please send **by registered post** the following required documents along with the checklist below directly to the PCLL Admissions Office, Department of Professional Legal Education, the Faculty of Law, The University of Hong Kong, 10/F., Cheng Yu Tung Tower, Centennial Campus, Pokfulam Road, Hong Kong, by the Transcript Deadline Date. 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.

Enclosed /	To Follov	v (Please tick as appropriate.)					
		Original or officially certified copies* of ac	ademic t	ranscript(s) of undergraduate and/	or postgraduate studies.		
		Transcript 1:		from			
		Transcript 2:		from			
		Transcript 3:		_ from			
		Please complete and send the Transcrip officer of the institute from which the tra			pt application form to the appropriate		
		Officially certified copies* of graduation ce	ertificate	of undergraduate and/or postgradu	nate studies.		
		Certificate 1:		from			
		Certificate 2:		from			
		Certificate 3:		from			
	Original or officially certified copies* of the Results Notice(s) issued by PCLL Conversion Examination Board.						
		Civil Procedure Criminal Procedure Business Associations Evidence ***********************************	****	Commercial Law (Part A) Commercial Law (Part B) Commercial Law (Part C)  ***********************************	******		
		Original or officially certified copies* of the Result for Evaluation of PCLL Conversion Examination issued by PCLL Conversion Examination Board.					
		Original or officially certified copies of IELTS official score report*					
		Personal statement (Re-submission is not necessary if you have filled the Personal Statement via the online application)					
		Photocopy of HKID card/passport					
		Other documents* (if any; please specify):					
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# 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, a solicitor or other person who can administer oaths e.g. a Commissioner for Oaths. A declaration before a Commissioner for Oaths at a Public Enquiry Service Centre of the Home Affairs Department in Hong Kong (that the copies provided are true copies of the originals) is also acceptable. Copies of documents may be certified by the appropriate officials of your home institution if you are an overseas applicant. Academic transcripts sent directly from the awarding institution and bearing a certification stamp or chop will also be accepted.

No uncertified photocopies will be accepted.

## THE UNIVERSITY OF HONG KONG

# **Transcript Request Form**

I.	<b>To the Applicant:</b> You are <i>strongly</i> encouraged to send us a complete application as soon as possible as it can help us expedite the application review process. Applicants who did not attach their original official transcript(s) and would like the institution to send it (them) directly to us 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:		<u> </u>			
	Dates of Attendance: From	To	<u> </u>			
	Title of Degree/Diploma:Date of Award:					
	Programme applied for admission at The University of Hong Kong:					
	Postgraduate Certificate in	Laws				
	(Application No.:	) FT				
	(Application No.:	) PT				
* Pleas	e delete as appropriate.					

II. To the Officer responsible for issuing transcripts: The applicant named above has applied for admission to the Postgraduate Certificate in Laws (PCLL) programme at The University of Hong Kong. Please send one copy of the official transcript together with this form directly to:

> PCLL Admissions Office, Department of Professional Legal Education, The Faculty of Law, The University of Hong Kong, 10/F., Cheng Yu Tung Tower, Centennial Campus, Pokfulam Road, Hong Kong.