

Application No.: _____

THE UNIVERSITY OF HONG KONG

Master of Fine Arts in the field of Creative Writing in English

Notes on Submission of Supporting Documents

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 into the website: <https://tpg-admission-addon.its.hku.hk/applicant>. All documents should be uploaded via the application system within one month starting from the date you receive the email notification. Your application number should be included in the file name of EACH document.

For example:

1100112910_T1 (stands for the 1st submitted Transcript)

1100112910_G2 (stands for the 2nd submitted Graduation Certificate)

T: Transcript

G: Graduation Certificate

B: Bachelor Certificate

E: International English Standard

P: Personal Statement

C: CV

N: Name Changing Proof

O: Other Certificates

I: Identification Document (HKID Copy for Local Applicants or Passport Copy (with the photo) for Non-Local Applicants)

S: Creative Writing Sample

Transcripts, diplomas, certificates and other submitted documents which are not in English should be accompanied by an officially 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. Late provision of supporting documents may cause delays in the processing of your application.

All supporting documents, including the electronic references, should be available to our School on or before the application closing date.

Please note that you are NOT required to mail your documents to the University by post during the application stage. Should you be given an admission offer by the University, you will receive a notification to submit original/certified true copies of your documents^{1,2,3}.

I have uploaded the following documents/have completed the followings in support of my application (please tick the boxes below where appropriate):

<input type="checkbox"/>	For all undergraduate and postgraduate qualifications attained from HKU , applicants should upload a copy of the official final transcript which includes a complete record of courses attended, grades, the overall result and the date of award.
<input type="checkbox"/>	For all undergraduate and postgraduate qualifications attained from institutions other than HKU , applicants should upload copies of the graduation certificate and the official final transcript which include a complete record of courses attended, grades, the overall result and the date of award.
<input type="checkbox"/>	For all current studies which have yet to be completed, applicants should upload a copy of their most up-to-date transcript.
<input type="checkbox"/>	A TOEFL / IELTS official score report for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. Applicants who have taken the TOEFL should request the Educational Testing Service (ETS) to send an official score report directly to the University (University's TOEFL code: 9671). An original/certified true copy of the examinee's score record will NOT be accepted.
<input type="checkbox"/>	I have provided two academic referees' reports via the online application system (We accept electronic references from official university/company email addresses only. References from personal email addresses (e.g. Gmail and 163.com) will NOT be considered.)
<input type="checkbox"/>	A sample of English-language creative work or work in progress, such as a short story, an excerpt from a novel/memoir/script, and a selection of poems (approximately 5 pages of prose/script on A4 paper or 10 pages of poetry on A4 paper) (the file size should not exceed 5MB).
<input type="checkbox"/>	A personal statement (250-300 words) about your interests, earlier background and desire to pursue your original work of creative writing; whether a collection of poems or short stories, a memoir, a novel, or other creative work.

Notes

1. All documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.
2. For qualifications obtained in mainland China, applicants are required to submit the following:
 - (i) Graduation Certificate (毕业证书):
 - (a) Online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表)^ from CHSI (学信网) in Chinese and English. Applicants can apply for the report at <https://www.chsi.com.cn/> or <https://www.chsi.com.cn/en/>.
^ Please set the validity period of the report as 6 months or the longest available.
 - (ii) Bachelor's Degree (学士学位证书):
 - (a) Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告)^ from CHSI (学信网) in Chinese and English. Applicants can apply for the report at <https://www.chsi.com.cn/> or <https://www.chsi.com.cn/en/>.
^ Please set the validity period of the report as 6 months or the longest available.
 - (iii) Transcript:
 - (a) Complete official transcript in Chinese and English from the issuing institution, to be sent directly from the issuing institution in a sealed envelope with the official university registry stamp to the Faculty by post; *or*
 - (b) Verification Report of China Higher Education Student's Academic Transcript (中国高等学校学生成绩验证报告) from CHSI in Chinese and English.
3. Notarized copies of documents and documents submitted via applicants are NOT acceptable.