

Name of Applicant: _____

Application No.: MSocSc _____

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Social Sciences in the field of Counselling

INSTRUCTION OF SUBMITTING SUPPORTING DOCUMENTS

Please post the original / certified true copies of the following 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, Pokfulam, Hong Kong. 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 (Please tick as appropriate.)

<input type="checkbox"/>	<p>Transcript (original / certified true copy) # * You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.</p> <ul style="list-style-type: none"><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 who have also obtained Master's degree / Associate Degree / Higher Diploma programme.</i>)<input type="checkbox"/> Latest transcript of current Undergraduate / Taught Postgraduate studies (<i>Only for applicants who are expected to complete the Bachelor's degree / Master's degree programme by July 1, 2024</i>)
<input type="checkbox"/>	<p>Graduate certificate (certified true copy) # *</p> <ul style="list-style-type: none"><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>)
<input type="checkbox"/>	<p>Online Verification Report (For applicants who have obtained a degree from universities in Mainland China)</p> <ul style="list-style-type: none"><input type="checkbox"/> Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子注冊備案表)^ 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"/>	<p>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (if appropriate) *# (Only for applicants with qualifications from institutions outside Hong Kong where the language of teaching and examination is not English.)</p>

<input type="checkbox"/>	<p>Two reference forms (i.e., one about the applicant's academic ability to pursue graduate studies at the master's level; another on the applicant's character, interpersonal skills and personal integrity to become a counsellor)</p> <p>Candidates should have nominated 2 referees on the application system to support their application to the University. Form of reference will be sent to the referees' official email addresses. Candidates should remind their referees to complete the form of reference.</p>
<input type="checkbox"/>	<p>Other relevant documents (if appropriate, please specify) Maximum 10 pages</p>

*Please delete as appropriate.

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 City 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.

@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.

Please note that the University's TOFEL code is 9671.

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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 Sciences in the field of Counselling (Part-time)

- 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
(Ref.: MSocSc (Counselling))