

Name of Applicant: _____

Application No.: _____

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Social Sciences in the field of Counselling

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS DURING APPLICATION

Applicants who **have been shortlisted for the admission test** are required to submit **TWO** sets of hard copies of supporting documents including transcripts, diplomas, certificates, English language official score reports, on the date of the test. Each set of documents **MUST** have the applicant's application number and full name clearly marked. Detailed submission guidelines will be provided in the **invitation email** for the admission tests.

Please note that applicants are **NOT REQUIRED** to submit original/certified true copies of documents to the University during the application stage. If an applicant receives a conditional offer from the University, they will be notified via email with instructions on how to submit the required documents. Transcripts, diplomas, certificates, and other submitted documents that are not in English should be accompanied by a certified English translation produced by the issuing authority concerned. However, applicants should take into account the processing time required for the issuance of original/certified true copies of documents and start preparing them at their earliest convenience upon receipt of offer.

Please tick the appropriate boxes below.

<input type="checkbox"/> <input type="checkbox"/>	<p>Official Transcripts</p> <p>(i) Final transcript for a completed degree that includes the degree conferment information</p> <p>(ii) Latest available transcript for a degree that is currently in progress or has not yet been conferred</p>
<input type="checkbox"/> <input type="checkbox"/>	<p>Degree Certificates</p> <p>(i) Graduate certificate of undergraduate studies</p> <p>(ii) 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></p>
<input type="checkbox"/> <input type="checkbox"/>	<p><i>(For applicants who have obtained a degree from universities in Mainland China)</i></p> <p>(i) 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 China Higher Education Student Information (學信網); and</p> <p>(ii) 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 China Higher Education Student Information <i>Please set the validity period of the above-requested reports to six months or the longest available duration.</i></p>
<input type="checkbox"/> <input type="checkbox"/>	<p><i>(For non-local applicants from Mainland China whose qualification were awarded by overseas universities)</i></p> <p>(i) Overseas Credentials Evaluation Report (國外學歷學位認證書) issued by the Chinese Service Center for Scholarly Exchange (CSCSE) (教育部留學服務中心); or</p> <p>(ii) 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.</p>
<input type="checkbox"/> <input type="checkbox"/>	<p>English Language Requirements</p> <p>(i) Applicants with qualifications from universities or comparable institutions outside Hong Kong, where the language of teaching and/or examination is not English, are required to obtain <u>valid and satisfactory results</u> from one of the following examinations:</p> <ul style="list-style-type: none"> • TOEFL (University's TOEFL code is 9671) / IELTS / GCE / IGCSE / Cambridge Test of Proficiency in English Language • For the acceptance range of performance for respective examinations, please refer to the requirements of university/respective programmes. <p>(ii) Applicants with qualifications from universities or comparable institutions where the medium of teaching and examination is English should provide:</p> <ul style="list-style-type: none"> • An official letter or equivalent proof, such as transcript or degree certificate, confirming that the applicants' qualifications were obtained from a university or comparable institution where the medium of instruction is English
<input type="checkbox"/>	<p>Two referee reports sent via the online application system</p> <p>Only referees with the provision of official university/company email/correspondence addresses are accepted. The University may approach referees and their affiliated university/company for verification.</p>
<input type="checkbox"/>	<p>Personal Statements / Curriculum vitae in English / Other relevant documents (if appropriate)</p>