Master of Social Sciences in the field of Social Service Management

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.)

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<thead>
<tr>
<th>Document Type</th>
<th>Note</th>
<th>Ticking</th>
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<tbody>
<tr>
<td>Complete official transcript of undergraduate studies</td>
<td>(You may complete the Transcript Request Forms below and send it to the institute from which the transcript is requested, if applicable.)</td>
<td>☐</td>
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<tr>
<td>Graduate certificate of undergraduate studies</td>
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<tr>
<td>Complete official transcript of postgraduate studies</td>
<td>(You may complete the Transcript Request Forms below and send it to the institute from which the transcript is requested, if applicable.)</td>
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<tr>
<td>Graduate certificate of postgraduate studies</td>
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<tr>
<td>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of</td>
<td>(Only for applicants with qualifications from institutions outside Hong Kong where the language of teaching and examination is not English.)</td>
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<td>Language official score report</td>
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<td>Reference letter from employer</td>
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* 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 2022.

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

@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.
THE UNIVERSITY OF HONG KONG
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 Social Service Management** (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 & Social Administration
Room 534, 5/F, The Jockey Club Tower
Centennial Campus
The University of Hong Kong
Pokfulam Road
Hong Kong
(Ref.: MSocSc (Social Service Management))