The University of Hong Kong
Faculty of Social Sciences

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.)

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Details</th>
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<tbody>
<tr>
<td>Complete official transcript of undergraduate studies</td>
<td>(original / certified true copy) *#^</td>
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<tr>
<td>Graduate certificate of undergraduate studies</td>
<td>(certified true copy) #^</td>
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<tr>
<td>Complete official transcript of postgraduate studies</td>
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<td>Graduate certificate of postgraduate studies</td>
<td>(certified true copy) #^</td>
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<tr>
<td>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English</td>
<td>Language official score report (if appropriate) *#</td>
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<td>Two reference forms</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 2023.

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

@For applicants with mainland qualifications: Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告) issued by CHSI (学信网) 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))