

Name of Applicant: _____
Application No.: MSocSc _____

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.)

<input type="checkbox"/>	Complete official transcript of undergraduate studies (original / certified true copy) *#^ (You may complete the Transcript Request Forms below and send it to the institute from which the transcript is requested, if applicable.)
<input type="checkbox"/>	Graduate certificate of undergraduate studies (certified true copy) #^ (Mainland China applicants should provide “學士學位證書” @ and Online Verification Report of Higher Education Qualification Certificate issued by CHSI (学信网) / CHESICC (全国高等学校学生信息咨询与就业指导中心))
<input type="checkbox"/>	Complete official transcript of postgraduate studies (original / certified true copy) *#^ (You may complete the Transcript Request Forms below and send it to the institute from which the transcript is requested, if applicable.)
<input type="checkbox"/>	Graduate certificate of postgraduate studies (certified true copy) #^
<input type="checkbox"/>	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.)
<input type="checkbox"/>	Two reference forms Candidates should nominate 2 referees on the application system to support their application to the University (one of them must be their employer or work supervisor). Forms of reference will be sent to the referees' official email addresses. Candidates should remind their referees to complete the form of reference.

* 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.

Please note that the University's TOFEL 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)

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- 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))