

Name of Applicant: _____

Application No.: _____

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

Applicants who have been shortlisted for the admission test are required to submit **TWO** sets of photocopies of supporting documents on the date of the test. Each set of documents **MUST** have the applicant's application number and full name clearly marked.

Transcripts, diplomas, certificates, English language official score reports and other submitted documents which are **NOT** in English should be accompanied by a certified translation in English. The certified translation may be provided by your home institution.

Please note that original/certified true copies of documents are **NOT REQUIRED** at the application stage.

Should you be given an admission offer, you will receive an email notice to submit the original/certified true copies of the required supporting documents with submission details. 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.

Application Checklist of Supporting Documents

(Please tick as appropriate.)

<input type="checkbox"/>	<p>Transcript *</p> <ul style="list-style-type: none"><input type="checkbox"/> Completed official transcript with award/conferment information of your Undergraduate studies<input type="checkbox"/> Completed 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 August 31, 2025)</i>
<input type="checkbox"/>	<p>Degree Certificates</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>
	<p><i>(For applicants who have obtained a degree from universities in Mainland China)</i></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註冊備案表), in both Chinese and English versions, issued by the China Higher Education Student Information (學信網); and<input type="checkbox"/> 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 <p><i>Please set the validity period of the above-requested reports to six months or the longest available duration.</i></p>
	<p><i>(For non-local applicants from Mainland China whose qualification were awarded by overseas universities)</i></p> <ul style="list-style-type: none"><input type="checkbox"/> 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<input type="checkbox"/> 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.

<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:</i></p> <p><input type="checkbox"/> TOEFL (University's TOEFL code is 9671) / IELTS / GCE / IGCSE / Cambridge Test of Proficiency in English Language</p> <ul style="list-style-type: none"> • For the acceptance range of performance for respective examinations, please refer to the <u>requirements of university/respective programmes</u>. <p><i>Applicants with qualifications from universities or comparable institutions where the medium of teaching and examination is English should provide:</i></p> <p><input type="checkbox"/> 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</p>
<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>Curriculum vitae in English / Other relevant documents / List of publications (if appropriate)</p> <p>Maximum 10 pages</p>

* Confirmation of award date of qualification shall be effective on or before 31 August 2025.

