NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

Please upload your supporting documents for our preliminary consideration by logging in http://www.hku.hk/tpg/login.html before the application deadline and within four weeks from the date of the creation of your account; or post the following documents directly to the Department of Politics and Public Administration, CJT-963, 9/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, 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.

Please note that you are not required to submit original/certified true copy# of your documents to the University during the application stage. Should you be given an admission offer by the University, you will receive notification to submit certified true copy of your documents.

Enclosed (Please tick as appropriate.)

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<td>Transcript. (Please send the Cover Sheet for Transcript Submission along with your transcript application form to the institute from which the transcript is requested, if applicable.)</td>
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<td>Degree Certificates^</td>
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<td>TOEFL/IELTS* official score report (if requested).</td>
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<td>List of publications (if appropriate).</td>
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<td>Referees’ reports</td>
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# 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 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.

^ For applicant with mainland qualification: Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子注冊備案表) from CHSI (学信网) and Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告) from CHSI (学信网) are also acceptable.

*Please delete as appropriate.

Please note that the University’s TOEFL code is 9671.
THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Cover Sheet for Transcript Submission

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:

Doctor of Public Administration (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 Politics and Public Administration
CJT-963, 9/F, The Jockey Club Tower
Centennial Campus
The University of Hong Kong
Pokfulam Road
Hong Kong
(Ref.: DPA)