INSTRUCTION OF SUBMITTING SUPPORTING DOCUMENTS

Please post the following documents directly to the Centre on Behavioral Health (Address: 2/F, The Hong Kong Jockey Club Building for Interdisciplinary Research, 5 Sassoon Road, Pokfulam, Hong Kong) by the deadline of online application. 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>Arts portfolio</td>
<td>Digital photographs and/or videos should be submitted in CD/DVD/USB format directly to the Centre on Behavioral Health.</td>
</tr>
<tr>
<td>Complete official transcript of undergraduate studies (original / certified true copy)</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 undergraduate studies (certified true copy)</td>
<td>(Mainland China applicants should submit Online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表) (Both Chinese and English version) issued by the CHSI (学信网) / CHESICC (全国高等学校学生信息咨询与就业指导中心)). Please set the validity period of the report as 6 month or the longest available.</td>
</tr>
<tr>
<td>Complete official transcript of postgraduate studies (original / certified true copy)</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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<td>Graduate certificate of postgraduate studies (certified true copy)</td>
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<tr>
<td>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report</td>
<td>(Only required from those applicants with qualifications from institutions outside Hong Kong where the language of teaching and examination is not English.)</td>
</tr>
<tr>
<td>List of publications/Curriculum vitae (if appropriate)</td>
<td></td>
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</tbody>
</table>

*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 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.

Please note that the University’s TOFEL code is 9671.
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 Expressive Arts Therapy (Full-time/Part-time*)

* Please delete as appropriate.

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:

Centre on Behavioral Health
2/F, The Hong Kong Jockey Club Building for Interdisciplinary Research
5 Sassoon Road
Pokfulam
Hong Kong
(Ref.: Master of Expressive Arts Therapy)