Name of Applicant: _____
Application No.: **MSocSc**_____

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Social Sciences in the field of Nonprofit Management

INSTRUCTION OF SUBMITTING SUPPORTING DOCUMENTS

Please post the following documents directly to the Department of Social Work and Social Administration, 5/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, Hong Kong. Your application number and the reference code [Ref.: MSocSc (NPM)] should be marked on the envelope and 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.)

☐	**Complete official transcript of undergraduate studies (original / certified true copy)** * # ~ (You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)
☐	**Graduate certificate of undergraduate studies (certified true copy)** # ~ (Mainland China applicants should provide both "畢業證書" & "學士學位證書") ^
☐	**Complete official transcript of postgraduate studies (original / certified true copy)** * # ~ (You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)
☐	**Graduate certificate of postgraduate studies (certified true copy)** # ~
☐	**TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (if appropriate)** * # - only required from those applicants with qualifications from institutions outside Hong Kong where the language of teaching and examination is not in English
☐	**List of publications/Curriculum vitae (if appropriate)**

* 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**.

~ Award date of the qualification shall be on or before 31 Aug 2021.

^ For applicant with mainland qualification: Verification Report of Graduation 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) and Verification Report of the Bachelor Degree Certificate issued by CHESICC (全国高等学校学生信息咨询与就业指导中心) & CDGDC (学位与研究生教育发展中心) are also acceptable.

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 Social Sciences in the field of Nonprofit Management (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:

Department of Social Work and Social Administration
5/F, The Jockey Club Tower, Centennial Campus
The University of Hong Kong
Pokfulam Road
Hong Kong
[Ref.: MSocSc (NPM)]