

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 original / certified true copies 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.)

<input type="checkbox"/>	<b>Complete official transcript of undergraduate studies (original / certified true copy) *#^</b> (You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)
<input type="checkbox"/>	<b>Graduate certificate of undergraduate studies (certified true copy) #^</b> (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"/>	<b>Complete official transcript of postgraduate studies (original / certified true copy) *#^</b> (You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)
<input type="checkbox"/>	<b>Graduate certificate of postgraduate studies (certified true copy) #^</b>
<input type="checkbox"/>	<b>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (if appropriate) *#</b> - only required from those applicants with qualifications from institutions outside Hong Kong where the language of teaching and examination is not in English
<input type="checkbox"/>	<b>List of publications/Curriculum vitae (if appropriate)</b>

\* 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.**

^ 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 Nonprofit Management (Full time/Part time)\***  
\_\_\_\_\_

\* Please delete as appropriate.

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