NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

Upon your submission of the online application, an email notification will be sent to you within 48 hours. Please follow the instructions in the email and upload your supporting documents in pdf format for our preliminary consideration by logging in https://tpg-admission-addon.its.hku.hk/applicant. All documents should be submitted within one month starting from the date you receive the email notification, or by 23:59 on 6 December 2023 (Wednesday), whichever is earlier. Your application number should be included on the file name of each document, for example:

1100112910_TM (stand for Transcript of Master’s degree)
1100112910_GB (stand for Graduation Certificate of Bachelor’s degree)

TM: Transcript of Master’s degree
TB: Transcript of Bachelor’s degree
GM: Graduation Certificate of Master’s degree
GB: Graduation Certificate of Bachelor’s degree
CV: Resume/Curriculum Vitae
ENG: International English Standard
PS: Personal Statement
OD: Other Documents
DC: Degree Certificate (學士學位證書)
OVDC: Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告)
OVQC: Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表)

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 (Note 1) of your documents to the University during the application stage. You will be informed by email by the Department to submit original/certified true copy if needed.

<table>
<thead>
<tr>
<th>Supporting documents</th>
<th>For ALL Applicants</th>
<th>For SHORTLISTED Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete official transcript of undergraduate studies (and postgraduate studies, if any) (including studies undertaken in HKU)</td>
<td>(to upload soft copy)</td>
<td>Please submit an original / certified true copy (Note 1 and 3)</td>
</tr>
<tr>
<td>2. Graduate certificate of undergraduate studies (and postgraduate studies, if any)</td>
<td>Please upload the softcopy of document within one month starting from the date you receive the email notification, or by 23:59 on 6 December 2023 (Wednesday), whichever is earlier</td>
<td>Please submit a certified true copy for: 1) graduate certificate, or 2) degree certificate (學士學位證書) (for mainland qualifications) (Note 1 and 3)</td>
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<td>[document required for Mainland studies:]</td>
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<td>For the Online Verification Reports, please submit a printed copy of the documents</td>
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<tr>
<td>1. Degree Certificate (學士學位證書) or Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告) from CHSI (学信网), and</td>
<td></td>
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<tr>
<td>2. Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表) from CHSI (学信网)</td>
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<tr>
<td>All the above documents should be submitted in both English and Chinese version; please set the validity period of the report as 6 months or the longest available</td>
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<tr>
<td>3. TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (Note 2)</td>
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<td>4. Personal Statement (about 500 – 600 words)</td>
<td></td>
<td>Please submit the original document (Note 3)</td>
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</tbody>
</table>
Note 1: In Hong Kong, a copy of document that has been duly declared as a true copy of the original document by the applicant before a Commissioner for Oaths at a Home Affairs Enquiry Centres in Hong Kong is also acceptable. You may find a declaration sample here. For details of declaration, please refers to the website of the Home Affairs Department. Copies of documents may be certified by the appropriate officials of your home institute if you are an overseas applicant. Photocopies and scanned copies are NOT accepted.

[IMPORTANT]
District Office Declaration Sample
(you are required to use either of the following sentences in your declared documents):

1. The documents marked xxx attached to this declaration are the true copy of the original documents.
2. The documents marked xxx attached to this declaration are true copies of original documents held by me.
3. 聲名附件xxx與本人持有之正本原件相同
4. 茲證明附件xxx與原件一式無訛, 而該原件由本人持有

Note 2: This is ONLY required from those applicants with qualifications from institutions outside Hong Kong where the language of teaching and/or examination is not English. TOEFL applicants should request the Educational Testing Service (ETS) to send an official score report to the University (TOEFL code 9671) in direct.

Note 3: All original submitted documents will NOT be returned to applicants.