THE UNIVERSITY OF HONG KONG FACULTY OF SOCIAL SCIENCES

Master of Social Sciences in the field of Psychology

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

Upon your submission of the online application, you will receive an email notification 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 2024 (Friday), whichever is earlier. Your application number should be included on the file name of each document, for example:

1104112910_T1 (stands for 1st submitted Transcript)

1104112910_G2 (stands for 2nd submitted Graduation Certificate)

- ID: Identity Documents
- T: Official Transcripts
- IGS: Institution Grading System
- DC: Degree Certificates and other Reports/Certificates
- ENG: Proof of English Proficiency
- CV: Resume/Curriculum Vitae
- PS: Personal Statement
- OD: Other Relevant Documents

Transcripts, diplomas, certificates, and other submitted documents that are not in English should be accompanied by a certified English translation produced by the issuing authority concerned.

Please note that applicants are **NOT REQUIRED** to submit original/certified true copies of documents to the University during the application stage. Should applicants be given a conditional offer by the University, applicants will be notified to submit the stipulated documents. However, applicants should take into account the processing time required for the issuance of original/certified true copies of documents and start preparing them at their earliest convenience upon receipt of offer.

Application Checklist of Supporting Documents

Please tic	k the appropriate boxes below.
	Identity Documents
	 (i) Local applicants: Hong Kong ID Card (ii) Non-local applicants from Mainland China: Mainland ID Card/Passport
	(iii) Non-local applicants from other countries/regions: Passport
	Please refer to the <u>Admissions Office</u> for the categorisation of local and non-local applicants.
	Official Transcripts
	(i) Final transcript for a completed degree that includes the degree conferment information
	(ii) Latest available transcript for a degree that is currently in progress or has not yet been conferred
	Institution Grading System
	Transcript legends, keys or grading scales which are normally available on the back of the transcript or in the student handbook (Example: <u>Clause TPG 9 of Regulations for Taught Postgraduate Curricula of HKU</u>)
	Degree Certificates and other Reports/Certificates
	For applicants whose degrees have been awarded/conferred at the time of application, a copy of the Degree Certificates should be provided.
	 In addition to the Degree Certificates, applicants are required to prepare the following document(s), if applicable: (i) For applicants whose qualifications were awarded by universities or comparable institutions in Mainland China, the following documents are required:
	(a) Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備 案表), in both Chinese and English versions, issued by the <u>China Higher Education Student</u>
	<u>Information</u> (學信網); and (b) Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報
	告), in both Chinese and English versions, issued by <u>China Higher Education Student Information</u>
	Please set the validity period of the above-requested reports to six months or the longest available duration.
	(ii) For non-local applicants from Mainland China whose qualifications were awarded by overseas
	universities/institutions, the following document is required:
	(a) Overseas Credentials Evaluation Report (國外學歷學位認證書) issued by the <u>Chinese Service Center</u> for <u>Scholarly Exchange (CSCSE)</u> (教育部留學服務中心); or
	(b) Given the processing time required by CSCSE, if the Report is not yet available by the document
	submission deadline, an email or a text message sent by CSCSE after payment, confirming that the
	application of the Report has been successfully initiated. Upon receipt of the Overseas Credentials
	Evaluation Report, applicants should upload the document to the application system.
	English Language Requirements
	(i) Applicants with qualifications from universities or comparable institutions outside Hong Kong, where the language of teaching and/or examination is not English, are required to obtain <u>valid and satisfactory</u> <u>results</u> from one of the following examinations:
	 TOEFL (University's TOEFL code is 9671) / IELTS / GCE / IGCSE / Cambridge Test of Proficiency in English Language
	• For the acceptance range of performance for respective examinations, please refer to the <u>requirements</u> <u>of university/respective programmes</u> .
	(ii) Applicants with qualifications from universities or comparable institutions where the medium of teaching and examination is English should provide:
	• An official letter or equivalent proof, such as transcript or degree certificate, confirming that the applicants' qualifications were obtained from a university or comparable institution where the medium of instruction is English
	Resume/Curriculum Vitae
	Demond Statement (about 500 (00 monds)
	Personal Statement (about 500 – 600 words)