

Application No. : _____

THE UNIVERSITY OF HONG KONG

Master of Buddhist Counselling Programme

Notes on Submission of Supporting Documents

Please upload the following supporting documents and this checklist for our preliminary consideration by logging in <https://admissions.hku.hk/tpg/login.html> before the application deadline and within four weeks from the date of the creation of your application account; or post the following required documents and this checklist directly to the **Centre of Buddhist Studies, Room 4.20, 4/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong.** 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 an officially 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 of your documents to the University during the application stage. Should you be given an admission offer by the University, you will receive notification to submit certified true copy of your documents^{1,2,3}.

I have uploaded the following documents in support of my application (please “✓” tick the boxes below where appropriate):

<input type="checkbox"/>	This completed supporting documents checklist.
<input type="checkbox"/>	For all undergraduate and postgraduate qualifications attained from HKU , applicants should attach a copy of the official final transcript including a complete record of courses attended, grades, overall result and date of award.
<input type="checkbox"/>	For all undergraduate and postgraduate qualifications attained from institutions other than HKU , applicants should attach copies of graduation certificate and official final transcript including a complete record of courses attended, grades, overall result and date of award.
<input type="checkbox"/>	For all current studies which have yet to be completed, applicants should attach a copy of their most up-to-date transcript.
<input type="checkbox"/>	TOEFL / IELTS [<i>please delete as appropriate</i>] official score report for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. Applicants who took the TOEFL should request the Educational Testing Service (ETS) to send an official score report to the Centre of Buddhist Studies (University’s TOEFL code: 9671) directly. Original/certified true copy of the examinee’s score record will not be accepted.
<input type="checkbox"/>	I have asked my home institutions to send transcripts directly to the Centre of Buddhist Studies. (Please complete the attached “Cover Sheet for Transcript Submission” and send it to the appropriate officer of institution from which the transcript is issued.)

Notes

1. All documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.

2. For qualification obtained in China,

(i) Graduation Certificate (毕业证书):

- (a) Online Verification Report of Higher Education Qualification Certificate[^] 教育部学历证书电子注册备案表 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)

Applicant can apply the report at <https://www.chsi.com.cn/> or <https://www.chsi.com.cn/en/>

[^] Please set the validity period of the report as 6 months or the longest available.

(ii) Bachelor's Degree (学士学位证书):

- (a) Verification Report or Credential Report 学位认证报告 issued by CDGDC (学位与研究生教育发展中心)

Applicant can apply the report at Chinadegrees.cn (学位网) <http://www.cdgdc.edu.cn/en/>. OR

- (b) an officially certified true copy of Bachelor's Degree (学士学位证书)

- (iii) an official transcript in Chinese accompanied by certified translation in English by the issuing institution are required.

3. Certified true copy of academic document can be arranged by (i) a notary public (e.g. a Commissioner for Oaths at a District Office in Hong Kong); or (ii) your home institution if you are an overseas applicant.

THE UNIVERSITY OF HONG KONG
(Faculty of Arts)

Cover Sheet for Transcript Submission

- 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 Buddhist Counselling

(Mode of Study: FT/PT*)

** 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:

MBC Programme Office (tel. no. 3917 5075)
Centre of Buddhist Studies
Room 4.20, 4/F, The Jockey Club Tower
Centennial Campus
The University of Hong Kong
Pokfulam
Hong Kong
(Ref.: MBC)