

THE UNIVERSITY OF HONG KONG

Master of Buddhist Counselling Programme

Notes on Submission of Supporting Documents

An email notification containing the login information of the supporting documents upload platform will be sent to you within 48 hours after submission of your online application, please follow the instructions 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 uploaded to the application system **within one month** starting from the date you receive the email notification.

You are strongly advised to upload your supporting documents right after submitting your application. Late provision or incomplete submission of supporting documents may affect the evaluation of your application. If you have difficulties in providing any of the supporting documents, please email our Centre as soon as possible at hkumbc@hku.hk.

Your application number should be included on the file name of each document. For example:

1100112910_T1 (stand for 1st submitted Transcript)

1100112910_G2 (stand for 2nd submitted Graduation Certificate)

T: Transcript

G: Graduation Certificate

B: Bachelor Certificate (applicable to applicants' whose qualification was obtained in mainland China)

I: Identification Document (HKID Copy for Local Applicants or Passport Copy (with photo) for Non-Local Applicants)

E: International English Standard (if applicable)

P: Personal Statement (optional)

C: CV (optional)

N: Name Changing Proof (if applicable)

O: Other Certificates (if applicable)

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

All supporting documents, and the online referees' survey, should be available to our Centre before the system closes.

Please note that **you are NOT required to mail your documents to the University by post during the application stage**, uploading the copies of your documents to the document submission platform should suffice. Should you be given an admission offer by the University, you will receive notification to submit original/certified true copy of your documents^{1,4}.

Required documents for different types of academic qualifications in support of application^{1,4}:

- ❖ For all undergraduate and postgraduate qualifications attained from **HKU**
 - a copy of the official final transcript including a complete record of courses attended, grades, overall result and date of award/conferment
- ❖ For all undergraduate and postgraduate qualifications attained from **institutions other than HKU**²
 - copies of graduation certificate and official final transcript including a complete record of courses attended, grades, overall result and date of award/conferment
- ❖ For all **current studies** which have yet to be completed²
 - a copy of the most up-to-date transcript
- ❖ If the medium of instruction of your undergraduate or postgraduate degree from a recognized institution is in **English**, English proficiency test is **NOT required**
 - Degree obtained from local [UGC-funded Universities](#)
 - a copy of the official final transcript
 - Degree obtained from a non UGC-funded Universities in HK and overseas Universities
 - a copy of the official final transcript which shows that the teaching medium of the programme was English; OR
 - a certifying letter from the Registry which indicate the teaching medium of the programme was English
- ❖ If the medium of instruction of your undergraduate or postgraduate degree is **NOT English**, English proficiency test is **required**
 - a copy of a valid TOEFL / IELTS official score report³

The University possesses the final discretion to request different supporting documents based on your academic qualifications. Should you have any uncertainties regarding the required documents, please contact our Centre further.

Notes

1. All documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.
2. For qualification obtained in mainland China, applicants are required to submit the following:
 - (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) ^ from CHSI (学信网) in Chinese and English.
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) Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告)^ from CHSI (学信网) in Chinese and English.
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.
 - (iii) Transcript:
 - (a) Complete official transcript in Chinese and English from the issuing institution, to be sent directly from the issuing institution in a sealed envelope with the official university registry stamp to the Faculty by post; **OR**
 - (b) Verification Report of China Higher Education Student's Academic Transcript (中国高等学校学生成绩验证报告) from CHSI in Chinese and English.
3. The TOEFL or IELTS result should be obtained within two years before the date of application.

IELTS Indicator and TOEFL Special Home Edition are not accepted.

Applicants who took the TOEFL should request the Educational Testing Service (ETS) to send an official score report directly to the Centre of Buddhist Studies (University's TOEFL code: 9671).

4. Notarized copies of documents and documents submitted via applicants are not acceptable.