

Application No. : \_\_\_\_\_

**THE UNIVERSITY OF HONG KONG**

**Master of Arts in Translation 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. 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. You are strongly advised to upload your supporting documents right after submitting your application. Late provision of supporting documents may cause delays in the processing of your application.

Please note that while you are not required to submit original/certified true copy of your documents to the University during the application stage, you need to scan the original copies of the documents and include them in your application. Should you be given an admission offer by the University, you will be required to submit certified true copy of your documents<sup>1,2,3</sup>.

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 <b>HKU</b> , 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 <b>other than HKU</b> , 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 <b>current studies</b> 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 Miss Mandy CHAU (University’s TOEFL code: 9671) directly. Original/certified true copy of the examinee’s score record will not be accepted.

I have also:

<input type="checkbox"/>	provided two academic referees’ information in question no. 7, ‘Academic Referees’ in the online application form.
<input type="checkbox"/>	asked home institutions to post transcripts directly to Miss Mandy CHAU. (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<sup>^</sup> 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/>

<sup>^</sup> 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**

**Master of Arts in Translation Programme**

**Guidelines for Application for Advanced Standing**

Advanced Standing may be granted to candidates in the field of Translation in recognition of studies completed successfully before admission to the curriculum. Candidates who are awarded Advanced Standing will not be granted any further credit transfer for those studies for which Advanced Standing has been granted. The amount of credits to be granted for Advanced Standing shall be determined by the Board of the Faculty, in accordance with the following conditions:

1. A candidate may be granted a total of not more than 20% of the total credits normally required under a curriculum for Advanced Standing unless otherwise approved by the Senate.
2. An application for Advanced Standing will only be considered if the previous studies were done within 5 years before admission to the curriculum.
3. Advanced Standing will not be granted for elective course and capstone experience.
4. Credits granted for Advanced Standing shall not normally be included in the calculation of the GPA unless permitted by the Board of the Faculty but will be recorded on the transcript of the candidate.
5. There is no reduction in composition fees.
6. Application in writing shall be made at the same time of application for admission to the M.A. in Translation and should be accompanied by a copy of the academic transcript to support the application.
7. The Programme Chairperson for the Committee of the M.A. in Translation will consider each application in consultation with the teacher(s) for the course concerned and make a recommendation to the Higher Arts Degrees Committee and the Board of the Faculty of Arts for final approval by September 13, 2022.

**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 Arts in Translation**

- 
- 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 the respective Programme Committee:

Miss Mandy CHAU (tel. no. 3917 5274)  
Programme Committee for M.A. in Translation  
School of Chinese  
Room 8.01, 8/F, Run Run Shaw Tower  
Centennial Campus  
The University of Hong Kong, Pokfulam, Hong Kong