

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

**THE UNIVERSITY OF HONG KONG**

**Master of Arts in Translation Programme**

**Notes on Submission of Supporting Documents**

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

For example:

1100112910\_T1 (stand for 1<sup>st</sup> submitted Transcript)

1100112910\_G2 (stand for 2<sup>nd</sup> submitted Graduation Certificate)

T: Transcript

G: Graduation Certificate

B: Bachelor Certificate

E: International English Standard

P: Personal Statement

C: CV

N: Name Changing Proof

O: Other Certificates

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.

All supporting documents, and the E-reference, should be available to our Department on or before the application closing date.

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 upload 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 upload 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 upload 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 Ms. Yuki CHIU

	(University's TOEFL code: 9671) directly. Original/certified true copy of the examinee's score record will not be accepted.
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I have also:

<input type="checkbox"/>	provided two referees' reports sent by the online application system (We shall accept E-reference from official university/company email addresses only. Referees with personal email addresses (e.g. gmail, 163.com, etc.) will not be considered.)
<input type="checkbox"/>	asked home institutions to post transcripts directly to Ms. Yuki CHIU, as I have not uploaded an official/certified transcript (if applicable). (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) Online Verification Report of Higher Education Degree Certificate 中国高等教育学位在线验证报告 issued by CHSI (学信网)  
Applicant can apply the report at CHSI (学信网) <https://www.chsi.com.cn>.
  - (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. The application and supporting document(s) must be submitted to the Programme Committee by August 30, 2024.
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 9, 2024.

