

Application No. : _____

THE UNIVERSITY OF HONG KONG

Master of Arts in the field of 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 uploaded to the application system 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 1st submitted Transcript)

1100112910_G2 (stand for 2nd 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

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

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 School on or before the application closing date.

Please note that you are not required to mail your documents to the University by post during the application stage. Should you be given an admission offer by the University, you will receive notification to submit original/certified true copy of your documents^{1,2,3}.

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

<input type="checkbox"/>	For all undergraduate and postgraduate qualifications attained from HKU , 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 other than HKU , 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 current studies which have yet to be completed, applicants should upload a copy of their most up-to-date transcript.
<input type="checkbox"/>	TOEFL / IELTS 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 directly to the University (University’s TOEFL code: 9671). Original/certified true copy of the examinee’s score record will not be accepted.
<input type="checkbox"/>	I have provided the details of two academic referees into the online application system, who will subsequently receive a confidential referee survey via email (Only E-reference from official university/company email addresses will be accepted. Referees with personal email addresses (e.g. gmail, 163.com, etc.) will not be considered.)

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

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 September 1, 2025.

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, 2025.