

# THE UNIVERSITY OF HONG KONG

## Master of Science in Urban Planning (Urban Planning stream)

### (Asian Development Bank-Japan Scholarship Programme (ADB-JSP) Applicant)

#### SUPPORTING DOCUMENTS

Please submit soft-copies and hard-copies of the following documents according to the instructions below:

1. For soft-copies, after submitting an online application via the University's online application system (<https://admissions.hku.hk/tpg/programme-list>), within one day, applicants will receive an email from the Faculty with login ID and password to access the Faculty's MSc(UrbanPlanning) ADB-JSP Application Documents Submission System (<https://admission.arch.hku.hk>). Please upload the below list of supporting documents to the MSc(UrbanPlanning) ADB-JSP Application Documents Submission System by **12:00 noon (GMT+8), 28 January 2025**. Please do not encrypt the supporting documents.
  - a) HKID copy (with watermark) for local applicants or passport copy for non-local applicants
  - b) Curriculum vitae (inclusive of publications and academic awards, if any)
  - c) Official academic transcripts
  - d) Graduation certificate (if any)
  - e) Test Report of the Test of English as a Foreign Language (TOEFL), or International English Language Testing System (IELTS) (if you have not been studying in the university in which the courses are taught in English).
  - f) Original Statement of Proof that the language of instruction is conducted entirely in English (if appropriate)
  - g) Information Sheet (template as attached)
  - h) Applicant's Income Information (template as attached)
  - i) Certificate of Employment (for the last 5 years issued by the company with letter head/logo and signed by the company's authorized signatory), including start date and end date of employment, and the name and email address/telephone number of the signatory
  - j) Certificate of Annual Income of Applicant (issued by the company with letter head/logo and signed by the company's authorized signatory), including the name and email address/telephone number of the signatory
  - k) Certificate of family income (issued by the family member's company with letter head/logo and signed by the company's authorized signatory), including the name and email address/telephone number of the signatory. If status is housewife, unemployed, retired or deceased, an authenticated supporting document (signed and issued by a recognized local authority with letterhead/logo, including the name and email address/telephone number of the signatory) must be submitted

For hard-copies, please send the aforementioned documents to:

Ms Heidi Leung, Faculty of Architecture, The University of Hong Kong, 4/F Knowles Building, Pokfulam Road, Hong Kong.

2. Applicants have to appoint 2 referees, preferably one previous teacher and one professional employer, via the University's online application system (<https://admissions.hku.hk/tpg/programme-list>). At least one academic reference is required.

Both of your referees will be requested to complete an online referee report and upload a reference letter via a separate email sent by the Faculty.

- \*\* It is crucial that applicants have to input accurate information into the University's on-line application system. Any inaccurate information may cause email delivery failure and unavailable access to the Faculty's submission systems.

#### IMPORTANT NOTE:

The University of Hong Kong has not entered into any agreement or collaboration with any intermediary agencies for overseas studies in respect of a mechanism of "quota for direct admission". Applicants are strongly advised not to engage any agency to submit an application or any application materials on their behalf. Applicants should prepare and submit their applications and supporting documents directly to HKU.