Application No. : _____

THE UNIVERSITY OF HONG KONG

Master of Arts in Creative Communications

Notes on Submission of Supporting Documents

A. For those who submitted applications **on or before 5:15 am on 8 December 2022 (HK Time)**, please follow the guidelines as below.

Please upload your supporting documents for our preliminary consideration by logging in http://www.admissions.hku.hk/tpg/login.html before the application deadline and within four weeks from the date of the creation of your account. Your application number should be marked on each document.

B. For those who submitted applications **after 5:15 am on 8 December 2022 (HK Time)**, please follow the guidelines as below.

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 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

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 you are not required to submit original/certified true copy of your documents to the University during the application stage. Should you be given an admission offer by the University, you will receive notification to submit certified true copy of your documents[1,2,3].

I have uploaded the following documents in support of my application (please "✓" tick the boxes below where appropriate):

☐	This completed supporting documents checklist.
☐	For all undergraduate and postgraduate qualifications attained from **HKU**, applicants should attach a copy of the official final transcript including a complete record of courses attended, grades, overall result and date of award.
☐	For all undergraduate and postgraduate qualifications attained from institutions **other than HKU**, 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.
☐	For all **current studies** which have yet to be completed, applicants should attach a copy of their most up-to-date transcript.

☐	TOEFL / IELTS *[please delete as appropriate]* 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. Jessica KOK, School of English, Room 7.35, 7/F, Run Run Shaw Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong (University's TOEFL code: 9671) directly. Original/certified true copy of the examinee's score record will not be accepted.
☐	The Creative Personal Statement (in two parts as noted, a minimum of 500-750 words, saved in JPEG format.)

I have also:

☐	invited two academic referees to provide E-reference via the online application system. (E-reference from official university/company email addresses is preferred.)
☐	asked my home institutions to send transcripts directly to Ms. Jessica KOK. (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)

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 Creative Communications

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:

Ms. Jessica KOK (tel. no. 3917 7278)
Programme Committee for M.A. in Creative Communications
School of English
Room 7.35, 7/F, Run Run Shaw Tower
Centennial Campus
The University of Hong Kong, Pokfulam, Hong Kong