

Name of Applicant: _____
(Surname) (Given Name)

Application No.: MSc(AI) _____

**THE UNIVERSITY OF HONG KONG
FACULTY OF SCIENCE**

Master of Science in Artificial Intelligence (Full-time)

Notes on Submission of Supporting Documents for Preliminary Consideration

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. You would not be able to upload any documents after the deadline. Applications without online supporting documents may not be considered.

Your application number should be marked on each document. The file name of each document should contain your application number in the following format.

T: Transcript with grading system

G: Graduation Certificate

B: Bachelor Certificate

E: English Proficiency Test Report (TOEFL/ IELTS)

O: Others

For example:

1100112910_T1 (the 10 digits stand for your application number and T1 stands for transcript. If more than one transcript is uploaded, it should be named as T2 and so on)

1100112910_G1 (G stands for Graduation Certificate. If more than one certificate is uploaded, it should be named as G2 and so on)

Transcripts, diplomas, certificates and other submitted documents which are not in English should be accompanied by a certified translation in English. Certified translation may be provided by your home institution.

Please note that certified true copies by notary public – for ALL types of supporting documents, would NOT be accepted in the admissions cycle 2025/26.

Posting of documents is NOT required at the application stage. Should an applicant be shortlisted for admission, they will receive an email notification from the Faculty Office regarding the submission of required supporting documents. The specific documents may vary, subject to applicants' individual qualifications. The Faculty will verify the authenticity of all original copies received by consulting with the awarding institutes and examination authorities towards the end of the admissions cycle.

Please make sure that you have uploaded the following documents/have completed the following in support of your application.

Important Notice

To submit an application, it is essential that you complete the process independently. You are solely responsible for ensuring the accuracy and authenticity of all information and materials provided throughout the application and admission stages. The Faculty maintains a strict zero-tolerance policy towards any form of dishonesty and academic misconduct. Any fraudulent documents or falsified information may result in legal action and/or reporting to law enforcement authorities. Please note that the HKU does NOT authorize any third-party agencies to handle recruitment or admissions on its behalf.

All documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.

<input type="checkbox"/>	<p>For qualifications obtained in Hong Kong (mandatory)</p> <p>(a) Current students</p> <p>For all current studies which have yet to be completed, applicants should upload a photocopy of their most up-to-date transcript with grading system issued by the Registry of institution.</p> <p>(b) Graduates</p> <p>(i) For all undergraduate and postgraduate qualifications attained from HKU, applicants should upload a copy of the official final transcript[#] with a complete record of courses attended, examination results, overall result, date of award, and grading system issued by the Registry of institution.</p> <p>(ii) For all undergraduate and postgraduate qualifications attained from institutions other than HKU, applicants should upload copies of graduation certificate and official final transcript[#] with a complete record of courses attended, examination results, overall result, date of award, and grading system issued by the Registry of institution.</p> <p><i>It is necessary for applicants for who have completed or are currently studying a dual-degree programme to submit transcripts from both universities and fill in the relevant information on the application form.</i></p>
<input type="checkbox"/>	<p>For qualifications obtained in Mainland China (mandatory)</p> <p>(a) Current students</p> <p>For all current studies which have yet to be completed, applicants should upload a photocopy of their most up-to-date transcript with grading system (in English and Chinese version) issued by the Registry of institution.</p> <p>(b) Graduates</p> <p>(i) a full and final transcript[#] with a complete record of courses attended, examination results, overall result, date of award, and grading system (in English and Chinese version) issued by the Registry of institution; OR Online Verification Report of China Higher Education Student's Academic Transcript (中国高等学校学生成绩验证报告) (in English and Chinese version) issued by CHSI (学信网). Please set the validity period of the report as 6 months or the longest available.</p> <p>(ii) Online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表) of Bachelor's Degree (in English and Chinese version) issued by CHSI (学信网). Please set the validity period of the reports as 6 month or the longest available.</p> <p>(iii) Bachelor Degree Certificate (学士学位证书)[#] (in English and Chinese version) issued by the Registry of institution; OR Online Verification Report of Higher Education Degree Certificate (中国高等教育学位验证报告) (in English and Chinese version) issued by CHSI (学信网). Please set the validity period of the reports as 6 months or the longest available.</p> <p><i>It is necessary for applicants for who have completed or are currently studying a dual-degree programme to submit transcripts from both universities and fill in the relevant information on the application form.</i></p>
<input type="checkbox"/>	<p>For qualifications obtained from overseas universities (mandatory)</p> <p>(a) Current students</p> <p>For all current studies which have yet to be completed, applicants should upload a photocopy of their most up-to-date transcript with grading system issued by the Registry of institution.</p> <p>(b) Graduates</p> <p>(i) a full and final transcript[^] with a complete record of courses attended, examination results, overall result, date of award, and grading system issued by the Registry of institution.</p> <p>(ii) Graduation Certificate of Bachelor's Degree issued by the Registry of institution.</p> <p>(iii) [for Mainland Graduates] Overseas Credential Evaluation Report (国外学历学位认证书) issued by the Chinese Service Center for Scholarly Exchange (教育部留学服务中心).</p>

<input type="checkbox"/>	TOEFL / IELTS official score report (if applicable) for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. (Note: The University's TOEFL code is 9671.)
<input type="checkbox"/>	Identity document(s) (mandatory)
<input type="checkbox"/>	List of publications (if appropriate)
<input type="checkbox"/>	Referees' Reports sent by the online application system (optional) (to be replied by Referee directly)

Certified by the Registry of the awarding institution

^ Only electronic copies of transcripts from third-party agencies authorised by the awarding universities would be accepted

This form is only applicable to applicants whose awarding institutions do not authorize third-party agencies to issue electronic transcripts. If your institution falls into this category, you may use this form to request an official transcript directly from the institution.

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TRANSCRIPT REQUEST FORM

- I. **To the Applicant:** Applicant who is requested to submit an original copy of complete official transcript please complete the first part of this form and send it to the appropriate officer of the institute 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: _____

Curriculum applied for admission at The University of Hong Kong:

_____ (Full-time / Part-time*)

*Please delete as appropriate.

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- II. **To the Officer responsible for issuing transcripts:** The applicant named above has applied for admission to a taught postgraduate curriculum at The University of Hong Kong. Please send a copy of the **official** transcript together with this form directly to:

Faculty of Science
G/F, Chong Yuet Ming Physics Building
The University of Hong Kong
Pokfulam Road
Hong Kong