THE UNIVERSITY OF HONG KONG

Master of Arts in the field of AI, Ethics and Society 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 Department 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):

☐	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, examination results, overall result, and date of award/conferment.
☐	For all undergraduate and postgraduate qualifications attained from institutions **other than HKU**, applicants should upload copies of each graduation certificate and official final transcript including a complete record of courses attended, grades, overall result, and date of award/conferment.
☐	For all **current studies** which have yet to be completed, applicants should upload a copy of their most up-to-date official transcript.
☐	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.
☐	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.)

<u>Notes</u>

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.