

Application No.: _____

THE UNIVERSITY OF HONG KONG

FACULTY OF SCIENCE

(Master of Science in the field of Chemical Technologies for Health and Materials)

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS FOR PRELIMINARY CONSIDERATION

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

Please do not upload non-academic related documents. **Reference letter is NOT required.**

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 listing out the supporting documents required (*see Annex below*).

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.

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

<input type="checkbox"/>	Transcript (a) 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. (b) 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. (c) For all current studies which have yet to be completed, applicants should upload a photocopy of their most up-to-date transcript.
<input type="checkbox"/>	Degree Certificates^ ^ For applicants with mainland qualifications: Please set the validity period of the Online Verification Report of Higher Education Degree Certificate and Online Verification Report of Higher Education Qualification Certificate issued by CHSI (学信网) for 6 months or the longest available.
<input type="checkbox"/>	TOEFL or IELTS official score report (if requested). Please note that the University's TOEFL code is 9671.
<input type="checkbox"/>	List of publications (if appropriate).

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.

Annex

Below is a list of required academic qualification documents for fulfilling admissions requirement for your reference. The specific documents may vary depending on your individual qualifications, and detailed requirements will be provided in the conditional offer letter if you are shortlisted.

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

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.

Document	Applicant Type	Specifics	Requirement
(1) Transcript (mandatory)	ALL applicants	(a) Graduate from UGC-funded universities	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.
		(b) Graduate with Mainland qualification	(i) Online Verification Report of China Higher Education Student's Academic Transcript (中國高等學校學生成績驗證報告) of Bachelor's Degree (in English and Chinese version) issued by CHSI (學信網) OR (ii) 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
		(c) Mainland Graduate with overseas qualification	(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 AND (ii) "Overseas Credential Evaluation Report" (國外學歷學位認證書) from the Chinese Service Center for Scholarly Exchange (教育部留學服務中心)
		(d) Graduate with other qualification	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.
(2) Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表) of Bachelor's Degree (if applicable)	Applicants with Mainland Qualification	N/A	A Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表) of Bachelor's Degree (in English and Chinese version) issued by CHSI (學信網) with validity period as 6 month or the longest available.

Document	Applicant Type	Specifics	Requirement
(3) Online Verification Report of Higher Education Degree Certificate / Credential report (認證報告) (if applicable)	Applicants with Mainland Qualification	N/A	(i) Online Verification Report of Higher Education Degree Certificate / Credential report (認證報告) issued by CHSI (學信網) OR Bachelor Degree Certificate (學士學位證書) (in English and Chinese version) [#] issued by the Registry of institution.
(4) Graduate Certificate (if applicable)	To be detailed in the conditional offer letter	N/A	Graduate Certificate issued by the Registry of institution.
(5) 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.	N/A	TOEFL/IELTS official score report. The University's TOEFL code is 9671, and the Department's code is 99.
(6) Other supporting documents (if applicable)	To be detailed in the conditional offer letter	N/A	N/A

[#] Certified by the Registry of the Awarding Institute

[%] Only electronic copies of transcript from third-party agencies authorized 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