**Application No.: MPA_____**

**THE UNIVERSITY OF HONG KONG**
FACULTY OF SOCIAL SCIENCES

# Master of Public Administration

**NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS**

Please upload your supporting documents for our preliminary consideration by logging in http://www.aal.hku.hk/tpg/login.html **before** the application deadline and within four weeks from the date of the creation of your account; or post the following documents directly to **the Department of Politics and Public Administration, CJT-963, 9/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, Hong Kong.** 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. Certified translation may be provided by your home institution.

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.

Enclosed (Please tick as appropriate.)

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|---|---|
| ☐ | Transcript. (Please send the Cover Sheet for Transcript Submission along with your transcript application form to the institute from which the transcript is requested, if applicable.) |
| ☐ | Degree Certificates^ |
| ☐ | TOEFL/IELTS* official score report (if requested). |
| ☐ | List of publications (if appropriate). |
| ☐ | Referees' reports |

# Please note that the University will only **ACCEPT** originals or copies of the documents that have been duly declared as true copies before a notary public (e.g. a Commissioner for Oaths at a District Office in Hong Kong). Copies of documents may be certified by the appropriate officials of your home institute if you are an overseas applicant.

^ For applicant with mainland qualification: Verification Report of Graduation Certificate 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) and Verification Report of the Bachelor Degree Certificate issued by CHESICC (全国高等学校学生信息咨询与就业指导中心) & CDGDC (学位与研究生教育发展中心) are also acceptable.

*Please delete as appropriate.

**Please note that the University's TOEFL code is 9671**.

(optional)

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**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 Public Administration** (Full-time/Part-time*)

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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:

Department of Politics and Public Administration
CJT-963, 9/F, The Jockey Club Tower
Centennial Campus
The University of Hong Kong
Pokfulam Road
Hong Kong
(Ref.: MPA)