# 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.hku.hk/tpg/login.html](http://www.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](http://www.hku.hk/tpg/login.html). 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.)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete official transcript of undergraduate studies (original / certified true copy) *#^&lt;br&gt;(You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)</td>
</tr>
<tr>
<td></td>
<td>Graduate certificate of undergraduate studies (certified true copy) #^&lt;br&gt;(Mainland China applicants should provide “學士學位證書” @ and Online Verification Report of Higher Education Qualification 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). Please set the validity period of the report as 6 month or the longest available.)</td>
</tr>
<tr>
<td></td>
<td>Complete official transcript of postgraduate studies (original / certified true copy) *#^&lt;br&gt;(You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)</td>
</tr>
<tr>
<td></td>
<td>Graduate certificate of postgraduate studies (certified true copy) #^</td>
</tr>
<tr>
<td></td>
<td>Membership certificate of the Chartered Institute of Transport and Logistics, if applicable (certified true copy) #^</td>
</tr>
<tr>
<td></td>
<td>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (if appropriate)*#&lt;br&gt;(Only required from those applicants with qualifications from institutions outside Hong Kong where the language of teaching and examination is not English.)</td>
</tr>
<tr>
<td></td>
<td>Two academic/ professional reference letters (i.e. about the applicant’s academic ability to pursue graduate studies at the master's level and/or the applicant’s character, interpersonal skills and personal integrity to become a transport professional)</td>
</tr>
</tbody>
</table>

* Please delete as appropriate.

# 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. No photocopies will be accepted.

^ Confirmation of award date of qualification shall be effective on or before 31 August 2023.

@For applicants with mainland qualifications: Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告) from CHSI is also acceptable.

Please note that the University’s TOFEL code is 9671.
THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

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*)

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)