

Name of Applicant: _____

Application No.: MPA _____

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Public Administration

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS DURING APPLICATION

For applicants who have applied the programme as indicated above, please follow the guidelines below:

An email notification will be sent to applicants within 48 hours after applicants have made an application on the Taught Postgraduate Online Application System. Please follow the instructions in the email and upload the supporting documents in pdf format for University's preliminary consideration by logging in <https://tpg-admission-addon.its.hku.hk/applicant>. All documents should be submitted as soon as possible, preferably within one week starting from the date applicants receive the email notification or by the deadline as stipulated in the email. Application number should be included on the file name of each document. If there are further updates to your submission, you need to upload a full set of the updated documents under that particular section as the new submission will overwrite the previous submission.

For example:

1100112910_T1 (the 10 digits stand for your application number, and T1 stand for 1st submitted Transcript)

1100112910_G2 (stands for 2nd submitted Graduation Certificate)

Abbreviations for file naming:

T: Transcript

C: CV

G: Graduation Certificate

N: Name Changing Proof

B: Bachelor Certificate

I: Identity Document

E: Proof of English Proficiency

O: Other Certificates

P: Personal Statement

Transcripts, diplomas, certificates, and other submitted documents that are not in English should be accompanied by a certified English translation produced by the issuing authority concerned.

The admission of MPA Programme is on a rolling basis, Shortlisted candidates will be invited to an interview. Therefore, supporting documents should be made available to our Department as soon as possible, preferably within one week starting from the date applicants receive the email notification, to ensure that we can review your application promptly.

Please note that applicants are **NOT REQUIRED** to submit original/certified true copies of documents to the University during the application stage. Should applicants be given a conditional offer by the University, applicants will be notified to submit the stipulated documents. However, applicants should take into account the processing time required for the issuance of original/certified true copies of documents and start preparing them at their earliest convenience upon receipt of offer.

