

**THE UNIVERSITY OF HONG KONG
LKS FACULTY OF MEDICINE
SCHOOL OF NURSING**

**Application for Admission to the
Master of Nursing**

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

Please upload the following documents before the respective application deadlines and **within four weeks from the date of the creation of your account**; AND post your documents to the School of Nursing (Master of Nursing Office, 5/F, Academic Building, 3 Sassoon Road, Pokfulam). 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.

Enclosed (Please tick as appropriate)

| | |
|--------------------------|--|
| <input type="checkbox"/> | Complete/ the latest official academic transcript(s) ⁱ <i>(please send the Transcript Request Form along with your transcript application form to the institute from which the transcript is requested, if applicable)</i> |
| <input type="checkbox"/> | Graduation Certificate(s) ⁱⁱ |
| <input type="checkbox"/> | Test Report of the Test of English as a Foreign Language (TOEFL) (non-home edition), or International English Language Testing System (IELTS) <i>(if applicable)</i> ⁱⁱⁱ |
| <input type="checkbox"/> | Certified true copies of HKID (for local applicants) / passport (for non-local applicants) ^{iv} |
| <input type="checkbox"/> | Certified true copies of Certificate of Registration AND valid practising certificate issued by the Nursing Council of Hong Kong or the nursing authority in your own country ^{iv} |
| <input type="checkbox"/> | Two academic referee's reports (via the online application system) |
| <input type="checkbox"/> | Other documents which you would like to bring the attention of the University (e.g. list of publications, documentary evidence of academic awards received and professional qualifications, and summary of relevant experience) |

REMARKS

- i**
- To submit e-transcript(s) issued by the awarding institutions directly from their systems to School of Nursing by email [mnurs@hku.hk]; **OR**
 - To submit e-transcript(s) directly from third-party agencies (e.g. Parchment, National Student Clearinghouse, etc) authorized by the awarding universities to School of Nursing by email [mnurs@hku.hk];

[For Mainland Applicants]

- To submit Online Verification Report(s) issued by the [China Higher Education Student Information \(CHESI\) 中國高等教育學生信息網](#),
- To submit an online credential evaluation issued by [Chinese Service Center for Scholarly Exchange \(CSCSE\) \[中國留學網\]](#) for overseas qualification.

- ii**
- To submit e-academic certificate(s) directly from recognised third-party agencies (e.g. [Academic Certificate Verification Platform](#));
 - Applicants who are seeking admission on the basis of a qualification from a university or comparable institution in **Mainland China** are required to submit **both Chinese and English version** of the following reports, which validity period should be **6 months or the longest available**:
 - Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子注冊備案表) issued by the [China Higher Education Student Information \(CHESI\) 中國高等教育學生信息網](#).
 - Degree Certificate/ Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告) issued by [China Higher Education Student Information \(CHESI\) 中國高等教育學生信息網](#).
 - Bachelor degree should be conferred on or before August 31 (for local applicants) or March 31 (for non-local applicants) of the current admission year respectively.
- iii**
- To submit valid official score report(s) directly from the examination authority to School of Nursing.
 - Only TOEFL/ IELTS scores recorded in the two years before the date of application are considered.
- iv** Copies of the documents are duly declared as true copies before a notary public (e.g. a Commissioner for Oaths at a City 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.

IMPORTANT NOTES

1. Applicants are strongly advised to submit their applications directly to the University and avoid the involvement of any intermediary agencies. Any misrepresentation will disqualify application(s) to the University and the University has the right to make a report to the relevant law enforcement agencies which may result in criminal prosecution.
2. Transcripts, diplomas, certificates and other submitted documents which are not in English should be accompanied by a certified translation in English.
3. All non-local students are required by law to obtain a student visa to study in Hong Kong and the Immigration Department normally issues student visas to students enrolling in a **FULL-TIME** programme in the University only.
4. The processing time of student visa applications is **approximately 10-12 weeks**. It is the responsibility of individual students to make appropriate visa arrangement before they come to Hong Kong. Please click [here](#) for mainland students / [here](#) for foreign students for further details.
5. Submitted documents are non-returnable and will be securely destroyed in the event of an unsuccessful application.

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Transcript Request Form

I. **To the Applicant:**

Please complete the first part of this form and send it to your former/current 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 Nursing (MNurs) _____ (Full-time/Part-time)*

** Please delete as appropriate.*

II. **To the Officer responsible for issuing transcripts:**

The applicant named above has applied for admission to a taught postgraduate programme at The University of Hong Kong. Please send a copy of the **official** transcript together with this form directly to:

MNurs Programme Office
School of Nursing
The University of Hong Kong
5/F, Academic Building
3 Sassoon Road
Pokfulam, Hong Kong