

THE UNIVERSITY OF HONG KONG
FACULTY OF LAW

APPLICATION INSTRUCTIONS FOR TAUGHT POSTGRADUATE PROGRAMMES
(SEPTEMBER 2025 INTAKE)

AUTHENTICITY OF INFORMATION AND MATERIALS

All applicants must complete the application by themselves. You are also responsible for the accuracy and authenticity of all information and documents submitted during the application and admissions process.

The Faculty of Law (the Faculty) unequivocally condemns dishonesty and reaffirms our zero-tolerance policy towards any form of academic misconduct. The Faculty reserves the right to take legal action and report fraudulent documents or falsified information to law enforcement units.

The University of Hong Kong has not entered into any agreement or collaboration with any intermediary agencies for overseas studies regarding a mechanism of “quota for direct admission”.

Applicants should prepare and submit their applications and supporting documents directly to HKU.

SUBMITTING AN APPLICATION AND SUPPORTING DOCUMENTATION

All applications should be submitted via the online application system [here](#).

The deadline(s) for applications will be strictly adhered to. The applicant must ensure that all supporting documents, including but not limited to official transcript(s), graduation certificate, IELTS/TOEFL report(s), recommendation letters, and so on, must be uploaded by the timeframe mentioned above. In this regard, you are strongly encouraged to submit your application and documents as early as possible to avoid any competitive disadvantage over other applicants whose files are complete.

If you wish to apply for more than one programme at HKU¹, you should apply under a different username on the application system and settle the fee (HK\$300) separately. However, an applicant can only accept and enrol in one programme even if they have received more than one admission offer from the University.

Applicants are permitted to choose up to three (3) programmes and will be allowed to rank them in order of preference from their choice. Selecting and prioritising your programme choices according to your academic and career aspirations is vital.

Late applications will only be considered if places are still available.

¹ Applicants will be asked to indicate their priority of preference when applying online.

REQUIRED SUPPORTING DOCUMENTATION

The hard copies of all supporting documents are NOT REQUIRED during the application stage.

Please upload the following documents in PDF format within 14 calendar days of creating your account and before the application deadline.

Transcripts, diplomas, certificates, official English score reports, and other submitted documents NOT in English should be accompanied by a certified translation in English. Your home institution may provide the certified translation. If the Faculty gives an applicant an admission offer, they will be notified of the need to submit the original and/or certified true copy of the documents by a specified deadline.

Your application will only be considered after we receive the full supporting documents.

1) Identity Documents

- Local Applicants: Hong Kong Identity Card
- Non-Local Applicants from Mainland China: Mainland ID Card and Passport
- For Non-local Applicants from other countries/regions: Passport

2) Official Transcript(s)²³

Applicants must submit a copy of the academic transcript to facilitate our review.

- Most updated academic transcript⁴ of current undergraduate or postgraduate studies; or
- Completed academic transcript with degree award and/or conferment information of your undergraduate studies; or/and
- Completed academic transcript(s)⁵ with degree award and/or conferment information of your postgraduate/associate degree/higher diploma programme(s)

3) Graduation Certificate and/or Degree Certificate (學位證書)⁶

All applicants must submit the following documents if their academic qualification(s) is obtained from an institution in Mainland China. These documents can be applied from the China Higher Education Student Information (學信網). Please also set the validity period of the report as six months or the longest available duration.

- Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表) (in both Chinese and English versions)
- Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告) (in both Chinese and English versions)

² Transcript legends, keys, or grading scales are normally available on the back of the transcript. Otherwise, you are required to provide other documents, e.g., a student handbook.

³ Applicants who will earn (or earned) their academic qualifications at a Mainland Chinese institution must submit a Ranking Certificate (排名證明) in addition to their official transcript(s).

⁴ Applies to applicants who are expected to obtain a Bachelor's/Master's degree programme by August 31 of the intake year.

⁵ Applies to applicants who have obtained an academic qualification from a Postgraduate Degree/Associate Degree/Higher Diploma programme

⁶ Only applies to applicants whose academic qualification(s) is obtained from an institution in Mainland China.

4) Overseas Credentials Evaluation Report (國外學歷學位認證書)

Non-local applicants from Mainland China must submit the degree verification issued by the Chinese Service Center for Scholarly Exchange (CSCSE, 教育部留學服務中心) if their academic qualification(s) is obtained from an overseas institution. Please also set the validity period of the report as six months or the longest available duration.

5) Official IELTS / TOEFL Score Report⁷⁸ (if applicable)

A high level of English language proficiency is a prerequisite for admission. Applicants from a university or comparable institution outside Hong Kong where the language of teaching and examination is not English shall be required to satisfy the University English language requirement through one of the following recognised English tests with the Faculty's minimum requirement shown below:

<u>Test</u>	<u>Minimum Requirement(s)</u>
IELTS (Academic)	An overall band of 7.0 or above with no subtest below 6.5
TOEFL (Paper-based Test) ⁹	A score of 593 or above
TOEFL (Internet-based Test) ⁹	A score of 97 or above

6) Personal Statement

The personal statement is an essential component of your application. It provides an opportunity for you to tell us more about yourself – particularly why you would like to apply for a taught postgraduate degree at HKU Law and why you are a suitable candidate for the programme. When explaining your suitability, you should refer to your academic, professional and personal background.

7) Curriculum Vitae / Résumé (Optional but highly recommended)

⁷ Applicants do not need to take the English proficiency test if they received a Master's/Bachelor's degree from an institution where the medium of instruction was English but also required to submit the academic transcript for consideration.

⁸ The Faculty only accepts IELTS/TOEFL Score Reports if the result is obtained within two years of the application deadline. Please also note that the Faculty does NOT accept scores from any of the following tests:

- IELTS Indicator
- IELTS One Skill Retake
- TOEFL iBT® Home Edition
- TOEFL ITP® Plus for China Solution
- TOEFL Essentials™ Test
- TOEFL MyBest™ Score Reports
- Duolingo English Test
- Pearson Tests of English
- College English Test 全國大學英語四、六級考試 (CET-4/CET-6)
- Test for English Majors 全國高等學校英語專業四、八級考試 (TEM-4/TEM-8)

⁹ Applicants may use the following information when applying for an official TOEFL test report via the Educational Testing Service (ETS):

- University Code: 9671
- School Type: 01 (Graduate School)
- Department Code: 99 (Undecided)

8) Recommendation Letter

Applicants will be asked to provide details of two referees when completing the online application form. Please note that at least one referee should be from academics who can comment knowledgeably on your academic performance and your ability to pursue postgraduate law studies.

Upon receipt of your online application, the online reference report system will immediately send an invitation email to the email addresses of your referees. Your referees will have 14 calendar days to complete the reference report. They will also receive a reminder email seven calendar days before the deadline.

The most helpful recommendations are those written by academics who know you well or by someone you have worked with professionally. The content of the recommendations is more critical than the number of recommendations you submit.

Please note that your referees will need time to prepare a reference report. Therefore, we suggest you contact your referees as soon as possible to allow them sufficient time to write the reference letter.

If you or your referees need assistance, please email the Faculty of Law Office at lawpgs@hku.hk.

CONFIDENTIALITY POLICY

We will treat all information submitted in the application as confidential.

Unless your application is successful, all application forms and supporting documents, once submitted, WILL NOT be returned and will be destroyed after the admission exercise.

ADMISSIONS DECISIONS

Admission offers may be made on a rolling basis and are generally available 6-8 weeks after receiving the complete set of documents.

Successful applicants will also be notified by email. Applicants who have not received an admission offer will be considered again until the end of the admission exercise. In this regard, you are advised to check your email regularly. For confidentiality reasons, the Faculty of Law Office will not release any information regarding the application decision to anyone other than the applicant.

Applicants who do not hear from us by June 2025 may assume their applications are unsuccessful.

PROGRAMME FEE AND PAYMENT

1) Application Fee

The application fee is HK\$300 per programme and must be paid online by credit card when you submit your application. Please do not send cash or cheques.

If admitted, the fee is non-refundable and will not be credited to your composition fee.

2) Composition Fee

The tuition fee for the respective programmes for the 2025-2026 academic year is under review.

Please refer to the 2024-2025 fee for each taught postgraduate programme [here](#) for reference. Should you be admitted to the programme, you will be asked to pay the first instalment of the tuition fee (i.e., 50% for full-time candidates and 25% for part-time candidates) in addition to the caution money of HK\$350 and for full-time candidates, the student activity fee of HK\$100 is also required.

STUDENT VISA

Students who do not have the right of abode or land in Hong Kong must apply for a student visa from the Hong Kong Immigration Department (ImmD) for educational purposes. [HKU's Admissions Office](#) will be the local sponsor and assist with student visa applications.

The whole student visa application will take 8-10 weeks upon receipt of a complete set of application documents. Admitted students are, therefore, advised to apply for the student visa as soon as they have received our admissions offer.

CONCURRENT REGISTRATION

[University's General Regulation G6](#) prohibits concurrent registration by a student at this University for another post-secondary qualification either at this University or at any other institution.

A breach of this regulation may result in the discontinuation of studies at this university.

ENQUIRIES

If you experience difficulties during your application, please email lawpgs@hku.hk for assistance.

October 2024