THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Journalism

INSTRUCTION OF SUBMITTING SUPPORTING DOCUMENTS

Please upload the following required documents for our preliminary consideration by logging in [http://www.aal.hku.hk/tpg/login.html](http://www.aal.hku.hk/tpg/login.html) before the application deadline. 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. You will receive notification to submit your documents (Checklist 1, 2 below) at a later stage of admission, and complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.

I have uploaded the following documents in support of my application (please “✓” take the boxes below where appropriate):

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| ✓ | 1. Certificates and complete transcripts of undergraduate and postgraduate studies (mandatory)  
(a) For all undergraduate and postgraduate qualifications attained from HKU, applicants should attach a copy of final transcript with a complete record of courses attended, examination results, overall result and date of award;  
(b) For all undergraduate and postgraduate qualifications attained from institutions other than HKU, applicants should attach copies of graduation certificate and final transcript with a complete record of courses attended, examination results, overall result and date of award;  
(c) For all current studies undertaken either in this University or other institutions which have yet to be completed, applicants should attach a copy of their most up-to-date transcript. |
|   |   |
| ✓ | 2. TOEFL / IELTS official score report (if applicable) for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. (Note: The University’s TOFEL code is 9671.) |
| ✓ | 3. Published articles / Links to personal blogs or social media sites, self-produced videos, podcasts, TV news spots or digital news spots. Please specify your role for co-produced pieces. (Note: Only required from those applicants with professional journalism experience and please submit professionally published works in ENGLISH ONLY.) |
|   |   |
| ✓ | 4. Curriculum vitae (English version) |

**Notes**

1. All documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.
2. For qualifications obtained in China, (i) officially certified copies of Certificate of Bachelor’s Degree (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), and (ii) an official transcript in Chinese accompanied by certified translation in English by the issuing institution are required.
3. For applicants with mainland qualifications: 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.
4. Certified true copy of academic document can be arranged by (i) a notary public (e.g. a Commissioner for Oaths at a District Office in Hong Kong); or (ii) your home institution if you are an overseas applicant.

* Please set the validity period of the report as 6 month or the longest available.
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FACULTY OF SOCIAL SCIENCES

Transcript Request Form

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 Journalism ____________________ (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 postgraduate curriculum at The University of Hong Kong. Please send a copy of the official transcript together with this form directly to:

Journalism and Media Studies Centre
Room 119, Eliot Hall
The University of Hong Kong
Pokfulam Road
Hong Kong
(Ref.: MJ)