

Name of Applicant : _____

Application No. : MJ _____

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.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):

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.)
<input type="checkbox"/>	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.)
<input type="checkbox"/>	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 mainland China, (i) an official transcript in Chinese accompanied by certified translation in English by the issuing institution, ii) Online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表) (English & Chinese version), and iii) Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告) or certified true copy: 學士學位證書 (English & Chinese version) are required.

3. 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.

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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)