Application No. : _____

THE UNIVERSITY OF HONG KONG

Master of Arts in Applied Linguistics Programme

Submission of Supporting Documents

Please upload all your supporting documents onto the online application system first. If you are given the offer of admission or selected for interview, you will be required to send us your official transcripts, original IELTS report and other relevant documents as soon as possible. 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 an officially certified translation in English. Certified translation may be provided by your home institution. You are strongly advised to upload your supporting documents right after submitting your application. Late provision of supporting documents may cause delays in the processing of your application.

When submitting the supporting documents, you can use the checklist below. (please **"✓"** tick the boxes below where appropriate):

☐	This completed supporting documents checklist.
☐	For all undergraduate and postgraduate qualifications attained from **HKU**, applicants should attach a copy of the official final transcript including a complete record of courses attended, grades, overall result and date of award.
☐	For all undergraduate and postgraduate qualifications attained from institutions **other than HKU**, applicants should attach copies of graduation certificate and official final transcript including a complete record of courses attended, grades, overall result and date of award.
☐	For all **current studies** which have yet to be completed, applicants should attach a photocopy of their most up-to-date transcript.
☐	TOEFL / IELTS *[please delete as appropriate]* official score report for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. Applicants who took the TOEFL should request the Educational Testing Service (ETS) to send an official score report to Ms. Cecilia CHAN (University's TOEFL code: 9671) directly. Original/certified true copy of the examinee's score record will not be accepted.
☐	my home institutions to send transcripts directly to Ms. Cecilia CHAN. (Please complete the attached "Cover Sheet for Transcript Submission" and send it to the appropriate officer of institution from which the transcript is issued.)

I have also provided:

☐	two academic referees' information in question no. 7, 'Academic Referees' in the online application form.

Notes

1. All documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.

2. For qualification obtained in China,

   (i) Graduation Certificate (毕业证书):

      (a) Online Verification Report of Higher Education Qualification Certificate^ 教育部学历证书电子注册备案表 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)
      Applicant can apply the report at https://www.chsi.com.cn/ or https://www.chsi.com.cn/en/
      ^ Please set the validity period of the report as 6 months or the longest available.

   (ii) Bachelor's Degree (学士学位证书):

      (a) Verification Report or Credential Report 学位认证报告 issued by CDGDC (学位与研究生教育发展中心)
      Applicant can apply the report at Chinadegrees.cn (学位网) http://www.cdgdc.edu.cn/en/. OR

      (b) an officially certified true copy of Bachelor's Degree (学士学位证书)

   (iii) an official transcript in Chinese accompanied by certified translation in English by the issuing institution 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.

THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

Master of Arts in Applied Linguistics Programme

Guidelines for Application for Advanced Standing

Applicants who have successfully completed courses in English-medium postgraduate programmes at The University of Hong Kong or an institution of an equivalent standing may apply to the MA in Applied Linguistics Programme Committee, on a case-by-case basis, for advanced standing for 6 credits (one core course), in accordance with TPG 3 of the Regulations for Taught Postgraduate Curricula and subject to the following conditions:

1. The previous course was completed within the last 5 years.

2. The previous course is similar to a core course in the MA in Applied Linguistics.

3. There is no reduction in composition fees.

4. Application in writing shall be made at the same time of application for admission to the M.A. in Applied Linguistics and should be accompanied by a copy of the academic transcript to support the application.

5. The Course Director for the M.A. in Applied Linguistics will consider each application in consultation with the teacher(s) for the course concerned and make a recommendation to the Higher Arts Degrees Committee and the Board of the Faculty of Arts for final approval by September 13, 2022.

THE UNIVERSITY OF HONG KONG
(Faculty of Arts)

Cover Sheet for Transcript Submission

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 Arts in Applied Linguistics
(Mode of Study: FT/PT*)

* *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:

Ms. Cecilia CHAN (tel. no. 3917 7940)
Centre for Applied English Studies
Room 6.60, 6/F, Run Run Shaw Tower
Centennial Campus
The University of Hong Kong,
Pokfulam
Hong Kong
(Ref.: MA(AppliedLinguistics))