Application No. : _____

THE UNIVERSITY OF HONG KONG

Notes on Submission of Supporting Documents

Please upload your supporting documents in pdf format for our preliminary consideration by logging into the website: https://sweb.hku.hk/tola/servlet/CreateUserScreen/loginForm. All documents should be uploaded via the application system within one month starting from the date of your application. Your application number should be included on the file name of each document.

For example:
1100112910_T1 (stands for the 1st submitted Transcript)
1100112910_G2 (stands for the 2nd submitted Graduation Certificate)

T: Transcript
G: Graduation Certificate
B: Bachelor's Degree Certificate
E: International English Standard
P: Personal Statement
C: CV
N: Name Changing Proof
O: Other Certificates
I: Identification Document (HKID Copy for Local Applicants or Passport Copy (with the photo) for Non-Local Applicants)

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.

All supporting documents, including the electronic references, should be available to our Programme on or before the application closing date.

Please note that you are not required to mail your documents to the University by post during the application stage. Should you be given an admission offer by the University, you will receive a notification to submit your required documents[1-5].

I have uploaded the following documents/have completed the followings in support of my application (please **"✓"** tick the boxes below where appropriate):

☐	For all undergraduate and postgraduate qualifications attained from **HKU**, applicants should upload a copy of the official final transcript which includes a complete record of courses attended, grades, the overall result and the date of award/conferment.
☐	For all undergraduate and postgraduate qualifications attained from institutions **other than HKU**, applicants should upload copies of the graduation certificate and the official final transcript which include a complete record of courses attended, grades, the overall result and the date of award/conferment. (If the grading system is not available on the transcript, please provide the official certification indicating the overall GPA issued by the university's registry.)
☐	For all **current studies** which have yet to be completed, applicants should upload a copy of their most up-to-date official transcript.
☐	TOEFL / IELTS 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 have taken the TOEFL should request the Educational Testing Service (ETS) to send an official score report directly to the University (University's TOEFL code: 9671). IELTS and TOEFL tests must be taken within two years prior to September 1 of each admissions year. IELTS Indicator and TOEFL Special Home Edition are not accepted.
☐	I have provided the details of two academic referees in the online application system, who will subsequently receive a confidential referee survey via email. (We accept electronic references from official university/company email addresses only. References from personal email addresses (e.g. Gmail and 163.com) will NOT be considered. University may approach referees and their affiliated university/company for verification.)

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, applicants are required to submit the following:

   (i) Graduation Certificate (毕业证书):
   Online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表) ^ from CHSI (学信网) in both Chinese and English.
   Applicants can apply for 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):
   Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告)^ from CHSI (学信网) in both Chinese and English.
   Applicants can apply for 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.

   (iii) Transcript:
   (a) Verification Report of China Higher Education Student's Academic Transcript (中国高等学校学生成绩验证报告) from CHSI in Chinese and English; *or*
   (b) Complete official transcript in Chinese and English from the issuing institution, to be sent directly from the issuing institution in a sealed envelope with the official university registry stamp to the Faculty by post.

3. For non-local applicants from mainland China whose qualifications were awarded by overseas universities/institutions, an Overseas Credential Evaluation Report (国外学历学位认证书) issued by the Chinese Service Center for Scholarly Exchange (教育部留学服务中心) is required, in addition to an official final transcript containing a complete record of the years and examination results of the Bachelor's degree with degree award information.

4. Notarized copies of documents and certified documents submitted via applicants are not acceptable.

5. The University reserves the right to verify the academic qualification with the awarding institution at any time. Please note that the University may, at its absolute discretion exercisable at any time, request you to produce the originals of transcripts, certificates, references, reports, assignments, publications and any other relevant documents in support of and/or in connection with your application and/or admission, regardless of whether such documents have been previously submitted to it. Should there be any discrepancy, misrepresentation, forgery, falsification, plagiarism or other irregularities in respect of your application and/or the above documents which are deemed to be material, the University has the right at any time to take actions and impose penalties, including but not limited to withdrawal of the offer of admission, treating any acceptance of the offer as null and void, termination of your enrolment and student status, deprivation of qualification and making a report to the relevant law enforcement agencies which may result in criminal prosecution. In such circumstances, all fees paid will not be refunded. Please note that you are personally responsible for the authenticity of the application materials submitted to the University, whether by yourself or an agent/intermediary appointed by you.