

THE UNIVERSITY OF HONG KONG
Master of Urban Design (ADB-Japan Scholarship)

SUPPORTING DOCUMENTS

1. After submitting an online application via the University's online application system (<https://admissions.hku.hk/tpg/programme-list>), within one day, applicants will receive an email from the Faculty with login ID and password to access the Faculty's MUD (ADB-Japan Scholarship) Application Documents Submission System (<https://extranet.ad.arch.hku.hk/Admission/MUDADB>). Please upload the below list of supporting documents to the MUD (ADB-Japan Scholarship) Application Documents Submission System **by 12:00 noon (HKT), January 31, 2024**. Please do not encrypt the supporting documents.

- a) HKID copy for local applicants or passport copy for non-local applicants
- b) A passport size photograph
- c) Resume
- d) Personal Statement or Essay
- e) Official transcripts
- f) Graduation certificate (if any)
- g) Test Report of the Test of English as a Foreign Language (TOEFL), or International English Language Testing System (IELTS) (if you have not been studying in the university in which the courses are taught in English).
- h) Original Statement of Proof that the language of instruction is conducted entirely in English (if appropriate)
- i) List of publications (if appropriate)
- j) Information Sheet (template as attached)
- k) Applicant's Income Information (template as attached)
- l) Certificate of Employment (for the last 5 years issued by the company with letter head/logo and signed by the company's authorized signatory) –including start date and end date of employment, and the name and email address/telephone number of the signatory
- m) Certificate of Annual Income of Applicant (issued by the company with letter head/logo and signed by the company's authorized signatory) including the name and email address/telephone number of the signatory
- n) Certificate of family income (issued by the family member's company with letter head/logo and signed by the company's authorized signatory) including the name and email address/telephone number of the signatory.– If status is housewife, unemployed, retired or deceased, an authenticated supporting document (signed and issued by a recognized local authority with letterhead/logo, including the name and email address/telephone number of the signatory) must be submitted
- o) An electronic copy of a design portfolio in pdf format only, demonstrating your most important design, research, drawings, creative or professional work. There are no limits on layout and embedded content, yet the portfolio should be one pdf file only and should not exceed 50 pages nor 100 Mb in file size. On the content page, you need to mark the date, the nature of project (i.e. academic, personal, or professional), and collaboration information. All work must be clearly labeled and credited as either academic (with the institution, tutor and date noted), professional (with the office for whom the work was produced, your role in the project, and date noted) or personal. Images should be accompanied by brief descriptive text. For collaborative work, you need to clearly indicate your role in it. Showing other people's projects or undeclared teamwork are unacceptable and it will result in serious consequences. The cover of the portfolio should be labeled with the applicant's name, application no. and the name of the applicant's undergraduate institution.

Applicants will only be requested to submit hard copies of supporting documents when they receive an admission offer. Therefore, please do not submit hard copies to the Faculty Office before you receive the offer.

2. Applicants have to appoint 2 referees via the University's online application system (<https://admissions.hku.hk/tpg/programme-list>).

Both of your referees will be requested to complete an online referee report and upload a reference letter via a separate email sent by the Faculty.

**** It is crucial that the applicants have to input accurate information on their online application form. Any inaccurate information may cause email delivery failures and unavailable access to online submission systems. All application materials should be submitted by 12:00 noon (HKT), 31 January 2024.**



INFORMATION SHEET

(to be sent to Institution you are applying to)

Last Name:	First Name:
Nationality:	Date of Birth: (dd/mm/yyyy)
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:

Home Address:

Street:	
City:	
State/Province:	
Home Country:	Post Code:
Home Phone:	
Mobile:	
Email:	

Current Address:

Street:	
City:	
State/Province:	
Current Country:	Post Code:
Phone:	
Mobile:	
Email:	

Office Address:

Street:	
City:	
State/Province:	
Business Country:	Post Code:
Office Phone:	Fax No:
Mobile:	
Office Email:	

Proposed Study Plan:

Degree:	
Field of Study:	
Expected Commencement Date:	(dd/mm/yyyy)
Are you applying to other Institutions? If so, which?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Institution:	

Academic Background (include course you are currently enrolled in, if applicable):

Degree Obtained:	
Field of Study:	
Year Started:	Year Completed:
Name of Institution:	Location:
Language of Instruction Used:	
Honor(s) received:	

Degree Obtained:	
Field of Study:	
Year Started:	Year Completed:
Name of Institution:	Location:
Language of Instruction Used:	
Honor(s) received:	

Have you been awarded an ADB-JSP Scholarship? Yes No

Degree:	
Field of Study:	
University:	
Awarded Period (Month & Year) From:	To:

English Proficiency	Reading	Writing	Speaking
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional History:

Present Employer:

Position:	
Company:	
Nature of Work:	
Industry:	
Products/Services:	
Sector: <input type="checkbox"/> International Organization <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Non-profit	
Date of Employment (Month & Year) From:	To:
Annual Salary (in US\$):	
Annual Family Income (in US\$):	

(Please attach your latest Certificate of Employment indicating Annual Salary/Monthly Salary with signature/stamp. For Annual Family Income, submit Certificate of Employment of both parents/spouse (if married). For parents who are retired, deceased or unemployed, kindly submit Certificate issued by a local agency, company or government with signature/stamp whichever is applicable.)

Previous Employers: *Begin with your most recent employment excluding present employer. Use separate sheet if the space provided is not sufficient.*

Position:	
Company:	
Nature of Work:	
Date of Employment (Month & Year) From:	To:
Annual Salary (in US\$):	

Position:	
Company:	
Nature of Work:	
Date of Employment (Month & Year) From:	To:
Annual Salary (in US\$):	

Position:
Company:
Nature of Work:
Date of Employment (Month & Year) From: _____ To: _____
Annual Salary (in US\$):

Position:
Company:
Nature of Work:
Date of Employment (Month & Year) From: _____ To: _____
Annual Salary (in US\$):

Position:
Company:
Nature of Work:
Date of Employment (Month & Year) From: _____ To: _____
Annual Salary (in US\$):

Total Work Experience: Year(s): _____ & Month(s): _____ Year(s) in Supervisory Level: _____ *(if applicable)*

While the Scholarship will provide most of your financial requirements during the study period, what other additional resources do you have if you may need them?

Why do you want to undertake this particular area of study at this institution?

(Attach copies of academic records and mail this form to the institution where you wish to study. The institution will advise you whether or not your application qualifies for further screening.)

Applicant's Income Information

Please fill in your/your family's financial details and submit supporting documentary proof. Applicants who do not submit valid documentary proof will not be considered for the Asian Development Bank-Japan Scholarship Programme.

Applicant's name: _____

Applicant's Annual Gross Income: _____ (: currency unit)(1)

Details if any:.

Exchange Rate: 1 USD = _____ (: currency unit)(2)

Applicant's Annual Gross Income in USD: _____ (USD)(1) ÷ (2)

If the applicant is single,

Applicant's father's name: _____

His Annual Gross Income: _____ (: currency unit)(3)

Details if any.

Applicant's mother's name: _____

Her Annual Gross Income: _____ (: currency unit)(4)

Details if any.

Their Total Gross Income in USD: _____ (USD) {(3)+(4)} ÷ (2)

If the applicant is married,

Applicant's spouse's name: _____

His/her Annual Gross Income: _____ (: currency unit)(5)

Details if any.

His/her Gross Income in USD: _____ (USD)(5) ÷ (2)