THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Doctor of Psychology (Clinical Psychology)
Doctor of Psychology (Educational Psychology)

INSTRUCTION OF SUBMITTING SUPPORTING DOCUMENTS

Please provide **both soft and hard copy** of supporting documents to our department. 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.

Soft Copy
Upon your submission of the online application, an email notification will be sent to you within 48 hours. Please follow the instructions in the email and upload your supporting documents in pdf format for our preliminary consideration by logging in https://tpg-admission-addon.its.hku.hk/applicant. **All documents should be submitted within one month starting from the date you receive the email notification, or by 23:59 on 31 May 2024, whichever is earlier.** Your application number should be included on the file name of each document, for example:

1100112910_TM (stand for Transcript of Master's degree)
1100112910_GB (stand for Graduation Certificate of Bachelor's degree)

TM:	Transcript of Master's degree
TB:	Transcript of Bachelor's degree
GM:	Graduation Certificate of Master's degree
GB:	Graduation Certificate of Bachelor's degree
CV:	Resume/Curriculum Vitae
ENG:	International English Standard
PS:	Personal Statement
OD:	Other Documents
DC:	Degree Certificate (學士學位證書)
OVDC:	Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告)
OVQC:	Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表)

Hard copy
Please send the supporting document (including this checklist) by **post/courier/in person** to the following address **on or before 31 May 2024**:

Department of Psychology
Room 627, 6/F, The Jockey Club Tower
Centennial Campus
The University of Hong Kong
Pokfulam Road, Hong Kong

(Ref.: PsyD(Clinical Psychology) / PsyD(Educational Psychology))
*(Please delete as appropri*ate.)

Please use registered post / courier if you would like to track the status of delivery. The department will not be able to check the receipt of document for individual applicant.

If you submit the document in person, please visit the Department website for our office hours.

For submission of hard copies, 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 documents once submitted will not be returned, and will be destroyed if the application is unsuccessful.

	Supporting documents	**For Doctor of Psychology (Clinical Psychology)**	**For Doctor of Psychology (Educational Psychology)**
1	**Complete official transcript of undergraduate studies and postgraduate studies (including studies undertaken in HKU) (original / certified true copy)** *(Note 1 and 2)*	✓	✓
2	**Graduate certificate of undergraduate studies and postgraduate studies (certified true copy)*** *(Note 1)* (Mainland China applicants should provide "學士學位證書" and Online Verification Report of Higher Education Qualification Certificate in both English and Chinese version *(Note 3)* 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)). Please set the validity period of the report as 6 months or the longest available.	✓	✓
3	**TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (if appropriate)*** *(Note 4)* - only for applicants with qualification from a university outside Hong Kong where the language of teaching and examination is not in English.	✓ (if appropriate)	✓ (if appropriate)
4	**Research Proposal** Please provide a typewritten research proposal of no more than 8 pages long (2,000 words). It should be focused, clearly describing your research ideas and the relevant background literature. There is no specific section for upload of "Research Proposal"; therefore, please upload it to the section "Other Certificates" after you receive the upload link.	✓	✓
5	**[IMPORTANT]** Please complete **e-Form** on or before 31 May, 2024	NOT REQUIRED	✓

* Please delete as appropriate.

Note 1:   In Hong Kong, a copy of document that has been duly declared as a true copy of the original document by the applicant before a Commissioner for Oaths at a Home Affairs Enquiry Centres in Hong Kong is also acceptable. You may find a declaration sample here. For details of declaration, please refers to the website of the Home Affairs Department. Copies of documents may be certified by the appropriate officials of your home institute if you are an overseas applicant. Photocopies and scanned copies are NOT accepted.

District Office Declaration Sample (use either of the following sentences in your declared documents):
1. The documents marked xxx attached to this declaration are the true copy of the original documents.
2. The documents marked xxx attached to this declaration are true copies of original documents held by me.
3. 聲名附件xxx與本人持有之正本原件相同
4. 茲證明附件xxx與原件一式無訛, 而該原件由本人持有

Note 2:   All original submitted documents will NOT be returned to applicants.

Note 3:   For applicants with mainland qualifications: Credential Report (学位认证报告) issued by CDGDC (学位与研究生教育 发展中心) is also acceptable

Note 4:   This is ONLY required from those applicants with qualifications from institutions outside Hong Kong where the language of teaching and/or examination is not English.
TOEFL applicants should request the Educational Testing Service (ETS) to send an official score report to the University (TOEFL code 9671) in direct.

RESEARCH PROPOSAL

Please provide a typewritten research proposal of no more than 8 pages long (2,000 words). It should be focused, clearly describing your research ideas and the relevant background literature. (use additional sheet if necessary):