

**THE UNIVERSITY OF HONG KONG
FACULTY OF EDUCATION**

Master of Science in Library and Information Management [MSc(LIM)]

Instructions for Submitting Supporting Documents

An email notification will be sent to you within 48 hours after submitting your online application, please follow the instructions in the email and upload the following supporting documents in **pdf format** via <https://tpg-admission-addon.its.hku.hk/applicant> by the application deadline or within one month after submission of the online application, whichever is earlier.

Posting of documents is NOT required at the application stage. Should an applicant be considered for admission, he/she will receive an email notification from the Programme Office to submit the original/officially certified copy of documents (*see Notes 1 and 2 below*). Please note that our request to submit documents does not necessarily mean that you will receive an offer of admission.

1.	<p>Official transcripts and certificates of undergraduate and postgraduate studies (<i>see Notes 3 and 4 below</i>)</p> <p>(a) For qualifications attained from HKU or other institutions: transcript with a complete record of courses attended, examination results, overall result and date of award</p> <p>(b) For qualifications obtained in China: (i) transcript*; (ii) Bachelor's Degree Certificate* (學士學位證書); and (iii) Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表) issued by CHSI (學信網) / CHESICC (全國高等學校學生信息諮詢與就業指導中心) in Chinese and English versions, and set the validity period of the report as 6 months or the longest available.</p> <p style="text-align: center;"><i>* Chinese version and English translation of the above documents certified by your home institution bearing official stamps or declared as true copies before a notary public (公證處)</i></p> <p>(c) For current studies undertaken at HKU or other institutions: the most up-to-date transcript</p>
2.	<p>For applicants from universities or comparable institutions outside Hong Kong where the <u>language of teaching and/or examination is not English</u>:</p> <p style="text-align: center;">TOEFL / IELTS / GCE / IGCSE (<i>please delete as appropriate</i>) official score report</p> <p style="text-align: center;"><i>(For admission, only TOEFL/IELTS scores recorded <u>within two years</u> before the submission date of application are considered. TOEFL Home Edition or IELTS online will not be accepted.) (HKU's TOEFL code is 9671.)</i></p>
3.	<p>For applicants holding a bachelor's degree from Mainland institution</p> <p>An official document issued by the institutions, showing the average scores out of 100 that you have achieved based on your latest bachelor's degree transcript.</p>

Notes:

1. Officially certified document is a photocopy of the original document that has been duly declared as a true copy of the original document by the applicant before a notary public (e.g. the District Offices in Hong Kong) (*Please click [here](#) for details on making declarations of your documents at the [District Offices](#). Please see a declaration sample [here](#).) or certified by the appropriate official of your home institution (e.g. the Registry).*
2. For applicants who wish to ask your home institution to send transcript(s) directly to the Faculty of Education, The University of Hong Kong, please complete the "**Transcript Request Form**" and send it to the appropriate officer of the institution from which the transcript is requested.
3. Please include the back side of the transcript if it contains information of the grading system.
4. Documents not in English should be accompanied by an officially certified translation into English. This will normally be provided by the Registry of the awarding institution.
5. A full set of the supporting documents should be submitted separately for applications for more than one specialism/major of the same programme, or for other programme(s) of the Faculty or HKU.
6. Reference letter is not required. You may submit one if you wish. There is no designated format for a reference letter. Please upload it under "Other Certificates".
7. Please do not submit non-academically related documents.
8. All documents once submitted will not be returned and will be destroyed if your application is not successful.

