

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Social Sciences in the field of Psychology

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

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 6 December 2023 (Wednesday), 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)

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 you are not required to submit original/certified true copy (*Note 1*) of your documents to the University during the application stage. You will be informed by email by the Department to submit original/certified true copy if needed.

Supporting documents	<u>For ALL Applicants</u> (to upload soft copy)	<u>For SHORTLISTED Applicants</u> (to submit hard copy – submission details will be informed via email)
1. Complete official transcript of undergraduate studies (and postgraduate studies, if any) (including studies undertaken in HKU)		Please submit an <u>original/certified true copy</u> (<i>Note 1 and 3</i>)
2. Graduate certificate of undergraduate studies (and postgraduate studies, if any) [document required for Mainland studies: 1. Degree Certificate (學士學位證書) or Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告) from CHSI (学信网), and 2. Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表) from CHSI (学信网) All the above documents should be submitted in both English and Chinese version; please set the validity period of the report as 6 months or the longest available]	Please upload the <u>softcopy</u> of document within one month starting from the date you receive the email notification, or by 23:59 on 6 December 2023 (Wednesday), whichever is earlier	Please submit a certified true copy for: 1) graduate certificate, or 2) degree certificate (學士學位證書) (for mainland qualifications) (<i>Note 1 and 3</i>) For the Online Verification Reports, please submit a <u>printed copy</u> of the documents
3. TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (<i>Note 2</i>)		Please submit the <u>original</u> document (<i>Note 3</i>)
4. Personal Statement (about 500 – 600 words)		Please submit a <u>printed copy</u> of the document

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 refer 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.

IMPORTANT

District Office Declaration Sample

(you are required to 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: 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.

Note 3: All original submitted documents will **NOT** be returned to applicants.