THE UNIVERSITY OF HONG KONG

Master of Science in Artificial Intelligence (Full-time)

INSTRUCTIONS OF SUBMITTING SUPPORTING DOCUMENTS

An email notification will be sent to you within 48 hours. Please follow the instructions in the email and upload the following 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. You would not be able to upload any documents after the deadline. 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. Applications without online supporting documents may not be considered.

The file name of each document should contain your application number and the type of documents. For example:
1100112910_T1 (stand for 1st submitted Transcript)
1100112910_G2 (stand for 2nd submitted Graduation Certificate)

T: Transcript with grading system	G: Graduation Certificate	B: Bachelor Certificate
E: International English Standard	P: Personal Statement	C: CV
N: Name Changing Proof	O: Others	

Please note that you are not required to submit original / certified true copy# of your documents to the University during the application stage. **Please do not send us any supporting documents by post**, as only documents submitted online will be reviewed. Should you be given an admission offer by the University, you will receive notification to submit the original / certified true copy of your documents. All documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.

Enclosed (Please tick as appropriate.)

☐	**Official transcripts of undergraduate studies (mandatory)** (a) Applicants (including HKU graduates) should attach a copy of final transcript# with a complete record of courses attended, examination results, overall result, date of award, and grading system^; (b) For all current studies undertaken either in this University or other institutions which have yet to be completed, applicants should attach a copy of their most up-to-date transcript# with grading system^. *It is necessary for applicants who have completed or are currently studying a dual degree programme to submit transcripts from both universities and fill in the relevant information on the application form.*
☐	**For qualifications obtained in Mainland China (mandatory)** **(i) Current student** For all current studies undertaken either in this University or other institutions which have yet to be completed, applicants should attach a copy of their most up-to-date transcript# with grading system^ (in English and Chinese version) issued by the Registry of institution. **(ii) Graduate** (a) an official transcript# with a complete record of courses attended, examination results, overall result, date of award, and grading system^ (in English and Chinese version) issued by the Registry of institution; or apply Online Verification Report of China Higher Education Student's Academic Transcript (中国高等学校学生成绩验证报告) (in English and Chinese version) issued by CHSI (学信网). Please set the validity period of the report as 6 months or the longest available. (b) Online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表) of Bachelor's Degree (in English and Chinese version) issued by CHSI (学信网) must be required. Please set the validity period of the report as 6 month or the longest available. (c) Bachelor Degree Certificate (学士学位证书)# (in English and Chinese version) issued by the Registry of institution or apply Online Verification Report of Higher Education Degree Certificate / Credential report (认证报告) (in English and Chinese version) issued by CHSI (学信网). Please set the validity period of the report as 6 months or the longest available.
☐	**TOEFL / IELTS official score report (if applicable)** for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. (Note: The University's TOFEL code is 9671).
☐	**List of publications (if appropriate)**
☐	**Referees' Reports sent by the online application system (optional)** (to be replied directly by Referee)

\# Please note that the University will only **ACCEPT** originals or copies of the documents that have been duly declared as true copies before a notary public (e.g., 公 證 行 (for qualifications obtained in Mainland China), a Commissioner for Oaths at a District Office in Hong Kong). Copies of documents may be certified by the appropriate officials of your home institute if you are an overseas applicant.

^ Please do not omit the back side of the transcript(s) if it contains information on the grading system.