

Application No.: \_\_\_\_\_

**THE UNIVERSITY OF HONG KONG**

**Master of Arts in Music Studies Programme**

**Notes on Submission of Supporting Documents**

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. Your application number should be included on the file name of each document.

For example:

1100112910\_T1 (stand for 1<sup>st</sup> submitted Transcript)

1100112910\_G2 (stand for 2<sup>nd</sup> submitted Graduation Certificate)

T: Transcript

G: Graduation Certificate

B: Bachelor Certificate

E: International English Standard

P: Personal Statement

C: CV

N: Name Changing Proof

O: Other Certificates

Transcripts, diplomas, certificates and other submitted documents which are not in English should be accompanied by an officially certified translation in English. Certified translation may be provided by your home institution. You are strongly advised to upload your supporting documents right after submitting your application. Late provision of supporting documents may cause delays in the processing of your application.

All supporting documents, and the E-reference, should be available to our Department on or before the application closing date.

Please note that you are not required to submit original/certified true copy of your documents to the University during the application stage. Should you be given an admission offer by the University, you will receive notification to submit certified true copy of your documents<sup>1,2,3</sup>.

I have uploaded the following documents/have completed the followings in support of my application (please “✓” tick the boxes below where appropriate):

<input type="checkbox"/>	This completed supporting documents checklist.
<input type="checkbox"/>	For all undergraduate and postgraduate qualifications attained from <b>HKU</b> , applicants should upload a copy of the official final transcript including a complete record of courses attended, grades, overall result and date of award.
<input type="checkbox"/>	For all undergraduate and postgraduate qualifications attained from institutions <b>other than HKU</b> , applicants should upload copies of graduation certificate and official final transcript including a complete record of courses attended, grades, overall result and date of award.
<input type="checkbox"/>	For all <b>current studies</b> which have yet to be completed, applicants should upload a copy of their most up-to-date transcript.
<input type="checkbox"/>	TOEFL / IELTS [ <i>please delete as appropriate</i> ] official score report for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. Applicants who took the TOEFL should request the Educational Testing Service (ETS) to send an official score report to Dr. Jose Vicente Neglia (University’s TOEFL code: 9671) directly. Original/certified true copy of the examinee’s score record will not be accepted.

I have also:

<input type="checkbox"/>	provided two referees' reports sent by the online application system (We shall accept E-reference from official university/company email addresses only. Referees with personal email addresses (e.g. gmail, 163.com, etc.) will not be considered.)
<input type="checkbox"/>	asked my home institutions to post transcripts directly to Dr. Jose Vicente Neglia, as I have not uploaded an official/certified transcript (if applicable). (Please complete the attached "Cover Sheet for Transcript Submission" and send it to the appropriate officer of institution from which the transcript is issued.)

### **Notes**

1. All documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.
2. For qualification obtained in China,
  - (i) Graduation Certificate (毕业证书):
    - (a) Online Verification Report of Higher Education Qualification Certificate^ 教育部学历证书电子注册备案表 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)  
Applicant can apply the report at <https://www.chsi.com.cn/> or <https://www.chsi.com.cn/en/>  
^ Please set the validity period of the report as 6 months or the longest available.
  - (ii) Bachelor's Degree (学士学位证书):
    - (a) Online Verification Report of Higher Education Degree Certificate 中国高等教育学位在线验证报告 issued by CHSI (学信网)  
Applicant can apply the report at CHSI (学信网) <https://www.chsi.com.cn>.
  - (iii) an official transcript in Chinese accompanied by certified translation in English by the issuing institution are required.
3. Certified true copy of academic document can be arranged by (i) a notary public (e.g. a Commissioner for Oaths at a District Office in Hong Kong); or (ii) your home institution if you are an overseas applicant.

