

# THE UNIVERSITY OF HONG KONG

## Master of Family Wealth Management

### 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 / Essays

C: Curriculum Vitae / CV

N: Name Changing Proof

O: Other Certificates

Transcripts, diplomas, certificates, and other submitted documents which are not in English should be accompanied by a certified translation in English. The certified translation may be provided by your home institution.

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

Please note that you are not required to submit the 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 may receive a notification to submit the certified true copy of your documents (*Note 1*).

#### Supporting Documents for Soft Copy Submission

	<b>Curriculum Vitae</b>
	<b>Transcripts</b> of all post-secondary studies undertaken, including studies undertaken in HKU
	<b>Degree Certificates</b> , if any ( <i>Note 2</i> )
	<b>Proof of English language proficiency</b> , such as TOEFL/IELTS/GCE, if required ( <i>Note 3</i> ).

	<p><b>Two Essays</b> (max 300 words each)</p> <ul style="list-style-type: none"> <li>• Personal statement on the motivation to pursue this programme – i.e. what are your career aspirations and how would this programme help you achieve those aspirations</li> <li>• Short essay on what is the meaning of “family” to you</li> </ul>
	<p><b>Two Referees’ Reports</b> sent by the online application system (max 300 words each)</p> <ul style="list-style-type: none"> <li>• From individuals well acquainted with candidate in a professional or academic setting</li> <li>• Why referee believes candidate will be a good fit for the Master of FWM programme</li> </ul>
	<p>[Optional] <b>Proof of Work Experience</b>, if any</p>
	<p>[Optional] <b>GMAT/GRE scores</b> (<i>Note 4</i>)</p>
	<p>[Optional] <b>Additional Statement</b> for scholarship applicants (<i>Note 5</i>)</p>

- Note 1: 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. 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.
- Note 2: For applicants with mainland qualifications: Please provide “學士學位證書” and Online Verification Report of Higher Education Qualification Certificate / Credential report (认证报告) 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 either 6 months or the longest duration available.
- Note 3: For applicants with qualifications from institutions where the language of teaching and/or examination is not English. Please note that the University’s TOEFL code is 9671.
- Note 4: The GMAT code for the Master of FWM programme is FS2-H6-82, or candidates can search for “Master of Family Wealth Management” when sending scores to the programme office. The GRE code for the Master of FWM programme is 1275.
- Note 5: Candidates who would like to be considered for a scholarship shall submit an additional statement in the admissions portal. The additional statement (300 words) shall provide a rationale from the candidate on why he/she is most qualified for the scholarship; content may include but not limited to:
- Past contribution to society and/or wealth management industry development
  - How your career aspiration may contribute to society and/or wealth management industry development after graduation from the Master of FWM programme
  - Intended use of the scholarship money, if received