THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Science in Geospatial Data Science

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

For those applicants who applied the programme as above, please follow the guidelines as below.

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 1st submitted Transcript)
1100112910_G2 (stand for 2nd 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 a certified translation in English. Certified translation may be provided by your home institution.

All supporting documents, and/ or 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.

Enclosed (Please tick as appropriate.)

☐	**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.)
☐	**Complete official transcript of undergraduate studies (original / certified true copy) *#** (You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)
☐	**Graduate certificate of undergraduate studies (certified true copy) #** (Mainland China applicants should provide "學士學位證書" and Online Verification Report of Higher Education Qualification Certificate 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))
☐	**Complete official transcript of postgraduate studies (original / certified true copy) *#** (You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)

☐	**Graduate certificate of postgraduate studies (certified true copy) #**
☐	**TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (if appropriate)***# - only required from those applicants with qualifications from institutions outside Hong Kong where the language of teaching and examination is not English.
☐	**List of publications/Curriculum vitae/Online reference report (if appropriate)** (NOTE: *Reference/recommendation letters are <u>optional</u>. If you would like to provide reference letters as supporting documents, please invite your referee(s) to fill in the online reference report(s). Once you have provided the email(s) of the referee(s) in the application, a link will be sent to them.*)

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.

^ For applicants with mainland qualifications: Please set the validity period of the Online Verification Report of Higher Education Degree Certificate and Online Verification Report of Higher Education Qualification Certificate issued by CHSI (学信网) for 6 months or the longest available.

*Please delete as appropriate.

Please note that the University's TOEFL code is 9671.