THE UNIVERSITY OF HONG KONG
Master of Science in Environmental Management (Part-time / Full-time*)

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

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

Please upload your supporting documents in PDF format for our preliminary consideration by logging in https://www.admissions.hku.hk/tpg/login.html before the application deadline and within four weeks from the date of the creation of your on-line application account. All documents should be submitted within four weeks starting from the date you receive the email notification. Your application number should be included on the file name of 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. <u>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.</u>

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. Should you be given an admission offer by the University, you will receive notification to submit the original / certified 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^#.
	Applicants who have completed or are currently studying a dual degree program, it is necessary 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 which have yet to be completed, applicants are required to attach a copy of their most up-to-date official transcript# with grading system^ (in Chinese and English version) issued by the Registry of institution.
	(ii) Graduate
	(a)　an official transcript# with grading system^ (in Chinese and English version) with a complete record of courses attended, examination results, overall result and date of award issued by the Registry of institution OR a 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) of Bachelor's Degree (in English and Chinese version) issued by CHSI (学信网). Please set the validity period of the report as either 6 months or the longest duration 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) is required. Please set the validity period of the report as either 6 months or the longest duration available.
	(c)　Bachelor Degree Certificate (学士学位证书)# (in English and Chinese version) issued by the Registry of institution OR Online Verification Report of Higher Education Degree Certificate / Credential report (认证报告) issued by CHSI (学信网). Please set the validity period of the report as either 6 months or the longest duration 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** (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. 公証行 (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.

* Please delete as appropriate.