

Name of Applicant : _____
Application No. : MPA _____

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Public Administration

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 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.)

<input type="checkbox"/>	Complete/Current transcript
<input type="checkbox"/>	Degree certificates[^]
<input type="checkbox"/>	TOEFL / IELTS official score report (if appropriate)* - only required from those applicants with qualifications from institutions outside Hong Kong where the language of teaching or examination is not English.

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 applicant with mainland qualification: 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 month or the longest available.

*Please delete as appropriate.

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