



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

**THE UNIVERSITY OF HONG KONG****Master of Business Administration (Full-time)****SUPPORTING DOCUMENTS**

Please post the following required documents to *MBA Admissions Office (HKU Business School, Room 204, Block B, Cyberport 4, 100 Cyberport Road, Hong Kong)* after submitting the online application. You are suggested to submit as many supporting documents as possible, which will facilitate your application during the whole admission process.

<input type="checkbox"/>	<b>Official/certified true copy*</b> of transcript(s) containing complete record of the years and examination results of the courses you have taken at your home university (transcripts not in English should be accompanied by a formally certified translation in English provided by university or notary office). You may use the standard form provided and send the request to the university you have attended.
<input type="checkbox"/>	<b>Certified true copy*</b> of your degree certificate(s) (certificates not in English should be accompanied by a formally certified translation in English provided by university or notary office).
<input type="checkbox"/>	<b>Official</b> GMAT/GRE score report with required score (The HKU MBA code number for GMAT is FS2-WL-61); (The HKU MBA code number for GRE is 4136)
<input type="checkbox"/>	<b>Official</b> TOEFL/IELTS (academic module) score report with required score (The HKU MBA code number for TOEFL is 9671 (institution code) and 02 (department code)) [*paper score report should be sent directly to MBA Office] – only for applicants with qualification from a university outside Hong Kong where the language of teaching or examination is not in English.
<input type="checkbox"/>	Statements of reference <sup>^</sup> from <b>two</b> referees using the standard form provided. #
<input type="checkbox"/>	A copy of your CV/resume. #
<input type="checkbox"/>	A copy of your passport (page with photo)/photo ID. #

\* 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 office (e.g. a Commissioner for Oaths at a City District Office in Hong Kong). Copies of the documents may be certified by the appropriate officials of your home institute if you are an overseas applicant.

<sup>^</sup> A request for statement of reference will be sent to your referees via email if you have submitted their information on the online application.

# Could be alternatively sent via email (to: [ftmba@hku.hk](mailto:ftmba@hku.hk)).



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## Request for Statement of Reference (Full-time MBA)

### To the applicant:

	Surname	First Name
Name	_____	
	(as in your ID card/passport)	
Correspondence Address	_____	

It may help you to meet deadlines if you indicate to your referee the date by which you must receive this form (see below\*). The comments will be used for admission purposes only and will not become part of your permanent file.

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### To the referee:

The person named above is an MBA applicant to The University of Hong Kong. The Admissions Committee attaches considerable weight to the statements made by the referees the applicant has selected. You will greatly assist the members of the committee and the applicant by completing this form. It is recommended that you keep a copy for your files in case the original might be lost in the mail. The committee is aware of the time necessary to prepare such an assessment and gratefully acknowledges your help. The comments will be used for admission purposes only and will not become part of a student's permanent file. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to their personal data. We would be pleased to provide you with additional information about our programme if it will assist in any way.

**Please return the form either 1) in sealed envelope addressed to the applicant, 2) to HKU MBA Admissions Office (HKU Business School, The University of Hong Kong, Room 204, Block B, Cyberport 4, 100 Cyberport Road, Hong Kong), or 3) email to [fmmba@hku.hk](mailto:fmmba@hku.hk) directly.**

\* The applicant requests that you return the form to him/her by \_\_\_\_\_  
(date to be filled in by applicant)

Name of referee (please print or type) \_\_\_\_\_

Position/Title \_\_\_\_\_

School/Firm \_\_\_\_\_

Address \_\_\_\_\_

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**1. How long have you known the applicant and in what context? Please comment on the frequency of your interaction.**

**2. What are the applicant's principal strengths?**



**Request for Statement of Reference**

**3. In what areas can the applicant improve?**

**4. In your opinion, has the applicant given careful consideration to his or her plans for entry into the MBA programme?**

**5. Please use the following scale to compare the applicant with others\* you have known during your professional career.**

\* Indicate the peer reference group to which the applicant is compared: \_\_\_\_\_

	Outstanding	Excellent	Above Average	Average	Below Average 50%	Unable to Judge
Intellectual ability						
Analytical ability						
Leadership skills						
Ability to work with others						
Compassion						
Self confidence						
Maturity						
Initiative						
Creativity						
Persistence and drive						
Oral communication skills						
Written communication skills						
<b>Overall Rating of Candidate</b>						

**6. Please comment on the ratings above and feel free to make additional statements concerning the applicant’s accomplishments, managerial potential, and other personal qualities. Attach an additional sheet if necessary.**

May we call you if the Admissions Committee feels that it would be helpful to contact you by phone/email regarding the applicant?

If yes, please provide us with your telephone number/email: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Transcript Request Form

Please complete the first part of this form and send it to the university you have attended.

Name: \_\_\_\_\_ Surname \_\_\_\_\_ First name \_\_\_\_\_  
(as in your ID card/passport)

University/College attended: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_

Title of degree/diploma: \_\_\_\_\_

Date of award: \_\_\_\_\_

Programme applying for admission at The University of Hong Kong:

- **Full-time MBA programme**

**To the Officer responsible for issuing transcripts:**

The applicant named above has applied for admission to the MBA programme at The University of Hong Kong. Please send one copy of the official transcript together with this form directly to:

**MBA Admissions Office  
HKU Business School  
Room 204, Block B, Cyberport 4  
100 Cyberport Road  
Hong Kong**



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

**THE UNIVERSITY OF HONG KONG****Master of Business Administration (Part-time – Weekday/Weekend in Hong Kong)****SUPPORTING DOCUMENTS**

Please post the following required documents to *MBA Admissions Office (HKU Business School, Room 204, Block B, Cyberport 4, 100 Cyberport Road, Hong Kong)* after submitting the online application. You are suggested to submit as many supporting documents as possible, which will facilitate your application during the whole admission process.

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<input type="checkbox"/>	<b>Official</b> GMAT/GRE report with satisfactory score (The HKU MBA code number for GMAT is FS2-WL-61); (The HKU MBA code number for GRE is 4136) or satisfactory GRK score. Applicants with more than 7 years of postgraduate full-time work experience might be exempted from this requirement. Exemption, if any, will be considered on a case-by-case basis.
<input type="checkbox"/>	<b>Official</b> TOEFL/IELTS (academic module) score report with required score (The HKU MBA code number for TOEFL is 9671 (institution code) and 02 (department code)) [*paper score report should be sent directly to MBA Office] – only for applicants with qualification from a university outside Hong Kong where the language of teaching or examination is not in English.
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^ A request for statement of reference will be sent to your referees via email if you have submitted their information on the online application.

# Could be alternatively sent via email (to: [ptmba@hku.hk](mailto:ptmba@hku.hk)).



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**Request for Statement of Reference (Part-time MBA – Weekday/Weekend in Hong Kong)**

**To the applicant:**

	<b>Surname</b>	<b>First Name</b>
Name	_____	
		(as in your ID card/passport)
Correspondence Address	_____	

It may help you to meet deadlines if you indicate to your referee the date by which you must receive this form (see below\* ). The comments will be used for admission purposes only and will not become part of your permanent file.

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\* The applicant requests that you return the form to him/her by \_\_\_\_\_  
(date to be filled in by applicant)

Name of referee (please print or type) \_\_\_\_\_

Position/Title \_\_\_\_\_

School/Firm \_\_\_\_\_

Address \_\_\_\_\_

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**1. How long have you known the applicant and in what context? Please comment on the frequency of your interaction.**

**2. What are the applicant's principal strengths?**



### Request for Statement of Reference

3. In what areas can the applicant improve?

4. In your opinion, has the applicant given careful consideration to his or her plans for entry into the MBA programme?

5. Please use the following scale to compare the applicant with others\* you have known during your professional career.

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Signature \_\_\_\_\_ Date \_\_\_\_\_



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University/College attended: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_

Title of degree/diploma: \_\_\_\_\_

Date of award: \_\_\_\_\_

Programme applying for admission at The University of Hong Kong:

- **Part-time MBA – Weekday/Weekend in Hong Kong**

**To the Officer responsible for issuing transcripts:**

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HKU Business School  
Room 204, Block B, Cyberport 4  
100 Cyberport Road  
Hong Kong**





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

**THE UNIVERSITY OF HONG KONG****Master of Business Administration (Part-time GBA (HK-SZ))****SUPPORTING DOCUMENTS**

Please post the following required documents to *MBA Admissions Office (HKU Business School, Room 204, Block B, Cyberport 4, 100 Cyberport Road, Hong Kong)* after submitting the online application. You are suggested to submit as many supporting documents as possible, which will facilitate your application during the whole admission process.

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### Request for Statement of Reference (Part-time GBA (HK-SZ))

**To the applicant:**

	Surname	First Name
Name	_____	
Correspondence Address	_____ (as in your ID card/passport)	

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Position/Title \_\_\_\_\_

School/Firm \_\_\_\_\_

Address \_\_\_\_\_

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**7. How long have you known the applicant and in what context? Please comment on the frequency of your interaction.**

**8. What are the applicant's principal strengths?**



### Request for Statement of Reference

9. In what areas can the applicant improve?

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Dates of attendance: \_\_\_\_\_

Title of degree/diploma: \_\_\_\_\_

Date of award: \_\_\_\_\_

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