

**THE UNIVERSITY OF HONG KONG
LI KA SHING FACULTY OF MEDICINE
SCHOOL OF PUBLIC HEALTH**

Master of Public Health (Full-time/Part-time)

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 full name and application number should be included on the file name of each document.

For example:

CHAN Tai Man_1100112910_T1 (stand for 1st submitted Transcript)

CHAN Tai Man_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.

Please note that the University will **ONLY ACCEPT** original and official copies of documents for the **firm offer**. **Notarized/certified true copies and photocopies of documents and documents submitted via applicants are not accepted.**

Documents once submitted will not be returned. They will be destroyed if the application is unsuccessful.

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.

I attach the following documents in support of my application (please “✓” tick the boxes below where appropriate):

<input type="checkbox"/>	Complete official transcript of undergraduate studies (original copy)^{i & ii} <ul style="list-style-type: none">- Applicants (including HKU graduates) should attach a copy of final transcript with a complete record of courses attended, examination results, overall result and date of award- For all current studies which have yet to be completed, applicants should attach a copy of their most up-to-date transcript- Please send the <i>Transcript Request Form</i> along with your transcript application form to the institute from which the transcript is requested, if applicable
<input type="checkbox"/>	Graduation Certificate of undergraduate studies or official proof with award/conferment information^{i & ii}
<input type="checkbox"/>	TOEFL / IELTSⁱⁱⁱ official score report (if applicable) <ul style="list-style-type: none">- For applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. (The University's TOFEL code is 9671.)
<input type="checkbox"/>	A self-taken photo (without any filters or alterations; preferably in JPG format) taken at the time of application. The photo should capture full face, front view, with eyes open.
<input type="checkbox"/>	Completed and duly signed Declaration Form and Personal Information Collection Statement
<input type="checkbox"/>	Two referees' reports sent by the online application system
<input type="checkbox"/>	Other relevant documents (please specify) <ul style="list-style-type: none">- e.g. list of publications, documentary evidence of academic awards received and professional qualifications, and summary or relevant experience

- i Applicants who are seeking admission on the basis of a qualification from a university or comparable institution **in Mainland China** are required to submit the **both Chinese and English version** of the:
- (a) valid online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表) issued by CHSI [中国高等教育学生信息网(学信网)];
 - (b) valid online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告) issued by CHSI [中国高等教育学生信息网(学信网)]; and
 - (c) valid 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) issued by CHSI [中国高等教育学生信息网(学信网)]

Please set the validity period of the report as 6 months or the longest available.

- ii. Applicants who are seeking admission on the basis of a qualification from a university or comparable institution **in Overseas Countries** are required to submit the:
- (a) Overseas Credentials Evaluation Report (教育部國外學歷學位認證書) of your overseas qualifications issued by the Chinese Service Center for Scholarly Exchange (CSCSE); or
 - (b) Academic transcripts and official proof with award/conferment information sent from the awarding institution to the MPH Office directly through an official online platform authorised by the awarding institution, e.g. Parchment, My eQuals, National Student Clearinghouse, etc; in the absence of such official online platform, the documents should be sent from the awarding institution to the MPH Office directly. (Please note that documents submitted by the applicant and certified true copy will not be accepted.)
- iii Please delete as appropriate.

THE UNIVERSITY OF HONG KONG

Transcript Request Form

- I. **To the Applicant:** Applicants who did not attach their original official transcript, should complete the first part of this form and send it to the appropriate officer of institute from which the transcript is requested.

Name of Applicant: _____ (_____)
in English in Chinese, if any

University/College Attended: _____

Dates of Attendance: From _____ To _____

Title of Degree/Diploma: _____ Date of Award: _____

Programme applied for admission at The University of Hong Kong:

Master of Public Health

(FT/PT*)

* Please delete as appropriate.

-
- II. **To the Officer responsible for issuing transcripts:** The applicant named above has applied for admission to a postgraduate curriculum at The University of Hong Kong. Please send a copy of the **official** transcript together with this form directly to:

School of Public Health, The University of Hong Kong
G/F, Patrick Manson Building (North Wing)
7 Sassoon Road
Pokfulam
Hong Kong
(Ref.: MPH)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

THE UNIVERSITY OF HONG KONG**Personal Information Collection Statement**

1. This is a statement to inform you of your rights under the Personal Data (Privacy) Ordinance.
2. Personal information is provided by you as an applicant through the completion of application forms designated for various purposes, e.g. for admission to a programme of study, for an exchange programme, for hall admissions, and for provision of facilities or services. Data collected are used specifically for the purposes prescribed in the application forms and will serve
 - a) as a basis for selection of applicants;
 - b) as evidence for verification of the applicant's examination results, academic records and other information; and
 - c) where applicable, as part of the applicant's official student records.

In the case of (c) above, information so incorporated into student files will be used for all purposes relating to the student's studies as required by the relevant regulations and procedures of the University.

3. Personal data will be kept confidential and handled by the University's staff members. The University may transfer some of the data to an agent or other persons appointed to undertake some of its academic and administrative functions.
4. Under the provisions of the Ordinance, you have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect.
5. Applications for access to and correction of personal data should be made by using a special request form and on payment of a fee. Such applications as well as requests for information should be addressed to the Data Protection Officer, Registry, The University of Hong Kong.

Declaration

1. I have noted the general points pursuant to the Personal Data (Privacy) Ordinance.
2. I authorize the University of Hong Kong to use, check and process my data as required for my application. I accept that all the data in this form and those the University is authorized to obtain will be used for purposes related to the processing and administration of my application in the university context.
3. I authorize The University of Hong Kong to obtain, and the relevant examination authorities, assessment bodies or academic institutions in Hong Kong and elsewhere to release, any and all information about my public examination results, records of studies or professional qualifications, I also authorize the University to use my data in this form for the purpose of obtaining such information.
4. I understand that upon successful application, my data will become a part of my student record and may be used for all purposes as prescribed under relevant rules and regulations as well as attendant procedures, so long as I remain student of this University.
5. I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application.

Signature _____

Date _____