

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 _____

Master of Community Health Care

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

Department of Family Medicine and Primary Care

Li Ka Shing Faculty of Medicine
The University of Hong Kong

To Be Submitted via the Online System

After submission of the application, please upload your supporting documents in pdf format for our preliminary consideration by logging in at: <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. Transcripts, diplomas, certificates, and other submitted documents that are not in English should be accompanied by a certified translation in English. Certified translation may be provided by your home institution.

Submission of originals/certified true copies of your documents is not necessary for the application. You will be asked to submit the original/certified true copies when your application is accepted.

1. Academic transcripts¹

Please request the transcript to be sent directly from the issuing university with the transcript request form. Alternatively, e-transcript can be sent via an official online platform (see Point 3 below). Please provide a copy of the transcript request form and any unofficial transcripts (if available) on the online system.

2. TOEFL/IELTS* official score report (if applicable)

An applicant who is seeking admission on the basis of a qualification from a university or comparable institution outside Hong Kong, of which the language of teaching and/or examination is not English is required to obtain one of the above examination results. Verification of the score will occur. If the applicant is submitting the TOEFL, please submit the report online (University's TOEFL code is 9671 and Department code is 99). **Starting from the 2026 admissions cycle, IELTS and TOEFL tests must be taken within 2 years prior to September 1 of each admission year.**

Please refer to [Admission Requirements](#) for requirements of the English results.

3. Degree Certificates

Applicants (including those of Chinese Nationality) who have been awarded degrees outside of Mainland China institutions should request e-transcripts and e-certificates from 3rd-party online verification platforms such as Parchment, My eQuals, Gradintelligence, MyCreds, National Student Clearinghouse, or Higher Education Achievement Report [HEAR]. Those with University of Hong Kong degrees only need to submit a soft copy, and verification will be completed internally. Those with degrees awarded by other universities in Hong Kong should utilize the online platforms available by their institution.

Chinese National applicants who have been awarded degrees outside of Mainland China institutions are also required to submit online verification reports via Service Center for Scholarly Exchange (CSCSE).

Applicants who have obtained any qualifications from Mainland Universities/Institutions require their documents to be verified by CHSI (short for China Higher Education Student Information; 学信网), regardless of Nationality. Six reports should be submitted by soft copy - online Verification Report of China Higher Education Student's Academic Transcript containing complete record of the years and examination results (中国高等学校学生成绩验证报告) (English & Chinese version); AND online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表) (English & Chinese version); AND online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告) (English & Chinese version).

Please note that we do not accept notarized copies or certified documents submitted via the Applicants. If there are any concerns, please contact the Department.

4. **Written statement of intent** (approximately 300 words)

Describe why you want to attend the Master of Community Health Care at HKU. Discuss your professional and scholarly goals and how they fit with the programme.

5. **Curriculum vitae** (inclusive of publications and academic awards, if any)

To be filled in by referee through auto-generated invitation email:

2 Referee's Reports² (preferably 1 academic/workplace referee and 1 personal referee, if available)

Your referee may use the academic referee's report or write a reference letter describing why he/she believes you are suitable for admission to this programme.

Your referee can mail the document directly to the department or return the document in a sealed envelope for you to mail to us. Your referee can also fill in the referee report sent by the application system

For practicing health care professionals applying for practicums (practicums can occur in your own locality):

1. Registration Certificate with your professional regulatory bodies or healthcare licensing authorities and Annual Practicing Certificate with your professional regulatory bodies or healthcare licensing authorities (to be submitted annually)

AND/OR

2. Registration Certificate with other overseas professional regulatory bodies or healthcare licensing authorities³ (if applicable for those currently not registered locally)

Foot Notes:

¹ An official transcript is a document issued by an academic qualification awarding university/institution, detailing a student's complete academic record, including courses completed, grades attained, and the academic qualification achieved. You are required to coordinate with your degree-awarding university/institution to have them email your official transcript directly to us. Please ensure that they provide the necessary link or verification details by the submission deadline. Please allow sufficient time for communication and verification.

² The completed referee reports with referee's signature shall either be returned to applicant in a signed and sealed envelope or directly sent to the Programme Office by the referee. To avoid delay in processing the application, applicants are reminded to check referees' information (e.g. email address, contact number) and follow up with the referee(s) as appropriate. We also accept the referee reports or references to be sent electronically to mchcfmpc@hku.hk.

³ Please note that the University will only ACCEPT copies of the documents that have been certified by the appropriate officials of your home institute.