

**THE UNIVERSITY OF HONG KONG  
FACULTY OF LAW**

**APPLICATION INSTRUCTIONS FOR POSTGRADUATE CERTIFICATE IN LAWS  
(PCLL)  
(SEPTEMBER 2025 INTAKE)**

**AUTHENTICITY OF INFORMATION AND MATERIALS**

All applicants must complete the application by themselves. You are also responsible for the accuracy and authenticity of all information and documents submitted during the application and admissions process.

The Faculty of Law (the Faculty) unequivocally condemns dishonesty and reaffirms our zero-tolerance policy towards any form of academic misconduct. The Faculty reserves the right to take legal action and report fraudulent documents or falsified information to law enforcement units.

The University of Hong Kong has not entered into any agreement or collaboration with any intermediary agencies for overseas studies regarding a mechanism of “quota for direct admission”.

Applicants should prepare and submit their applications and supporting documents directly to HKU.

**SUBMITTING AN APPLICATION AND SUPPORTING DOCUMENTATION**

All applications should be submitted via the online application system [Postgraduate Certificate in Laws](#).

The deadline(s) for applications will be strictly adhered to. Applicants must ensure that all supporting documents, including but not limited to official transcript(s), graduation certificate(s), IELTS test report(s), recommendation letters, and so on, must be uploaded by the timeframe mentioned above. In this regard, you are strongly encouraged to submit your application and documents as early as possible to avoid any competitive disadvantage over other applicants whose files are complete.

If you wish to apply for more than one PCLL programme at HKU<sup>1</sup>, you should apply under a different username on the application system and settle the fee (HK\$300) separately. However, an applicant can only accept and enrol in one PCLL programme.

Late applications will NOT be considered.

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<sup>1</sup> Applicants will be asked to indicate their priority of preference when applying online.

## REQUIRED SUPPORTING DOCUMENTATION

Hard copies of all supporting documents are NOT REQUIRED during the application stage.

Please upload the following documents in PDF format within 14 calendar days of creating your account and before the application deadline.

Transcripts, diplomas, certificates, official English score reports, and other submitted documents NOT in English should be accompanied by a certified translation in English. Your home institution may provide the certified translation. If the Faculty gives an applicant an admission offer, they will be notified of the need to submit the original copies of the documents, or soft copies via the awarding institution or authorized third-party authorities, by a specified deadline.

Your application will only be considered after we receive all of the following supporting documents (where applicable):

1) Identity Documents

- Local Applicants: Hong Kong Identity Card
- Non-Local Applicants from Mainland China: Mainland ID Card and Passport
- For Non-local Applicants from other countries/regions: Passport

2) Official Transcript(s)<sup>2 3</sup>

Applicants must submit a copy of their academic transcript to facilitate our review. i.e.:

- Most updated academic transcript<sup>4</sup> of current undergraduate or postgraduate studies;  
or
- Completed academic transcript with degree award and/or conferment information of your undergraduate studies; or/and
- Completed academic transcript(s)<sup>5</sup> with degree award and/or conferment information of your postgraduate/associate degree/higher diploma programme(s)

3) Graduation Certificate and/or Degree Certificate (學位證書)<sup>6</sup>

Where applicable, all applicants must submit the following documents if any of their academic qualification(s) is obtained from an institution in Mainland China. These documents can be applied from the China Higher Education Student Information (學信網). Please also set the validity period of the report as six months or the longest available duration.

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<sup>2</sup> Transcript legends, keys, or grading scales are normally available on the back of the transcript. Otherwise, you are required to provide other documents, e.g., a student handbook.

<sup>3</sup> Applicants who will earn (or earned) their academic qualifications at a Mainland Chinese institution must submit a Ranking Certificate (排名證明) in addition to their official transcript(s).

<sup>4</sup> Applies to applicants who are expected to obtain a Bachelor's/Master's degree programme by August 31 of the intake year.

<sup>5</sup> Applies to applicants who have obtained an academic qualification from a Postgraduate Degree/Associate Degree/Higher Diploma programme

<sup>6</sup> Only applies to applicants whose academic qualification(s) is/are obtained from an institution in Mainland China.

- Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表) (in both Chinese and English versions)
  - Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在线驗證報告) (in both Chinese and English versions)
- 4) Overseas Credentials Evaluation Report (國外學歷學位認證書)  
Non-local applicants from Mainland China must submit the degree verification issued by the Chinese Service Center for Scholarly Exchange (CSCSE, 教育部留學服務中心) if their academic qualification(s) is obtained from an overseas institution. Please also set the validity period of the report as six months or the longest available duration.
- 5) Official IELTS Test Report (if available at the time of the application)  
All applicants (including native English speakers) must take the International English Language Testing System (IELTS) test. A minimum **overall band score of 7.0 in the Academic Module** must be achieved as a requirement for admission to the PCLL (the “Prescribed Minimum IELTS”). The Prescribed Minimum IELTS is a requirement of the Hong Kong Standing Committee on Legal Education and Training and **no exemptions will be granted**. The IELTS Test Report Form with the Prescribed Minimum IELTS achieved must be available by 5:30 p.m. 31 July 2025. All IELTS Test Report Forms dated after 5:30 pm. on 31 July 2025 will not be considered.
- 6) Satisfaction of PCLL pre-requisites<sup>7</sup>  
Applicants with qualifying law degree other than from this University, the City University of Hong Kong or the Chinese University of Hong Kong should submit official evaluation letters from the PCLL Conversion Examination Board regarding the eligibility of your law degree and/or Conversion Examination results and/or exemption letters from the PCLL Conversion Examination Board.
- 7) Certificate of Completion of PCLL pre-requisite(s)<sup>8</sup>  
Applicants with a qualifying law degree from this University who participated in outgoing exchange should submit the Certificate of Completion of PCLL pre-requisite(s) (issued by HKU Law Faculty) at the time of the application, if this is available. If you have not submitted an application for Certificate of Completion of PCLL pre-requisite(s) to our Exchange Team (Outgoing) ([lawexchange@hku.hk](mailto:lawexchange@hku.hk)) after exchange upon receiving the confirmation of Advanced Standing/Transfers of Credits issued by the Faculty of Law, you are reminded to do so as soon as possible. Please be reminded that the certificate will only be issued once, so you should keep it with care and submit the original copy of the same for your PCLL application.

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<sup>7</sup> For applicants with qualifying law degree other than from this University, the City University of Hong Kong or the Chinese University of Hong Kong (if available at the time of the application).

<sup>8</sup> For applicants from this University who participated in outgoing exchange during their qualifying law degree.

8) Personal Statement

Please upload a typed personal statement setting out the reasons why you wish to enroll in the PCLL programme at this University and/or highlight the aspects of your background that you believe would be of interest to the PCLL Admissions Committee which may not be evident from the application form. The recommended length of the personal statement is one page (not more than 250 words). Please regard this statement as an opportunity to introduce yourself to the members of the PCLL Admissions Committee.

9) Recommendation Letter(s)<sup>9</sup>

Applicants who wish to be considered on the WER are recommended to upload reference letter(s) from a maximum of two referees, who should preferably be someone you have worked with professionally. The content of the recommendations is more critical than the number of recommendations you submit.

## CONFIDENTIALITY POLICY

We will treat all information submitted in the application as confidential.

Unless your application is successful, all application forms and supporting documents, once submitted, WILL NOT be returned and will be destroyed after the admission exercise.

## ADMISSIONS DECISIONS

Admission offers may be made on a rolling basis. The PCLL Admissions Office aims to make early decisions on PCLL applications whenever possible. **Failure by an applicant to provide all the necessary documentation as soon as available will result in a delayed decision or possibly even the rejection of the application.**

Successful applicants will also be notified by email. Applicants who have not received an admission offer will be considered again until the end of the admission exercise. In this regard, you are advised to check your email regularly. For confidentiality reasons, the Faculty of Law Office will not release any information regarding the application decision to anyone other than the applicant.

## PROGRAMME FEE AND PAYMENT

1) Application Fee

The application fee is HK\$300 per programme and must be paid online by credit card when you submit your application. Please do not send cash or cheques.

If admitted, the fee is non-refundable and will not be credited to your composition fee.

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<sup>9</sup> For applicants who wish to be considered on the Work Experience Route “WER” only.

## 2) Composition Fee

Please refer to the 2025-2026 fee for the PCLL programme [Postgraduate Certificate in Laws](#) for reference. Should you be admitted to the programme, you will be asked to pay the first instalment of the tuition fee (i.e., 50% for full-time students and 25% for part-time students) in addition to the caution money of HK\$350 and for full-time students, the student activity fee of HK\$100 is also required.

## **STUDENT VISA**

Students who do not have the right of abode or land in Hong Kong must apply for a student visa from the Hong Kong Immigration Department (ImmD) for educational purposes. [HKU's Admissions Office](#) will be the local sponsor and assist with student visa applications.

The whole student visa application will take 8-10 weeks upon receipt of a complete set of application documents. Admitted students are, therefore, advised to apply for the student visa as soon as they have received our admissions offer.

## **CONCURRENT REGISTRATION**

[University's General Regulation G6](#) prohibits concurrent registration by a student at this University for another post-secondary qualification either at this University or at any other institution.

A breach of this regulation may result in the discontinuation of studies at this university.

## **ENQUIRIES**

If you experience difficulties during your application, please email [pcll@hku.hk](mailto:pcll@hku.hk) for assistance.

*January 2025*