Name of Applicant: _____
Application No.: MDS(PaediatrDent)_____

THE UNIVERSITY OF HONG KONG
FACULTY OF DENTISTRY

Master of Dental Surgery in Paediatric Dentistry

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS
An email notification will be sent to you within 48 hours after your submission of online application. 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, and the filename of each document should start with your application number, type of document, and the submission order. For example *(the first 10 digits are your application number)*:

1100112910_T1 *(stands for 1st submitted Transcript)*
1100112910_G2 *(stands 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 supporting documents which are not in English should be accompanied by an officially certified translation in English. Certified translation may be provided by your home institution.

Please note that you are not required to submit your documents to the University during the application stage. Should you be considered for admission, you will receive an email notification to submit original/officially certified copy of your documents. Notarized copies and photocopies of documents and documents submitted via applicants are not accepted.

All documents once submitted will NOT be returned. Unsuccessful applications will be destroyed towards the end of the admissions cycle.

IMPORTANT NOTICE
All applicants must complete the application by themselves and independently. You are also responsible for the accuracy and authenticity of all information and documents submitted during the application and admissions processes. 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/or report fraudulent documents or falsified information to law enforcement units. HKU Faculty of Dentistry does not authorize any intermediary organizations to recruit or admit students.

Please make sure that you have uploaded the following documents/have completed the following in support of your application (please tick as appropriate):

☐	**Identity Document(s) – Mandatory** **HKID copy** for local applicants or **passport copy (with photo)** for non-local applicants must be provided for administrative purposes, including verification of visa requirements.
☐	**Complete Official Transcript** • 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 qualifications obtained in the Chinese Mainland, please provide Verification Report of China Higher Education Student's Academic Transcript (中国高等学校学生成绩验证报告). • 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 Transcript Request Form along with your transcript application form to the institute from which the transcript is requested, if applicable.
☐	**Degree Certificates** For qualifications obtained from tertiary institutions in Mainland China: Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告), and 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 (学信网) in Chinese and English versions. Please set the validity period of the report as 6 months or the longest available.
☐	**TOEFL / IELTS official score report** (if appropriate)* For applicants from universities or comparable institutions outside Hong Kong of which the medium of instruction and/or examination is not English. *(TOEFL/IELTS tests must be taken within two years prior to September 1 of each admissions year. HKU's TOEFL code is 9671.)*
☐	**List of publications** (if appropriate)
☐	**Referees' reports**

** Please delete as appropriate.*

THE UNIVERSITY OF HONG KONG
FACULTY OF DENTISTRY

Transcript Request Form

I. **To the Applicant:** Please complete the first part of this form and send it to your former/ current institution 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 Dental Surgery in Paediatric Dentistry [MDS(PaediatrDent)]
(Full-time)

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

Ms. Ada Ma
Faculty of Dentistry
The University of Hong Kong
6/F, The Prince Philip Dental Hospital
34 Hospital Road
Sai Ying Pun
Hong Kong
[Ref.: MDS(PaediatrDent)]