**Name of Applicant:** _____

**Application No.:** _____

**THE UNIVERSITY OF HONG KONG**
FACULTY OF SOCIAL SCIENCES

## Master of Social Sciences in the field of Counselling

**INSTRUCTION OF UPLOADING SUPPORTING DOCUMENTS**

Applicants are required to upload the following supporting documents in PDF format before the application deadline. Your application number should be included in the files name of each document.

For example:
COUNS_1100112910_T1 (stands for 1st submitted Transcript)
COUNS_1100112910_G2 (stands for 2nd submitted Graduation Certificate)

Abbreviations for file naming:

| | |
|---|---|
| I: Identity Documents | |
| T: Transcript | P: Personal Statement |
| G: Graduation Certificate | C: CV |
| B: Bachelor Certificate | N: Name Changing Proof |
| E: Proof of English Proficiency | O: Other Certificates |

Transcripts, diplomas, certificates, English language official score reports and other submitted documents which are **NOT** in English should be accompanied by a certified translation in English. The certified translation may be provided by your home institution. All supporting documents should be uploaded and the E-reference should be available on or before the application closing date. Late provision of supporting documents may cause delays in the processing of your application.

Applicants who have been shortlisted for the admission test are required to submit a set of hard copies of supporting documents including transcripts, diplomas, certificates, English language official score reports, on the date of the test. Each set of documents MUST have the applicant's application number and full name clearly marked. Detailed submission guidelines will be provided in the invitation email for the admission tests.

Should you be given an admission offer, you will receive an email notice to submit the original copies of the required supporting documents with submission details. However, applicants should take into account the processing time required for the issuance of original of documents and start preparing them at their earliest convenience.

Please note that HKU reserves the right to pursue any legal actions should fraudulent information is found.

I confirm that I have uploaded the following documents / have completed the following via the online application system. (Please tick as appropriate.)

☐ **Identity Documents**

- ☐ Local applicants: Hong Kong ID Card
- ☐ Non-local applicants from Mainland China: Mainland ID Card/Passport
- ☐ Non-local applicants from other countries/regions: Passport

Please refer to the Admissions Office for the categorization of local and non-local applicants.

☐ **Transcript ***

- ☐ Completed official transcript with award/conferment information of your Undergraduate studies
- ☐ Completed official transcript(s) of Taught Postgraduate / Associate Degree / Higher Diploma programme *(Only for applicants who have also obtained Master's degree / Associate Degree / Higher Diploma programme.)*
- ☐ Latest transcript of current Undergraduate / Taught Postgraduate studies *(Only for applicants who are expected to complete the Bachelor's degree / Master's degree programme by August 31, 2025)*

☐ **Degree Certificates**

- ☐ Graduate certificate of undergraduate studies
- ☐ Graduate certificate of Taught Postgraduate / Associate Degree / Higher Diploma programme *(Only for applicants who have also obtained Master's degree / Associate Degree / Higher Diploma programme.)*

*(For applicants who have obtained a degree from universities 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, issued by the China Higher Education Student Information (學信網); **and**
- ☐ Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告), in both Chinese and English versions, issued by China Higher Education Student Information

*Please set the validity period of the above-requested reports to six months or the longest available duration.*

*(For non-local applicants from Mainland China whose qualification were awarded by overseas universities)*

- ☐ Overseas Credentials Evaluation Report (國外學歷學位認證書) issued by the Chinese Service Center for Scholarly Exchange (CSCSE) (教育部留學服務中心); **or**
- ☐ Given the processing time required by CSCSE, if the Report is not yet available by the document submission deadline, an email or a text message sent by CSCSE after payment, confirming that the application of the Report has been successfully initiated. Upon receipt of the Overseas Credentials Evaluation Report, applicants should upload the document to the application system.

☐ **English Language Requirements**

*Applicants with qualifications from universities or comparable institutions outside Hong Kong, where the language of teaching and/or examination is not English, are required to obtain valid and satisfactory results from one of the following examinations:*

- ☐ TOEFL (University's TOEFL code is 9671) / IELTS / GCE / IGCSE / Cambridge Test of Proficiency in English Language
  - ☐ For the acceptance range of performance for respective examinations, please refer to the requirements of university/respective programmes.

*Applicants with qualifications from universities or comparable institutions where the medium of teaching and examination is English should provide:*

- ☐ An official letter or equivalent proof, such as transcript or degree certificate, confirming that the applicants' qualifications were obtained from a university or comparable institution where the medium of instruction is English

☐ **Two referee reports sent via the online application system**

Only referees with the provision of official university/company email/correspondence addresses are accepted. The University may approach referees and their affiliated university/company for verification.

☐ **(If appropriate)**
**Personal statement (around 1,000 words) / Curriculum vitae in English / List of publications / Other relevant documents**
Maximum 10 pages

* Confirmation of award date of qualification shall be effective on or before 31 August 2026.

**THE UNIVERSITY OF HONG KONG**
FACULTY OF SOCIAL SCIENCES

# Transcript Request Form

I. **To the Applicant:** Applicants should complete the first part of this form and send it to the appropriate officer of the 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 Social Sciences in the field of Counselling**

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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:

**Master of Social Sciences in the field of Counselling**
Faculty of Social Sciences,
11/F, The Jockey Club Tower,
Centennial Campus
The University of Hong Kong
Pokfulam Road
Hong Kong
[Ref.: MSocSc (COUNS)_2026-27]