

Name of Applicant: _____

Application No.: _____

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Social Sciences in the field of Social Service Management

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:

SSM_1100112910_T1 (stands for 1st submitted Transcript)

SSM_1100112910_G2 (stands for 2nd submitted Graduation Certificate)

Abbreviations for file naming:

I: Identity Documents

T: Transcript

G: Graduation Certificate

B: Bachelor Certificate

E: Proof of English Proficiency

P: Personal Statement

C: CV

N: Name Changing Proof

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.

Please note that hard copies/original/certified true copies of documents are **NOT REQUIRED** at the application stage.

Should you be given an admission offer, you will receive an email notice to submit the original/certified true copies of the required supporting documents with submission details. However, applicants should take into account the processing time required for the issuance of original/certified true copies 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.)

<input type="checkbox"/>	<p>Identity Documents</p> <p><input type="checkbox"/> Local applicants: Hong Kong ID Card</p> <p><input type="checkbox"/> Non-local applicants from Mainland China: Mainland ID Card/Passport</p> <p><input type="checkbox"/> Non-local applicants from other countries/regions: Passport</p> <p>Please refer to the Admissions Office for the categorization of local and non-local applicants.</p>
<input type="checkbox"/>	<p>Transcript *</p> <p><input type="checkbox"/> Completed official transcript with award/conferment information of your Undergraduate studies</p> <p><input type="checkbox"/> Completed official transcript(s) of Taught Postgraduate / Associate Degree / Higher Diploma programme (<i>Only for applicants who have also obtained Master's degree / Associate Degree / Higher Diploma programme.</i>)</p> <p><input type="checkbox"/> Latest transcript of current Undergraduate / Taught Postgraduate studies (<i>Only for applicants who are expected to complete the Bachelor's degree / Master's degree programme by August 31, 2025</i>)</p>
<input type="checkbox"/>	<p>Degree Certificates</p> <p><input type="checkbox"/> Graduate certificate of undergraduate studies</p> <p><input type="checkbox"/> Graduate certificate of Taught Postgraduate / Associate Degree / Higher Diploma programme (<i>Only for applicants who have also obtained Master's degree / Associate Degree / Higher Diploma programme.</i>)</p> <p>(<i>For applicants who have obtained a degree from universities in Mainland China</i>)</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 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</p> <p><i>Please set the validity period of the above-requested reports to six months or the longest available duration.</i></p> <p>(<i>For non-local applicants from Mainland China whose qualification were awarded by overseas universities</i>)</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 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.</p>
<input type="checkbox"/>	<p>English Language Requirements</p> <p><i>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 <u>valid and satisfactory results</u> from one of the following examinations:</i></p> <p><input type="checkbox"/> TOEFL (University's TOEFL code is 9671) / IELTS / GCE / IGCSE / Cambridge Test of Proficiency in English Language</p> <ul style="list-style-type: none"> • For the acceptance range of performance for respective examinations, please refer to the requirements of university/respective programmes. <p><i>Applicants with qualifications from universities or comparable institutions where the medium of teaching and examination is English should provide:</i></p> <p><input type="checkbox"/> 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</p>
<input type="checkbox"/>	<p>Two referee reports sent via the online application system</p> <p>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.</p>
<input type="checkbox"/>	<p>Curriculum vitae in English / Other relevant documents / List of publications (if appropriate) & Personal statement (around 1,000 words)</p> <p>Maximum 10 pages</p>
<input type="checkbox"/>	<p>Recent photo with plain background (file size less than 1MB)</p>

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

