

Name of Applicant: _____
(Surname) (Given Name)

Application No.: MScPhy _____

**THE UNIVERSITY OF HONG KONG
FACULTY OF SCIENCE**

Master of Science in the field of Physics (Full-time)

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS FOR PRELIMINARY CONSIDERATION

****IMPORTANT NOTICE****

To submit an application, it is essential that you complete the process independently. You are solely responsible for ensuring the accuracy and authenticity of all information and materials provided throughout the application and admission stages. The Faculty maintains a strict zero-tolerance policy towards any form of dishonesty and academic misconduct. Any fraudulent documents or falsified information may result in legal action and/or reporting to law enforcement authorities. Please note that the HKU does NOT authorize any third-party agencies to handle recruitment or admissions on its behalf.

Please upload your supporting documents in pdf format for our preliminary consideration by logging in <https://sweb.hku.hk/tola/servlet/CreateUserScreen/loginForm> before the application deadline and within four weeks from the date of the creation of your online application account. All documents should be submitted **within one month** starting from the date you receive the email notification. You are suggested to upload your supporting documents at the time of submitting your application to avoid delays. You would not be able to upload any documents after the deadline. Applications without online supporting documents may not be considered.

The file name of each document should be comprised of your full name and the type of submitted documents in the following format.

T: Transcript with grading system	P: Personal Statement
G: Graduation Certificate	C: CV
B: Bachelor Certificate	N: Name Changing Proof
E: English Proficiency Test Report (TOFEL/IELTS)	O: Others
I: Identification Document	

For example:

Name of the Applicant_T1 (T1 stands for the first submitted transcript. If more than one transcript is uploaded, it should be named as T2 and so on.)

Name of the Applicant_G2 (G2 stands for the second submitted Graduation Certificate.)

Transcripts, diplomas, certificates, and other submitted documents which are **not in English** should be accompanied by an officially certified translation in English. The certified translation may be provided by your home institution.

Please note that the certified true copies by notary public – for ALL types of supporting documents, would NOT be accepted in admission cycle 2026/27.

Posting of documents is NOT required at the application stage. Should an applicant be shortlisted for admission, they will receive an email notification from the Faculty Office regarding the submission of required supporting documents. The specific documents may vary depending on the applicant's individual qualifications. Detailed requirements will be provided in the conditional offer letter for shortlisted applicant. All documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.

The Faculty will verify the authenticity of all original copies received by consulting with the awarding institutes and examination authorities towards the end of the admissions cycle.

Please make sure that you have uploaded the following documents/have completed the followings in support of your application:

<input type="checkbox"/>	<p>Identification document(s) (mandatory)</p> <p>A copy of valid identity document (HKID Copy for Local Applicants or Passport Copy (with photo) for Non-Local Applicants) must be provided for administrative purposes, including confirming visa requirements.</p> <p>For details on visa requirements, please visit HKU Admissions Office website and Immigration Department website.</p>
<input type="checkbox"/>	<p>For qualifications obtained in Hong Kong (mandatory)</p> <p>(a) Current Student</p> <p>For all current studies which have yet to be completed, applicants should upload a copy of their most up-to-date transcript with grading system[^] issued by the Registry of institution.</p> <p>(b) Graduate</p> <p>(i) For all undergraduate and postgraduate qualifications attained from HKU, applicants should upload a copy of the full and final official transcript[#] with a complete record of courses attended, examination results, overall result, date of award and grading system[^] issued by the Registry of institution.</p> <p>(ii) For all undergraduate and postgraduate qualifications attained from institutions other than HKU, applicants should upload the copies of graduation certificate and full and final official transcript[#] with a complete record of courses attended, examination results, overall result, date of award and grading system[^] issued by the Registry of institution.</p> <p><i>For applicants who are currently studying or have completed a dual-degree programme, it is necessary to submit transcripts from both universities and fill in the relevant information on the application form.</i></p>
<input type="checkbox"/>	<p>For qualifications obtained in Mainland China (mandatory)</p> <p>(a) Current Student</p> <p>For all current studies which have yet to be completed, applicants should upload a copy of their most up-to-date transcript with grading system[^] (in English and Chinese version) issued by the Registry of institution.</p> <p>(b) Graduate</p> <p>(i) Online Verification Report of China Higher Education Student's Academic Transcript (中国高等学校学生成绩验证报告) of Bachelor's Degree (in English and Chinese version) issued by CHSI (学信网) with validity period as 6 months or the longest available; AND a copy of the full and final official transcript[#] with a complete record of courses attended, examination results, overall result, date of award and grading system[^] (in English and Chinese version) issued by the Registry of institution;</p> <p>(ii) an Online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表) of Bachelor's Degree (in English and Chinese version) issued by CHSI (学信网) with validity period as 6 months or the longest available; and</p> <p>(iii) Online Verification Report of Higher Education Degree Certificate (中国高等教育学位验证报告) (in English and Chinese version) issued by CHSI with validity period as 6 months or the longest available. Bachelor Degree Certificate[#] (学士学位证书) (in English and Chinese version) issued by the Registry of institution will only be accepted in exceptional circumstances where CHSI verification report is not possible, with reasons provided.</p> <p><i>For applicants who are currently studying or have completed a dual-degree programme, it is necessary to submit transcripts from both universities and fill in the relevant information on the application form.</i></p>
<input type="checkbox"/>	<p>For qualifications obtained from overseas universities (mandatory)</p> <p>(a) Current Student</p> <p>For all current studies which have yet to be completed, applicants should upload a copy of their most up-</p>

	<p>to-date transcript with grading system[^] issued by the Registry of institution.</p> <p>(b) Graduate</p> <p>(i) a copy of the full and final official transcript[%] with a complete record of courses attended, examination results, overall result, date of award and grading system[^] issued by the Registry of institution;</p> <p>(ii) a graduation certificate of the Bachelor's Degree issued by the Registry of institution; and</p> <p>(iii) [for Mainland Graduate] Overseas Credential Evaluation Report (国外学历学位认证书) issued by the Chinese Service Center for Scholarly Exchange (教育部留学服务中心).</p> <p><i>For applicants who are currently studying or have completed a dual-degree programme, it is necessary to submit transcripts from both universities and fill in the relevant information on the application form.</i></p>
<input type="checkbox"/>	<p>English Language Proficiency (if applicable)</p> <p>For qualifications obtained from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English, applicants should upload an official IELTS or TOEFL score report. The IELTS or TOEFL test must be taken within two years prior to September 1 of each admissions year.</p> <p><i>TOEFL Home Edition scores are NOT accepted. Please note that the University's TOEFL code is 9671.</i></p>
<input type="checkbox"/>	<p>List of publications (if appropriate)</p>
<input type="checkbox"/>	<p>Two Referees' Reports sent by the online application system (optional) (You can input information of the TWO referees through the online application system. The University will send email invitations to the referees for completing the Referees' report via a designed online platform within four weeks from the date of successful submission of application.)</p>

Certified by the Registry of the awarding institute

[^] Please do not omit the back side of the transcript if it contains information on the grading system.

[%] Only electronic copies of the transcript from third-party agencies authorized by the awarding universities would be accepted.

