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

Application No.:_____

THE UNIVERSITY OF HONG KONG
SCHOOL OF COMPUTING AND DATA SCIENCE
Master of Science in Electronic Commerce and Internet Computing

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS FOR PRELIMINARY CONSIDERATION

An email notification will be sent to you within 5 working days after submitting your 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://tpgadmission.cds.hku.hk. All documents should be submitted **within TWO weeks** starting from the date you receive the email notification.

Transcripts, diplomas, certificates and other submitted documents which are not in English should be accompanied by a certified translation in English. Certified translation may be provided by your home institution. Applications without online supporting documents may not be considered.

Your 10-digit application number should be included on the file name of each document in the following format. For example:

1100112910_T (T1 stands for transcript. If more than one transcript is uploaded, it should be named as T2 and so on)
1100112910_G1 (G stands for Graduation Certificate. If more than one Graduation Certificate is uploaded, it should be named as G2 and so on)

T: Transcript with grading system	**G**: Graduation Certificate	**B**: Bachelor Certificate
E: International English Standard	**P**: Personal Statement	**C**: CV
N: Name Changing Proof	**O**: Others	

Please do not upload non-academic related documents. **Reference letter is NOT required**.

Posting of documents is NOT required at the application stage. Should an applicant be considered for admission, he/she will be notified of the need to submit the original and/or officially certified copy of documents. Certified true copies by notary public – for ALL types of supporting documents, would NOT be accepted. The Programme Office will verify the authenticity of all original copies received from shortlisted candidates by consulting with the awarding institutes and examination authorities towards the end of the admissions cycle.

Please note that our request to submit documents does not necessarily mean that you will receive an offer of admission.

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 School 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 make sure that you have uploaded the following relevant documents in support of your application. Note that all documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.

For qualifications obtained in Hong Kong (mandatory)

(a) **Current student**

For all current studies which have yet to be completed, applicants should upload a photocopy of their most up-to-date transcript with grading system issued by the Registry of institution.

(b) **Graduate**

i. For all undergraduate and postgraduate qualifications attained **from HKU**, applicants should upload a copy of the official final transcript with a complete record of courses attended, examination results, overall result, date of award, and grading system issued by the Registry of institution.

ii. For all undergraduate and postgraduate qualifications attained from institutions **other than HKU**, applicants should upload copies of graduation certificate and official final transcript with a complete record of courses attended, examination results, overall result, date of award, and grading system issued by the Registry of institution.

It is necessary for applicants for who have completed or are currently studying a dual-degree programme to submit transcripts from both universities and fill in the relevant information on the application form.

For qualifications obtained in Mainland China (mandatory)

(a) **Current student**

For all current studies which have yet to be completed, applicants should upload a photocopy of their most up-to-date transcript with grading system and enrolment certificate issued by the Registry of institution. Both English and Chinese version are required.

(b) **Graduate**

i. A full and final 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.

ii. Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表) of Bachelor's Degree (in English and Chinese version) issued by CSSD (學信網). Please set the validity period of the report as 6 month or the longest available.

iii. Bachelor Degree Certificate (學士學位證書) (in English and Chinese version) issued by the Registry of institution; OR Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告) (in English and Chinese version) issued by CSSD (學信網). Please set the validity period of the report as 6 month or the longest available.

It is necessary for applicants for who have completed or are currently studying a dual-degree programme to submit transcripts from both universities and fill in the relevant information on the application form.

For qualifications obtained from overseas universities (mandatory)

(a) **Current student**

For all current studies which have yet to be completed, applicants should upload a photocopy of their most up-to-date transcript with grading system issued by the Registry of institution.

(b) **Graduate**

i. A full and final transcript with a complete record of courses attended, examination results, overall result, date of award, and grading system issued by the Registry of institution.

ii. Graduation Certificate of Bachelor's Degree issued by the Registry of institution.

TOEFL / IELTS official score report (if applicable) for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. IELTS and TOEFL tests must be taken within two years prior to September 1 of each admissions year. (Note: The University's TOFEL code is 9671)

Official proof of average mark / Cumulative Grade Point Average (CGPA) / average grade for applicants whose transcripts do not show the overall marks or GPA information.

Official proof of class ranking (if available)

Curriculum vitae (C.V.)

Identity document(s) (mandatory)
Applicants should upload an identity document, such as HKID or passport (page with photo), to verify their identity.