

**THE UNIVERSITY OF HONG KONG  
LI KA SHING FACULTY OF MEDICINE**

**SCHOOL OF BIOMEDICAL SCIENCES**

**Master of Biomedical Innovation**

Notes on Submission of Supporting Documents

For those applicants who applied the programme as above, please follow the guidelines as below.

An email notification will be sent to you within 48 hours, please follow the instructions in the email and upload your supporting documents in pdf format for our preliminary consideration by logging in at:

<https://sweb.hku.hk/tola/servlet/CreateUserScreen/loginForm>. All documents should be submitted within one month starting from the date you receive the email notification. Your application number should be included on the file name of each document.

**File Name Format:** Application Number \_File Type & Submission Sequence

For example:

1100112910\_T1 (stands for 1st submitted Transcript)

1100112910\_G2 (stands for 2nd submitted Graduation Certificate)

| File Type | Documents                             | Qualifications Obtained From |                |                                    |
|-----------|---------------------------------------|------------------------------|----------------|------------------------------------|
|           |                                       | Hong Kong                    | Mainland China | Overseas                           |
| T         | Transcript                            | Yes`                         | No             | Yes`                               |
| G         | Graduation Certificate                | Optional                     | No             | Yes                                |
| TM        | CHSI Academic Transcript              | No                           | Yes^           | No                                 |
| QC        | CHSI Qualification Certificate        | No                           | Yes^           | No                                 |
| DC        | CHSI Degree Certificate               | No                           | Yes^           | No                                 |
| OC        | Overseas Credential Evaluation Report | No                           | No             | Yes (for Mainland applicants only) |
| E         | IELTS/TOEFL                           | No                           | Yes*           | If applicable*                     |
| C         | Curriculum Vitae                      | Optional                     | Optional       | Optional                           |
| R         | Reference Letter                      | Optional                     | Optional       | Optional                           |
| N         | Name Changing Proof                   | If applicable                | If applicable  | If applicable                      |
| O         | Other Certificates/Relevant Documents | If applicable                | If applicable  | If applicable                      |

` If you have requested the transcript to be sent directly from the issuing university, please provide the copy of transcript request form.

^ Applicants with Mainland qualification are required to submit the following documents in both Chinese and English for your Bachelor's degree issued by [CHSI](#) / [CSSD](#) [中国高等教育学生信息网(学信网)] with a validity period of 6 months:

- Verification Report of China Higher Education Student's Academic Transcript(s) (中國高等學校學生成績驗證報告) containing complete records of the years of study and examination results;
- Online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表);
- Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告).

\* TOEFL/IELTS official score report

- An applicant who is seeking admission on the basis of a qualification from a university or comparable institution outside Hong Kong of which the language of teaching and/or examination is not English is required to obtain one of the above examination results. *Please note that the University's TOFEL code is 9671.*
- Starting from the 2026 intake, IELTS and TOEFL tests must be taken within two years prior to September 1 of each admission year.

Remarks:

1. 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.
2. Submission of originals/certified true copies of your documents is not necessary at the time of application. You will be asked to submit the original/certified true copies when your application is accepted.
3. Submitted documents are non-returnable and will be destroyed if the application is unsuccessful.

November 2025

# THE UNIVERSITY OF HONG KONG

## Personal Information Collection Statement

1. This is a statement to inform you of your rights under the Personal Data (Privacy) Ordinance.
2. Personal information is provided by you as an applicant through the completion of application forms designated for various purposes, e.g. for admission to a programme of study, for an exchange programme, for hall admissions, and for provision of facilities or services. Data collected are used specifically for the purposes prescribed in the application forms and will serve
  - a) as a basis for selection of applicants;
  - b) as evidence for verification of the applicant's examination results, academic records and other information; and
  - c) where applicable, as part of the applicant's official student records.

In the case of (c) above, information so incorporated into student files will be used for all purposes relating to the student's studies as required by the relevant regulations and procedures of the University.

3. Personal data will be kept confidential and handled by the University's staff members. The University may transfer some of the data to an agent or other persons appointed to undertake some of its academic and administrative functions.
4. Under the provisions of the Ordinance, you have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect.
5. Applications for access to and correction of personal data should be made by using a special request form and on payment of a fee. Such applications as well as requests for information should be addressed to the Data Protection Officer, Registry, The University of Hong Kong.

### **Declaration**

1. I have noted the general points pursuant to the Personal Data (Privacy) Ordinance.
2. I authorize the University of Hong Kong to use, check and process my data as required for my application. I accept that all the data in this form and those the University is authorized to obtain will be used for purposes related to the processing and administration of my application in the university context.
3. I authorize The University of Hong Kong to obtain, and the relevant examination authorities, assessment bodies or academic institutions in Hong Kong and elsewhere to release, any and all information about my public examination results, records of studies or professional qualifications, I also authorize the University to use my data in this form for the purpose of obtaining such information.
4. I understand that upon successful application, my data will become a part of my student record and may be used for all purposes as prescribed under relevant rules and regulations as well as attendant procedures, so long as I remain student of this University.
5. I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

THE UNIVERSITY OF HONG KONG

Transcript Request Form

- I. **To the Applicant:** Applicants who did not attach their original official transcript, should complete the first part of this form and send it to the appropriate officer of institute 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 Biomedical Innovation (FT/PT\*)

\* Please delete as appropriate.

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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:

School of Biomedical Sciences  
LKS Faculty of Medicine  
The University of Hong Kong  
L1-56, 1/F, Laboratory Block  
21 Sassoon Road, Pokfulam  
Hong Kong  
(Ref.: MBioInno)