Name of Applicant: _____
Application No.: MPA_____

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Public Administration

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS DURING APPLICATION

For applicants who have applied the programme as indicated above, please follow the guidelines below:

An email notification will be sent to applicants after applicants have made an application on the Taught Postgraduate Online Application System. Please follow the instructions in the email and upload the supporting documents in pdf format for University's preliminary consideration by logging in https://tpg-admission-addon.its.hku.hk/applicant. All documents should be submitted **before** the application deadline and within four weeks from the date of the creation of your account. Application number should be included on the file name of each document. If there are further updates to your submission, you need to upload a full set of the updated documents under that particular section as the new submission will overwrite the previous submission.

For example:
1100112910_T1 (the 10 digits stand for your application number, and T1 stand for 1st submitted Transcript)
1100112910_G2 (stands for 2nd submitted Graduation Certificate)

Abbreviations for file naming:

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

Transcripts, diplomas, certificates, and other submitted documents that are not in English should be accompanied by a certified English translation produced by the issuing authority concerned.

The admission of MPA Programme is on a rolling basis, Shortlisted candidates will be invited to an interview. Therefore, supporting documents should be made available to our Department as soon as possible, preferably within one week starting from the date applicants receive the email notification, to ensure that we can review your application promptly.

Please note that applicants are **NOT REQUIRED** to submit original/certified true copies of documents to the University during the application stage. Should applicants be given a conditional offer by the University, applicants will be notified to submit the stipulated documents. 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 upon receipt of offer.

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Application Checklist of Supporting Documents

Please tick the appropriate boxes below.

☐ ☐ ☐	**Identity Documents** (i) Local applicants: Hong Kong ID Card (ii) Non-local applicants from Mainland China: Mainland ID Card/Passport (iii) Non-local applicants from other countries/regions: Passport Please refer to the Admissions Office for the categorisation of local and non-local applicants.
☐ ☐	**Official Transcripts** (i) Final transcript for a completed degree that includes the degree conferment information (ii) Latest available transcript for a degree that is currently in progress or has not yet been conferred
☐	**Institution Grading System** Transcript legends, keys or grading scales which are normally available on the back of the transcript or in the student handbook (Example: Clause TPG 9 of Regulations for Taught Postgraduate Curricula of HKU)
☐ ☐ ☐ ☐ ☐	**Degree Certificates** For applicants whose degrees have been awarded/conferred at the time of application, a copy of the Degree Certificates should be provided. In addition to the Degree Certificates, applicants are required to prepare the following document(s), if applicable: (i) For applicants whose qualifications were awarded by universities or comparable institutions in Mainland China, the following documents are required: (a) 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 (b) 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.*** (ii) For non-local applicants from Mainland China whose qualifications were awarded by overseas universities/institutions, the following document is required: (a) 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 (b) 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** (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 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. (ii) 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
☐	**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.