

**THE UNIVERSITY OF HONG KONG
LI KA SHING FACULTY OF MEDICINE
SCHOOL OF PUBLIC HEALTH**

Master of Public Health (Full-time/Part-time)

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

Please (i) upload the following supporting documents (including this completed checklist) by logging in <https://admissions.hku.hk/tpg/login.html>, AND (ii) post the original or certified true copies of the required documents to the School of Public Health [MPH Office, G/F, Patrick Manson Building (North Wing), 7 Sassoon Road, Pokfulam, Hong Kong], before the application deadline AND **within four weeks from the date of the creation of your online application account.**

You should mark your application number and full name on each document. Transcripts, diplomas, certificates and other submitted documents which are not in English should be accompanied by an officially certified translation in English. Certified translation may be provided by your home institution.

Please note that the University will **ONLY ACCEPT** originals or copies of the documents that have been duly declared as true copies before a notary public (e.g. a Commissioner for Oaths at a City District Office in Hong Kong or 公证处 for qualifications obtained in Mainland China). Copies of documents may be certified by the appropriate officials of your home institute if you are an overseas applicant. **No photocopies will be accepted.**

Documents once submitted will not be returned. They will be destroyed if the application is unsuccessful.

You are strongly advised to upload your supporting documents right after submitting your application. Late provision of supporting documents may cause delays in the processing of your application.

I attach the following documents in support of my application (please “√” tick the boxes below where appropriate):

<input type="checkbox"/>	<p>Complete official transcript of undergraduate studies (original / certified true copy)</p> <ul style="list-style-type: none"> - Applicants (including HKU graduates) should attach a copy of final transcript with a complete record of courses attended, examination results, overall result and date of award - For all current studies which have yet to be completed, applicants should attach a copy of their most up-to-date transcript - Please send the <i>Transcript Request Form</i> along with your transcript application form to the institute from which the transcript is requested, if applicable
<input type="checkbox"/>	<p>Graduation Certificate of undergraduate studies (certified true copy)ⁱ</p>
<input type="checkbox"/>	<p>TOEFL / IELTSⁱⁱ official score report (if applicable)</p> <ul style="list-style-type: none"> - for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. (The University’s TOFEL code is 9671.)
<input type="checkbox"/>	<p>Academic Referee’s Report (from two referees)</p> <ul style="list-style-type: none"> - <u>Applicants should</u> complete Section I of the standard <i>Academic Referee’s Report</i> and then send one copy of the form to each of two referees with the request that the referee completes Section II and returns the form directly to the School by post or via email - Please note that the School will NOT send invitation to the referees for completing the form
<input type="checkbox"/>	<p>Other relevant documents (please specify)</p> <ul style="list-style-type: none"> - e.g. list of publications, documentary evidence of academic awards received and professional qualifications, and summary or relevant experience

ⁱ Applicants who are seeking admission on the basis of a qualification from a university or comparable institution **in Mainland China** are required to submit the **both Chinese and English version** of the certified true copy of the:

- (a) Graduation Certificate ((毕业证书) or the valid online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表) issued by CHSI (学信网) / CHESICC (全国高等学校学生信息咨询与就业指导中心).
- (b) Bachelor Degree Certificate (学士学位证书) or the valid online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告) issued by CHSI (学信网).

Please set the validity period of the report as 6 months or the longest available.

ⁱⁱ Please delete as appropriate.

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 Public Health

(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 Public Health, The University of Hong Kong
G/F, Patrick Manson Building (North Wing)
7 Sassoon Road
Pokfulam
Hong Kong
(Ref.: MPH)

3. Please make any further comments as appropriate (e.g. applicant's suitability for the degree applied for).

4. What is your overall recommendation?

<input type="checkbox"/>	Recommend enthusiastically
<input type="checkbox"/>	Recommend strongly
<input type="checkbox"/>	Recommend
<input type="checkbox"/>	Recommend with reservation
<input type="checkbox"/>	Do not recommend

Signature of referee:

Date:

Title of referee:

Professor
 Dr.
 Mr.
 Miss
 Ms.
 Mrs.

Name of referee:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Address of referee:

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Please return this form directly by post to the School of Public Health [MPH Office, G/F, Patrick Manson Building (North Wing), 7 Sassoon Road, Pokfulam, Hong Kong], or via email (to: mphsph@hku.hk) as soon as possible.