

Application No.: _____

Full name: _____

Surname Given name

THE UNIVERSITY OF HONG KONG
Postgraduate Diploma in Education (PGDE)

Instructions for Submitting Supporting Documents

Please **upload the following supporting documents and this completed checklist** by logging on to <https://www.admissions.hku.hk/tpg/login.html> by the application deadline or within four weeks from the date of creation of your account, whichever is earlier. For each application, you are allowed to upload a maximum of 20 files of 3MB each. Your application number and name should be marked on each document.

Posting of documents is NOT required at the application stage. Should an applicant be considered for admission, he/she will receive an email notification from the Programme Office to submit the original/officially certified copy of documents (*see Note 1 below*). Please note that our request to submit documents does not necessarily mean that you will receive an offer of admission.

I have uploaded the following documents (tick the boxes below as appropriate) in support of my application:

<input type="checkbox"/>	1. This completed checklist
<input type="checkbox"/>	2. Official transcripts and certificates of undergraduate and postgraduate studies (<i>see Note 2 below</i>) (a) For qualifications attained from HKU or other institutions : transcript with a complete record of courses attended, examination results, overall result and date of award (b) For qualifications obtained in China : (i) transcript*; (ii) Bachelor's Degree Certificate* (學士學位證書); and (iii) Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表) issued by CHSI (學信網) / CHESICC (全國高等學校學生信息諮詢與就業指導中心) in both Chinese and English and set the validity period of the report as 6 months or the longest available * <i>Chinese version and English translation of the above documents certified by your home institution bearing official stamps or declared as true copies before a notary public (公證處)</i> (c) For current studies undertaken at HKU or other institutions: the most up-to-date transcript
<input type="checkbox"/>	3. For applicants from universities or comparable institutions outside Hong Kong where the <u>language of teaching and/or examination is not English</u> : TOEFL / IELTS / GCE / IGCSE (<i>please delete as appropriate</i>) official score report (<i>For admission, only TOEFL/IELTS scores recorded <u>within two years</u> before the submission date of application are considered.</i>) (HKU's TOEFL code is 9671.)
<input type="checkbox"/>	4. Certificates of HKALE and HKCEE or HKDSE (<i>for applicants for the Chinese, English, Mathematics, Economics and Science Majors</i>)
<input type="checkbox"/>	5. Appointment letter(s) or contract(s) for your current teaching position (<i>for applicants for the PGDE part-time programme</i>)
<input type="checkbox"/>	6. I have asked my home institution to send transcript(s) directly to the Faculty of Education, The University of Hong Kong. (<i>Please complete the "Transcript Request Form" and send it to the appropriate officer of the institution from which the transcript is requested.</i>)

Notes:

1. Officially certified document is a photocopy of the original document that has been duly declared as a true copy of the original document by the applicant before a notary public (e.g. the District Offices in Hong Kong) (*Please click [here](#) for details on making declarations of your documents at the [District Offices](#). Please see a declaration sample [here](#).) or certified by the appropriate official of your home institution (e.g. the Registry).*
2. Documents not in English should be accompanied by an officially certified translation into English. This will normally be provided by the Registry of the awarding institution.
3. A full set of the supporting documents should be submitted separately for applications for more than one specialism/major of the same programme, or for other programme(s) of the Faculty or HKU.
4. Reference letter is not required. You may submit one if you wish. There is no designated format for a reference letter.
5. Please do not submit non-academically related documents.
6. All documents once submitted will not be returned and will be destroyed if your application is not successful.

