

Application No.: \_\_\_\_\_

Full name: \_\_\_\_\_  
*Surname Given name*

Major applied: FT/PT  
*Please indicate primary or secondary stream, if applicable*

**THE UNIVERSITY OF HONG KONG  
FACULTY OF EDUCATION**

**Postgraduate Diploma in Education (PGDE)**

**Instructions for Submitting Supporting Documents**

An email notification will be sent to you within 48 hours 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://tpg-admission-addon.its.hku.hk/applicant> by the application deadline or within one month starting from the date you receive the email notification, whichever is earlier. Your application number should be included on the file name of each document.

For example:

1100112910\_T1 (stand for 1<sup>st</sup> submitted Transcript)

1100112910\_G2 (stand for 2<sup>nd</sup> submitted Graduation Certificate)

T: Transcript

G: Graduation Certificate

B: Bachelor Certificate

E: International English Standard

N: Name Changing Proof

O: Other Certificates

**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. HKID copy for local applicants OR passport copy (with latest visa label from Hong Kong Immigration Department, if applicable) for non-local applicants
<input type="checkbox"/>	3. Official transcripts and certificates of undergraduate and postgraduate studies ( <i>see Note 2 below</i> )  (a) For qualifications attained from <b>HKU or other institutions</b> : transcript with a complete record of courses attended, examination results, overall result and date of award (b) For qualifications obtained in <b>China</b> : (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 Chinese and English versions, 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 <b>current studies</b> undertaken at HKU or other institutions: the most up-to-date transcript
<input type="checkbox"/>	4. 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> ) <b>official score report</b>  (For admission, only TOEFL/IELTS scores recorded <u>within two years</u> before the submission date of application are considered.) (HKU's TOEFL code is 9671.)

<input type="checkbox"/>	5. <b>Certificates of HKALE and HKCEE or HKDSE</b> (for applicants for the Chinese, English, Mathematics, Economics and Science Majors)
<input type="checkbox"/>	6. <b>Appointment letter(s) or contract(s)</b> for your current teaching position (for applicants for the <b><u>PGDE part-time programme</u></b> )
<input type="checkbox"/>	7. <b>Principal's recommendation form</b> (optional and for applicants for the <b><u>PGDE part-time programme only</u></b> )
<input type="checkbox"/>	8. I have asked my home institution to send transcript(s) directly to the Faculty of Education, The University of Hong Kong. (Please complete the " <b><u>Transcript Request Form</u></b> " and send it to the appropriate officer of the institution from which the transcript is requested <u>after</u> receiving the Offer of Admission letter.)

**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.

**THE UNIVERSITY OF HONG KONG  
FACULTY OF EDUCATION**

**Postgraduate Diploma in Education (PGDE)**

**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 institution from which the transcript is requested after receiving the Offer of Admission letter.

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:

\_\_\_\_\_  
Postgraduate Diploma in Education (full-time/part-time\* programme)

**Application No.:** \_\_\_\_\_

**Major applied:**  FT/PT   
(Please indicate primary or secondary stream, if applicable)

\* 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 **one** copy of the **official** transcript together with this form directly to:

Faculty of Education  
Room 420, 4/F, Meng Wah Complex  
The University of Hong Kong  
Pokfulam Road, Hong Kong

(Please mark "PGDE" and the "Major subject applied (FT/PT)" on the envelope.)

THE UNIVERSITY OF HONG KONG  
FACULTY OF EDUCATION

Postgraduate Diploma in Education (PGDE)

Principal's Recommendation Form

[Optional and for applicants for the PGDE part-time programme only]

Application No.:

Full name (in English):

Surname      Given name

Major applied:PT

(Please indicate primary or secondary stream, if applicable)

**To be completed by the School Principal:**

I confirm that Mr/Ms\* \_\_\_\_\_ currently holds the position of \_\_\_\_\_  
\_\_\_\_\_ in my school and I recommend the applicant to pursue the  
Postgraduate Diploma in Education (PGDE) programme he/she is applying for.

\* *Please delete as appropriate*

Please provide reasons/additional information for your recommendation.

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Signature of Principal:

\_\_\_\_\_

Name of Principal:

\_\_\_\_\_

Name of School:

\_\_\_\_\_

Date:

\_\_\_\_\_

