

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

Full name: \_\_\_\_\_

*Surname Given name*

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

**Master of Arts in Teaching English to Speakers of Other Languages [MA(TESOL)]**

**Instructions for Submitting Supporting Documents**

Please **upload the following supporting documents** by logging on to <https://www.hku.hk/tpg/login.html> by the application deadline or within four weeks from the date of creation of your account, whichever is earlier. 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 Notes 1 & 2 below*). Please note that our request to submit documents does not necessarily mean that you will receive an offer of admission.

The following documents should be uploaded in support of an application during the application stage:

<p>1. Official transcripts and certificates of undergraduate and postgraduate studies (<i>see Note 3 below</i>)</p> <p>(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</p> <p>(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.</p> <p><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></p> <p>(c) For <b>current studies</b> undertaken at HKU or other institutions: the most up-to-date transcript</p>
<p>2. For applicants from universities or comparable institutions outside Hong Kong where the <u>language of teaching and/or examination is not English</u>:</p> <p><b>TOEFL / IELTS official score report</b></p> <p><i>(For admission, only TOEFL/IELTS scores recorded <u>within two years</u> before the submission date of application will be considered.) (HKU's TOEFL code is 9671.)</i></p>

**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. For applicants who wish to ask their home institution to send transcript(s) directly to the Faculty of Education, The University of Hong Kong AFTER receiving the Offer of Admission letter, please complete the "Transcript Request Form" and send it to the appropriate officer of the institution from which the transcript is requested.
3. 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.
4. 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.
5. Reference letter is not required. You may submit one if you wish. There is no designated format for a reference letter.
6. Please do not submit non-academically related documents.
7. All documents once submitted will not be returned and will be destroyed if your application is not successful.

