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

After submitting an online application, please **upload the following supporting documents** via https://sweb.hku.hk/tola/servlet/CreateUserScreen/loginForm by the application deadline or within four weeks from the date of creation of your account, whichever is earlier.

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 required documents. Please note that our request to submit documents does not necessarily mean that you will receive an offer of admission.

1. **HKID copy** for local applicants or **passport copy** for non-local applicants (with latest visa label from Hong Kong Immigration Department, if applicable).

2. **Official transcript(s) and certificate(s)** of undergraduate and postgraduate studies *(see Note 1 below)*

   (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 the **Chinese Mainland**: Verification Report of China Higher Education Student's Academic Transcript (中國高等學校學生成績驗證報告), Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表), and Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告) issued by China Higher Education Student Information (CHSI) (學信網) in Chinese and English versions with the validity period of the reports as 6 months or the longest available

   (c) For **applicants from the Chinese Mainland with overseas qualifications**: Overseas Credential Evaluation Report (國外學歷學位認證書) issued by Chinese Service Center for Scholarly Exchange (CSCSE) (教育部留學服務中心) (in addition to transcript and certificate)

   (d) For **current studies** undertaken at HKU or other institutions: The most up-to-date transcript

3. **TOEFL / IELTS official score report**

   (For applicants from universities or comparable institutions outside Hong Kong where the language of teaching and/or examination is not English, IELTS and TOEFL tests must be taken within two years prior to September 1 of each admissions year. HKU's TOEFL code is 9671.)

Notes:
1. 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.
2. 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.
3. Reference letter is not required. You may submit one if you wish. There is no designated format for a reference letter.
4. Please do not submit non-academically related documents.
5. All documents once submitted will not be returned and will be destroyed if your application is not successful.