

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

Master of Education (MEd)

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 in the following format.

T: Transcript

G: Graduate/Bachelor Certificate (*see Note 1 below*)

E: English Proficiency Test Report (*see Note 2 below*)

C: CV

O: Other Postgraduate Qualification, if any

For example:

1100112910_T1 (the 10 digits stand for your application number and T1 stands for transcript. If more than one transcript is uploaded, it should be named as T2 and so on)

1100112910_G1 (G stands for Graduation/Bachelor Certificate. If more than one certificate is uploaded, it should be named as G2 and so on)

Please do not upload non-academically related documents. Reference letter is not required.

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

Notes:

1.	Official transcripts and certificates of undergraduate studies (a) For qualifications attained from HKU or overseas 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 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 current studies undertaken at HKU or other institutions: the most up-to-date transcript
2.	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 official score report <i>(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.)</i>
3.	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) (<i>Please click here for details on making declarations of your documents at the District Offices. Please see a declaration sample here.)</i> or certified by the appropriate official of your home institution (e.g. the Registry). 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.