

Name of Applicant : \_\_\_\_\_

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

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF SOCIAL SCIENCES**

**Master of International and Public Affairs**

**INSTRUCTION OF SUBMITTING SUPPORTING DOCUMENTS**

Please upload your supporting documents for our preliminary consideration by logging in <http://www.aal.hku.hk/tpg/login.html> before the application deadline and within four weeks from the date of the creation of your account; or post the following documents directly to the Department of Politics and Public Administration, Room 963, 9/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, Hong Kong. Your application number should be marked on each document. Transcripts, diplomas, certificates and other submitted documents which are not in English should be accompanied by a certified translation in English. Certified translation may be provided by your home institution.

Enclosed (Please tick as appropriate.)

<input type="checkbox"/>	<b>Complete official transcript of undergraduate studies (original / certified true copy) *#</b> (You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)
<input type="checkbox"/>	<b>Graduate certificate of undergraduate studies (certified true copy) #</b> (Mainland China applicants should provide “學士學位證書”.)
<input type="checkbox"/>	<b>Complete official transcript of postgraduate studies (original / certified true copy) *#</b> (You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)
<input type="checkbox"/>	<b>Graduate certificate of postgraduate studies (certified true copy) #</b>
<input type="checkbox"/>	<b>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (if appropriate) *#</b> - only required from those applicants with qualifications from institutions outside Hong Kong where the language of teaching or examination is not English.
<input type="checkbox"/>	<b>List of publications/Curriculum vitae (if appropriate)</b>

\*Please delete as appropriate.

# Please note that the University will only **ACCEPT** originals or copies of the documents that have been duly declared as true copies before a notary public (e.g. a Commissioner for Oaths at a District Office in Hong Kong). Copies of documents may be certified by the appropriate officials of your home institute if you are an overseas applicant. **No photocopies will be accepted.**

Please note that the University's TOFEL code is 9671.

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF SOCIAL SCIENCES**

**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 the institution from which the transcript is requested.

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:

**Master of International and Public Affairs** (Full-time/Part-time\*)

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

Department of Politics and Public Administration  
Room 963, 9/F, The Jockey Club Tower  
Centennial Campus  
The University of Hong Kong  
Pokfulam Road  
Hong Kong  
(Ref.: MIPA)