NOTES ON SUBMISSION OF 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, CJT-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.

Please note that you are not required to submit original/certified true copy# of your documents to the University
during the application stage. Should you be given an admission offer by the University, you will receive
notification to submit certified true copy of your documents.

Enclosed (Please tick as appropriate.)

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|   | Transcript. (Please send the Cover Sheet for Transcript Submission along with your transcript
application form to the institute from which the transcript is requested, if applicable.) |
|   | Degree Certificates^ |
|   | TOEFL/IELTS* official score report (if requested). |
|   | List of publications (if appropriate). |
|   | Referees’ reports |

# 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.

^ For applicant with mainland qualification: Verification Report of Graduation Certificate issued by CHSI (学信
网) & CHESICC (全国高等学校学生信息咨询与就业指导中心) and Verification Report of the Bachelor Degree
Certificate issued by CHESICC (全国高等学校学生信息咨询与就业指导中心) & CDGDC (学位与研究生教育发
展中心) are also acceptable.

*Please delete as appropriate.

Please note that the University’s TOEFL code is 9671.
THE UNIVERSITY OF HONG KONG  
FACULTY OF SOCIAL SCIENCES  

Cover Sheet for Transcript Submission

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*)

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  
CJT-963, 9/F, The Jockey Club Tower  
Centennial Campus  
The University of Hong Kong  
Pokfulam Road  
Hong Kong  
(Ref.: MIPA)