

THE UNIVERSITY OF HONG KONG
Postgraduate Diploma in Education (PGDE)

Supporting Documents

Application No.: _____

Full name: _____
Surname *Given name*

Major: FT / PT _____

Please DO NOT upload your supporting documents to the online application system. Please submit the following required documents **BY POST, within 5 days after the online application** and in any case by the application deadline. **Underpaid mail will be rejected.** The Faculty is not responsible for any documents lost in the post.

I attach the following documents in support of my application:

<input type="checkbox"/>	For all <u>tertiary level studies</u> undertaken <i>either</i> in HKU <i>or</i> other institutions, applicants should attach original transcript or officially certified transcript (photocopy is also acceptable at the application stage) with a complete record of the course attended, examination results and date of award.
<input type="checkbox"/>	For all <u>current undergraduate studies</u> undertaking <i>either</i> in HKU <i>or</i> other institutions, applicants should attach photocopy or officially certified transcript (or examination results report on the courses attended).
<input type="checkbox"/>	For Bachelor's degree that is in a <u>top-up programme</u> and/or with advanced standing or credit transfer granted, applicants should also attach photocopy or officially certified transcript of the post-secondary qualification (e.g. associate degree, higher diploma).
<input type="checkbox"/>	For qualifications obtained in <u>China</u> , applicants should attach the original or officially certified (i) transcript; (ii) Bachelor's Degree Certificate (學士學位證書); (iii) Graduation Certificate (畢業證書); and (iv) English translation of the above documents <i>either</i> certified by your home institution bearing official stamps <i>or</i> declared as true copies before a notary public (公証處).
<input type="checkbox"/>	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 [<i>please delete as appropriate</i>] official score report (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.)
<input type="checkbox"/>	A photocopy of Certificates of HKALE and HKCEE or DSE (for applicants of Chinese, English, Mathematics Economics and Science Majors).
<input type="checkbox"/>	A photocopy of appointment letter(s) or contract(s) for your current teaching position (for applicants of PGDE part-time programme).
<input type="checkbox"/>	I have asked my home institution to send transcript(s) directly to the Faculty of Education, The University of Hong Kong. (Please complete the " Transcript Request Form " and send it to the appropriate official of your home institution.)

Notes:

1. **Our postal address:**
Faculty of Education, Room 420, 4/F, Meng Wah Complex, The University of Hong Kong, Pokfulam Road, Hong Kong [Please mark "PGDE" and the "Major subject applied (FT/PT)" on the envelope]
2. At the application stage, a photocopy of the required documents is acceptable. Successful applicants will be requested to submit the original or officially certified documents before a firm offer is given.
3. "**Officially certified**" document is a photocopy of the original document that has been **duly declared as a true copy 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](#)*) **or certified by the appropriate official of your home institution** (e.g. the Registry).
4. Documents not in English should be accompanied by an officially certified translation into English, normally by the Registry of the awarding institution.
5. A full set of the required documents should be submitted separately for applications of more than one specialism/major of the same programme, or other programme(s) of the Faculty or HKU.
6. Reference letter is not required. You may submit one if preferred. There is no designated format for this.
7. Please do not submit non-academically related documents.
8. All documents submitted will not be returned once submitted and will be destroyed if your application is not successful.

