**Instructions for Submitting Supporting Documents**

Please **upload the following supporting documents and this completed checklist** by logging on to [http://www.aal.hku.hk/tpg/login.html](http://www.aal.hku.hk/tpg/login.html) by the application deadline or within four weeks from the date of creation of your account, whichever is earlier. For each application, you are allowed to upload a maximum of 10 files of 3MB each. Your application number and name should be marked on each document.

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

I have uploaded the following documents in support of my application:

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<table>
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<tbody>
<tr>
<td>☐</td>
<td>1. This completed checklist</td>
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<tr>
<td>☐</td>
<td>2. Official transcripts and certificates of undergraduate and postgraduate studies <em>(see Note 2 below)</em></td>
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<td>(a) For qualifications attained from <strong>HKU or other institutions</strong>: transcript with a complete record of courses attended, examination results, overall result and date of award</td>
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<td>(b) For qualifications obtained in <strong>China</strong>: (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 certified by your home institution bearing official stamps or declared as true copies before a notary public (公証處)</td>
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<td>(c) For <strong>current studies</strong> undertaken at HKU or other institutions: the most up-to-date transcript</td>
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<td>3. For applicants from universities or comparable institutions outside Hong Kong where the language of teaching and/or examination is <strong>not</strong> English:</td>
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<td>TOEFL / IELTS / GCE / IGCSE (please delete as appropriate) <strong>official score report</strong></td>
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<td><em>(For admission, only TOEFL/IELTS scores recorded within two years before the submission date of application are considered.)</em> (HKU’s TOEFL code is 9671.)</td>
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<td>4. Certificates of HKALE and HKCEE or HKDSE <em>(for applicants for the Chinese, English, Mathematics, Economics and Science Majors)</em></td>
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<td>5. Appointment letter(s) or contract(s) for your current teaching position <em>(for applicants for the <strong>PGDE</strong> part-time programme)</em></td>
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<td>☐</td>
<td>6. I have asked my home institution to send transcript(s) directly to the Faculty of Education, The University of Hong Kong. <em>(Please complete the “Transcript Request Form” and send it to the appropriate officer of the institution from which the transcript is requested.)</em></td>
</tr>
</tbody>
</table>

**Notes:**

1. 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](http://www.aal.hku.hk/tpg/login.html) 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).
2. 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.
3. 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.
4. Reference letter is **not** required. You may submit one if you wish. There is no designated format for a reference letter.
5. Please do **not** submit non-academically related documents.
6. All documents once submitted will **not** be returned and will be destroyed if your application is not successful.
THE UNIVERSITY OF HONG KONG  
Faculty of Education  

Postgraduate Diploma in Education (PGDE)  

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 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:

Postgraduate Diploma in Education (full-time/part-time* programme)

Major applied: ____________________________________________  
   (Please indicate primary or secondary stream, if applicable)

* Please delete as appropriate.

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 one copy of the official transcript together with this form directly to:

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.)