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

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 20 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 (tick the boxes below as appropriate) in support of my application:

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**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.)