

Name of Applicant : _____
Application No. : MSW _____

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Social Work

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. 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. Once the applicants accept the verbal offer, they are required to post the original/certified true copy of the following documents directly to the Department of Social Work and Social Administration, Room 534, 5/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, Hong Kong (Please mark “MSW – Ref (2019-20)” on the envelope) within one week.

Enclosed (Please tick as appropriate.)

<input type="checkbox"/>	Complete official transcript of undergraduate studies (original / certified true copy) *# (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"/>	Graduate certificate of undergraduate studies (certified true copy) # (Mainland China applicants should provide “學士學位證書”)
<input type="checkbox"/>	Reference reports (from two referees) (You may complete the Reference Report Form below and send it to the referees.)
<input type="checkbox"/>	TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report *# (if appropriate) (Only for applicants with qualification from a university outside Hong Kong where the language of teaching and examination is not in English.)
<input type="checkbox"/>	Other relevant documents (please specify) (Maximum 10 pages)

* 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 Social Work _____ (Full-time/Part-time*)

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

Department of Social Work and Social Administration
Room 534, 5/F, The Jockey Club Tower
Centennial Campus
The University of Hong Kong
Pokfulam Road
Hong Kong
Re: MSW - Ref (2019-20)

THE UNIVERSITY OF HONG KONG
Confidential Report by a Referee*

To Applicant: You should fill in your name and send it to your referee. The report can be provided by an academic referee or supervisor of your work.

Name of Applicant: _____
(Full name in block letters, surname first)

Programme Applied: **Master of Social Work (Full-time/Part-Time)**

To Referee: The applicant named above has applied for admission to MSW programme at The University of Hong Kong. Please complete the relevant parts of the Report as appropriate, and return it to the following address **by 11:59 pm, November 18, 2018 (main round) and by 12:00 noon, February 28, 2019 (second round):**

Department of Social Work and Social Administration
Room 534, 5/F, The Jockey Club Tower
Centennial Campus
The University of Hong Kong
Pokfulam Road, Hong Kong
Re: MSW – Ref (2019-20)

Personality and Abilities

1. Please assess the candidate with reference to the following aspects by putting a tick in the boxes.

	Excellent (Top 5%)	Very Good (Next 10%)	Good (Next 15%)	Average (Next 30%)	Fair (Bottom 30%)	Cannot Judge
Intellectual ability (intelligence and general ability to succeed in academic effort)						
Communication skills – oral (ability to express ideas effectively, to carry on a conversation, and to be a good listener)						
Communication skills - written (ability to write clearly and express ideas effectively)						
Perseverance (stamina, endurance, persistence despite difficulties, determination)						
Reliability (dependency, accuracy, sense of responsibility, promptness, conscientiousness)						
Judgment (ability to analyze a problem, common sense, decisiveness)						
Interpersonal relations (ability to get along with others, rapport, cooperativeness)						
Maturity (personal development, ability to cope with life situations)						

* Under the provisions of the Personal Data (*Privacy*) Ordinance, information contained in this report will be released to the applicant upon request.

2. Please give your views on the candidate's aptitude for, and interest in the Master of Social Work Programme. A general profile of the candidate, including areas of strength and weakness, may also be included here.

3. In the space below, please add any comments you think will be of assistance in assessing the applicant.

Name of Referee: _____ Name of School/Institution : _____

Please affix official seal whenever appropriate

Position held: _____ Relationship with applicant: _____

Signature: _____ Date: _____