

Name of Applicant : \_\_\_\_\_  
Application No. : MATPP \_\_\_\_\_

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF SOCIAL SCIENCES**

**Master of Arts in Transport Policy and Planning**

**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; or post the following documents directly to the Department of Geography, Room 1023, 10/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, Pokfulam, 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.

Enclosed (Please tick as appropriate.)

<input type="checkbox"/>	<b>Complete official transcript of undergraduate studies (original / certified true copy) *#</b> (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"/>	<b>Graduate certificate of undergraduate studies (certified true copy) #</b> (Mainland China applicants should provide “學士學位證書”)
<input type="checkbox"/>	<b>Complete official transcript of postgraduate studies (original / certified true copy) *#</b> (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"/>	<b>Graduate certificate of postgraduate studies (certified true copy) #</b>
<input type="checkbox"/>	<b>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (if appropriate)*#</b> - only required from those applicants with qualifications from institutions outside Hong Kong where the language of teaching and examination is not English.
<input type="checkbox"/>	<b>Academic/ professional referee's report (if appropriate)</b>

\* 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 Arts in Transport Policy and Planning**

(1-year Full-time/2-year Part-time/3-year Part-time\*)

\* Please delete as appropriate.

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- 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 Geography  
Room 1023, 10/F  
The Jockey Club Tower  
Centennial Campus  
The University of Hong Kong  
Pokfulam Road  
Hong Kong  
(Ref.: MATPP)

Application Number:
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**THE UNIVERSITY OF HONG KONG  
FACULTY OF SOCIAL SCIENCES  
MASTER OF ARTS IN TRANSPORT POLICY & PLANNING**

**ACADEMIC/PROFESSIONAL REFEREE'S REPORT**

**Instructions to applicant:** You should (a) print a hard copy of this Report, (b) complete Section I of the Report, and (c) send one copy of this form to each of two referees with the request that the referee completes Section II and returns the form directly to the Department of Geography, The University of Hong Kong before the application deadline. Alternatively, the referee may return the completed report to you in a signed and sealed envelope, and you can send the unopened envelope to the Department of Geography.

**Instructions to referee:** The applicant named below is applying for admission to the degree programme indicated. Kindly complete Section II of this report and return it by post directly to the Department of Geography, The University of Hong Kong, Pokfulam Road, Hong Kong as soon as possible. Please mark on the envelope "MA in Transport Policy and Planning, Referee's Report." Alternatively, you may return the completed report to the applicant in a signed and sealed envelope. All information given here will be treated as strictly confidential. It will be used only for the purpose of determining whether the candidate will be admitted; and it will be accessible only to those responsible for processing the application. The reference will be destroyed after that decision has been made. The University will be most grateful for your full and candid assessment.

**Section I** (to be completed by the applicant)

Name of applicant (surname):																																					
(given names):																																					

Programme applied for:                    Master of Arts in Transport Policy & Planning

Department offering the programme:    Department of Geography

**Section II** (to be completed by the referee)

1.     How long have you known the applicant? \_\_\_\_\_  
  
          In what capacity have you known the applicant? \_\_\_\_\_
2.     How would you rate the applicant's ability to carry out postgraduate study at the level applied for?  
(Please tick as appropriate)

	<b>Excellent</b>	<b>Good</b>	<b>Adequate</b>	<b>Less than adequate</b>	<b>No basis for judgment</b>
Analytical and reasoning ability					
Imagination and originality					
Motivation					
Skills of writing and argumentation					
Oral presentation skill					
Organizational ability					
Capacity for independent work					
Intellectual ability overall					

3.     Compared with other students you have taught, how would you rate the applicant's intellectual achievement?    (Please tick as appropriate)

Top 10%	Next 20%	Next 40%	Next 20%	Bottom 10%

4. Please make any further comments on the applicant's strengths and weaknesses as appropriate.

5. What is your overall recommendation?

- Recommend enthusiastically
- Recommend strongly
- Recommend
- Recommend with reservation
- Do not recommend

Signature of referee:	Date:
Title of referee:	<input type="checkbox"/> Professor <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
Name of referee:	
Email address:	
Address of referee:	
	P O S T A L   C O D E

Please return this form to **the Department of Geography, The University of Hong Kong, Pokfulam Road, Hong Kong** as soon as possible.