

Application No.: \_\_\_\_\_ (FT)

\_\_\_\_\_ (PT)

**THE UNIVERSITY OF HONG KONG**  
**Postgraduate Certificate in Laws (PCLL)**

**NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS**

Please send **by registered post** the following required documents along with the checklist below directly to the PCLL Admissions Office, Department of Professional Legal Education, the Faculty of Law, The University of Hong Kong, 10/F., Cheng Yu Tung Tower, Centennial Campus, Pokfulam Road, Hong Kong, by the Transcript Deadline Date. 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 / To Follow **(Please tick as appropriate.)**

Original or officially certified copies\* of academic transcript(s) of undergraduate and/or postgraduate studies.

- Transcript 1: \_\_\_\_\_ from \_\_\_\_\_  
  Transcript 2: \_\_\_\_\_ from \_\_\_\_\_  
  Transcript 3: \_\_\_\_\_ from \_\_\_\_\_

*Please complete and send the Transcript Request Forms along with your transcript application form to the appropriate officer of the institute from which the transcript is requested, if applicable.*

Officially certified copies\* of graduation certificate of undergraduate and/or postgraduate studies.

- Certificate 1: \_\_\_\_\_ from \_\_\_\_\_  
  Certificate 2: \_\_\_\_\_ from \_\_\_\_\_  
  Certificate 3: \_\_\_\_\_ from \_\_\_\_\_

Original or officially certified copies\* of the Results Notice(s) issued by PCLL Conversion Examination Board.

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|------------------------------|--------------------------|-------------------------|--------------------------|
| Civil Procedure              | <input type="checkbox"/> | Commercial Law (Part A) | <input type="checkbox"/> |
| Criminal Procedure           | <input type="checkbox"/> | Commercial Law (Part B) | <input type="checkbox"/> |
| Business Associations        | <input type="checkbox"/> | Commercial Law (Part C) | <input type="checkbox"/> |
| Evidence                     | <input type="checkbox"/> |                         |                          |
| *****                        |                          |                         |                          |
| Hong Kong Constitutional Law | <input type="checkbox"/> |                         |                          |
| Hong Kong Legal System       | <input type="checkbox"/> |                         |                          |
| Hong Kong Land Law           | <input type="checkbox"/> |                         |                          |

- Original or officially certified copies\* of the Result for Evaluation of PCLL Conversion Examination issued by PCLL Conversion Examination Board.
- Original or officially certified copies of IELTS official score report\*
- Personal statement (Re-submission is not necessary if you have filled the Personal Statement via the online application)
- Photocopy of HKID card/passport
- Other documents\* (if any; please specify):

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# 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, a solicitor or other person who can administer oaths e.g. a Commissioner for Oaths. A declaration before a Commissioner for Oaths at a Public Enquiry Service Centre of the Home Affairs Department in Hong Kong (that the copies provided are true copies of the originals) is also acceptable. Copies of documents may be certified by the appropriate officials of your home institution if you are an overseas applicant. Academic transcripts sent directly from the awarding institution and bearing a certification stamp or chop will also be accepted.

**No uncertified photocopies will be accepted.**

