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.

- Civil Procedure
- Criminal Procedure
- Business Associations
- Evidence
- Hong Kong Constitutional Law
- Hong Kong Legal System
- Hong Kong Land Law

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):

# 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.

All application forms and supporting documents submitted are non-returnable. If your application is unsuccessful, all documents will be destroyed after the admission period.
THE UNIVERSITY OF HONG KONG

Transcript Request Form

I. **To the Applicant:** You are *strongly* encouraged to send us a complete application as soon as possible as it can help us expedite the application review process. Applicants who did not attach their original official transcript(s) and would like the institution to send it (them) directly to us 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:

**Postgraduate Certificate in Laws**
   (Application No.: __________)  ) FT
   (Application No.: __________)  ) PT

* Please delete as appropriate.

II. **To the Officer responsible for issuing transcripts:** The applicant named above has applied for admission to the Postgraduate Certificate in Laws (PCLL) programme at The University of Hong Kong. Please send one copy of the official transcript together with this form directly to:

   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.