

Name of Applicant: _____
Application No.: MScUP _____

THE UNIVERSITY OF HONG KONG

Master of Science in Urban Planning

SUPPORTING DOCUMENTS

Please post the following required documents, except reference letters, directly to the Faculty of Architecture, The University of Hong Kong, Pokfulam Road, Hong Kong by the application deadline. 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.)

- Originals or certified true copies of academic transcripts#. You may complete the Transcript Request Forms below and send it to the institute from which the transcript is requested, if applicable.
- TOEFL/IELTS* official score report (if appropriate).
- **Two letters of reference, preferably one by previous teacher and one by professional employer. At least one academic reference is required. (Undergraduates with no working experience can nominate two academic referees. Referees' reports constitute a very important part of the assessment. Friends and relatives' reference letters will NOT be considered.) Referees should use and submit the designated form via an online system. Referees should complete an online evaluation form in addition to submitting a signed soft-copy (PDF) letter of recommendation with their institutional/company letterhead via the online system.
- List of publications (if appropriate)
- Original Statement of Proof that the language of instruction is conducted entirely in English (if appropriate)
- Correspondence address labels (see below)
- Hong Kong Identity Card copy (for local students) / Passport copy (for non-local students)

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 City 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 delete as appropriate. **Please note that the University's TOFEL code is 9671.**

****Detailed soft-copy submission guidelines and login details will be sent to the referees respectively via email within one day upon completion of online application. It is crucial that the applicants have to input accurate information on their online application form. Any inaccurate information may cause email delivery failures and unavailable access to online submission systems. All application materials should be submitted by 12:00 noon (HKT), 31 January 2019.**

THE UNIVERSITY OF HONG KONG

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 institute 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 Science in Urban Planning – Part Time

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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:

Faculty of Architecture
The University of Hong Kong
Pokfulam Road
Hong Kong
(Ref.: MSc in Urban Planning – Part Time)

Please fill in the following correspondence address labels (applicant only):

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
_____	_____
_____	_____

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
_____	_____
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