

THE UNIVERSITY OF HONG KONG
Master of Education (MEd)

Instructions for Submitting Supporting Documents

Posting of documents is NOT required during the application stage.

Please upload your supporting documents for our preliminary consideration by logging in <http://www.aal.hku.hk/tpg/login.html> by the application deadline or within four weeks from the date of creation of your account, whichever is earlier. For each application, you are allowed to upload a maximum of 10 files of 3MB each. Your application number should be marked on each document.

- Official transcript of your undergraduate and/or postgraduate studies, if applicable.

Current undergraduate students may upload the interim transcript showing the results of courses that you have completed so far. Documents not in English should be accompanied by an officially certified translation into English, normally by the Registry of the awarding institution.

- Official certificate of your undergraduate and/or postgraduate studies, if applicable.

For qualification obtained in mainland China, the required documents include (i) Bachelor's Degree Certificate (學士學位證書); (ii) Graduation Certificate (畢業證書); and (iii) English translation of documents provided by your home institution.

- English proficiency test report, e.g. IELTS, TOEFL (only for applicants with qualifications from institutions outside Hong Kong of which the language of instruction and/or examination is not English).
- A Curriculum Vitae (CV) with your reasons for applying.

Please DO NOT upload other documents such as non-academic credentials or reference letters. The MEd Programme Office will contact you via email when further information is required.

Should an applicant be shortlisted, he/she will receive an email notification from the MEd Programme Office for the need to submit the original/certified true copy* of documents within one week of notification.

** The University will only ACCEPT originals or copies of the documents that have been duly declared as true copies before a notary public. "Officially certified" document is a photocopy of the original document that has been duly declared as a true copy before a notary public (e.g. the District Offices in Hong Kong) or certified by the appropriate official of your home institution (e.g. the Registry).*

If you need to submit a hard copy of your transcript upon receiving our notification, you may complete the Transcript Request Form and send it to the institution from which the transcript is requested.

The documents once submitted will not be returned, and will be destroyed after the admission exercise.

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 Education programme (full-time/part-time) [please delete as appropriate]

Specialism applied: _____

Application no.: MEd _____

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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 Education, Room 420, 4/F, Meng Wah Complex, The University of Hong Kong,
Pokfulam Road, Hong Kong (Attention to “MEd”)

香港薄扶林道，香港大學明華綜合大樓四樓420室 (教育學碩士課程收生組收)