

Name of Applicant: \_\_\_\_\_

Application No. : MSocSc \_\_\_\_\_

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

**Master of Social Sciences in the field of Counselling**

**INSTRUCTION OF SUBMITTING SUPPORTING DOCUMENTS**

Please post the following documents directly to the Department of Social Work and Social Administration, Room 534, 5/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 Forms 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 Forms 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 for applicants with qualifications from institutions outside Hong Kong where the language of teaching and examination is not English.)
<input type="checkbox"/>	<b>Two reference letters</b> (i.e., one letter about the applicant's academic ability to pursue graduate studies at the master's level; another letter on the applicant's character, interpersonal skills and personal integrity to become a counsellor)

\*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 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 note that the University's TOFEL code is 9671.

