

Name of Applicant : _____
Application No. : MSocSc_____

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Social Sciences in the field of Criminology

INSTRUCTION OF SUBMITTING SUPPORTING DOCUMENTS

Please post the following required documents directly to the Department of Sociology, Room 928, 9/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, Pokfulam, Hong Kong by the application deadline. Your name and 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"/>	Two referees' reports using the standard form provided (Your academic/professional referees should be two persons who can provide referee's report for your suitability for study leading to a higher degree, particularly with regard to this course you have chosen. One of the referees should be your present employer if you are working.)
<input type="checkbox"/>	Complete official transcript of undergraduate studies (original / certified true copy) ** (You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)
<input type="checkbox"/>	Graduate certificate of undergraduate studies (certified true copy) # (Mainland China applicants should provide “學士學位證書”.)
<input type="checkbox"/>	Complete official transcript of postgraduate studies (original / certified true copy) ** (You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)
<input type="checkbox"/>	Graduate certificate of postgraduate studies (certified true copy) #
<input type="checkbox"/>	TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report (if appropriate)** - only required from those applicants with qualifications from institutions outside Hong Kong where the language of teaching or examination is not English.

*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 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.

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

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 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:

Master of Social Sciences in the field of Criminology (Full-time/Part-time)*

* Please delete as appropriate.

- 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:

Department of Sociology
Room 928, 9/F, The Jockey Club Tower
Centennial Campus
The University of Hong Kong
Pokfulam Road
Hong Kong
(Ref.: MSocSc(Crim))

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Referee's report (Master of Social Sciences in the field of Criminology)

To the applicant:

Name	Surname	First Name
<hr/>		
Application No.	<hr/>	
(as in your ID card/passport)		
Correspondence Address	<hr/>	
<hr/>		

It may help you to meet deadlines if you indicate to your referee the date by which you must receive this form (see below*). Be sure to give both the form and an envelope to your referee. Address the envelope to yourself. The sealed envelope is to be sent to the Department of Sociology (Room 928, 9/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, Hong Kong) with your other application materials. The comments will be used for admissions purposes only and will not become part of your permanent file.

To the referee:

The person named above has applied for admission to **Master of Social Sciences in the field of Criminology** at The University of Hong Kong. The Admissions Committee attaches considerable weight to the statements made by the referees the applicant has selected. You will greatly assist the members of the Committee and the applicant by completing this form. It is recommended that you keep a copy for your files in case the original might be lost in the mail. The Committee is aware of the time necessary to prepare such an assessment and gratefully acknowledges your help. The comments will be used for admissions purposes only and will not become part of a student's permanent file. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to their personal data. We would be pleased to provide you with additional information about our Programme if it will assist in any way.

Please return the form in the envelope addressed to the applicant after sealing and signing your name across the flap. Alternatively, you can send the completed form to the Department of Sociology (Room 928, 9/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, Hong Kong) directly.

* The applicant requests that you return the form to him/her by _____
(date to be filled in by applicant)

Name of referee	<hr/>
Position/Title	<hr/>
School/Firm	<hr/>
Address	<hr/>

1. How long have you known the applicant and in what context? Please comment on the frequency of your interaction.

2. What are the applicant's principal strengths?

3. In what areas can the applicant improve?

4. In your opinion, has the applicant given careful consideration to his or her plans for entry into the Master of Social Sciences in Criminology?

5. Please use the following scale to compare the applicant with others* you have known during your professional career.

* Indicate the peer reference group to which the applicant is compared: _____

	Outstanding Top 5%	Excellent Top 10%	Above Average Top 25%	Average Top 50%	Below Average Bottom 50%	Unable to Judge
Intellectual ability						
Analytical ability						
Leadership skills						
Ability to work with others						
Compassion						
Self confidence						
Maturity						
Initiative						
Creativity						
Persistence and drive						
Oral communication skills						
Written communication skills						
Overall Rating of Candidate						

6. Please comment on the ratings above and feel free to make additional statements concerning the applicant's accomplishments, managerial potential, and other personal qualities. Attach an additional sheet if necessary.

Signature _____ Date _____

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FACULTY OF SOCIAL SCIENCES

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Signature _____ Date _____