THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Master of Social Sciences in the field of Social Service Management

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.)

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>Complete official transcript of undergraduate studies</td>
<td>(original / certified true copy) *#</td>
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<tr>
<td>Graduate certificate of undergraduate studies</td>
<td>(original / certified true copy) #</td>
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<tr>
<td>Complete official transcript of postgraduate studies</td>
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<td>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report</td>
<td>(if appropriate) *#</td>
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<td>Reference letter from employer</td>
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* 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.

^ For applicant with mainland qualification: Verification Report of Graduation Certificate issued by CHSI (学信网) & CHESICC (全国高等学校学生信息咨询与就业指导中心) and Verification Report of the Bachelor Degree Certificate issued by CHESICC (全国高等学校学生信息咨询与就业指导中心) & CDGDC (学位与研究生教育发展中心) are also acceptable.

Please note that the University’s TOEFL code is 9671.
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 Social Service Management  (Part-time)

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 Social Work & Social Administration  
Room 534, 5/F, The Jockey Club Tower  
Centennial Campus  
The University of Hong Kong  
Pokfulam Road  
Hong Kong  
(Ref.: MSocSc (Social Service Management))