

THE UNIVERSITY OF HONG KONG

Master of Buddhist Counselling Programme

Notes on Submission of Supporting Documents

Please upload the following required documents and this checklist for our preliminary consideration by logging in <http://www.aal.hku.hk/tpg/login.html> before the application deadline and within four weeks from the date of the creation of your application account; or post the following required documents and this checklist directly to the **Centre of Buddhist Studies, Room 4.15, 4/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, 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 an officially certified translation in English. Certified translation may be provided by your home institution.

Please note that you are not required to submit original/certified true copy of your documents to the University during the application stage. Should you be given an admission offer by the University, you will receive notification to submit certified true copy of your documents^{1,2,3}.

I attach the following documents in support of my application:

<input type="checkbox"/>	For all undergraduate and postgraduate qualifications attained from HKU , applicants should attach a copy of final transcript with complete record on courses attended, examination results, overall result and date of award.
<input type="checkbox"/>	For all undergraduate and postgraduate qualifications attained from institutions other than HKU , applicants should attach copies of graduation certificate and final transcript with complete record on courses attended, examination results, overall result and date of award.
<input type="checkbox"/>	For all current studies undertaken either in this University or other institutions which have yet to be completed, applicants should attach a copy of their most up-to-date transcripts.
<input type="checkbox"/>	TOEFL / IELTS [<i>please delete as appropriate</i>] official score report for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. Applicants who took the TOEFL should request the Educational Testing Service (ETS) to send an official score report to the Centre of Buddhist Studies (University's TOEFL code: 9671) directly. Original/certified copy of the examinee's score record will not be accepted.
<input type="checkbox"/>	I have asked my home institutions to send transcripts directly to the Centre of Buddhist Studies. (Please complete the attached "Transcript Request Form" and send it to the appropriate officer of institution from which the transcript is issued.)

Notes

- All documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.
- For qualifications obtained in China, (i) officially certified copies of Certificate of Bachelor's Degree (學士學位證書) and Graduation Diploma (畢業證書), and (ii) an official transcript in Chinese accompanied by certified translation in English by the issuing institution are required.
- Certified copy of academic document can be arranged by (i) a notary public (e.g. a Commissioner for Oaths at a District Office in Hong Kong); or (ii) your home institution if you are an overseas applicant.

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Transcript Request Form

- I. **To the Applicant:** Applicant who has not attached an 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 Buddhist Counselling _____

(Mode of Study: FT/PT*)

** Please delete as appropriate*

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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:

MBC Programme Office (tel. no. 3917 5075)
Centre of Buddhist Studies
Room 4.15, 4/F, The Jockey Club Tower
Centennial Campus
The University of Hong Kong
Pokfulam
Hong Kong
(Ref.: MBC)