THE UNIVERSITY OF HONG KONG

Master of Science in Urban Planning (ADB Scholarship)

SUPPORTING DOCUMENTS

Please post the following required documents, except reference letters, directly to the Faculty of Architecture, The University of Hong Kong, Pokfulam Road, Hong Kong by the application deadline. 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.)

- Originals or certified true copies of academic transcripts#. You may complete the Transcript Request Forms below and send it to the institute from which the transcript is requested, if applicable.

- TOEFL/IELTS* official score report (if appropriate).

- **Two letters of reference, preferably one by previous teacher and one by professional employer. At least one academic reference is required. (Undergraduates with no working experience can nominate two academic referees. Referees’ reports constitute a very important part of the assessment. Friends and relatives’ reference letters will NOT be considered.) Referees should use and submit the designated form via an online system. Referee should complete an online evaluation form in addition to submitting a signed soft-copy (PDF) letter of recommendation with their institutional/company letterhead via the online system.

- List of publications (if appropriate)

- Original Statement of Proof that the language of instruction is conducted entirely in English (if appropriate)

- Correspondence address labels (see below)

- Information Sheet

  Certificate of Employment (for the last 5 years issued by the company preferably with letter head/logo)
  - including start date and end date of employment

  Certificate of Annual Income of Applicant (issued by the company preferably with letter head/logo)
  - latest income Tax Return is also acceptable
Certificate of family income (issued by the company preferably with letter head/logo)
- if status is unemployed, retired or deceased, an authenticated supporting document must be submitted

Applicant’s Income Information

Passport copy of Applicant

# 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 delete as appropriate.

**Detailed soft-copy submission guidelines and login details will be sent to the referees respectively via email within one day upon completion of online application. It is crucial that the applicants have to input accurate information on their online application form. Any inaccurate information may cause email delivery failures and unavailable access to online submission systems. All application materials should be submitted by 12:00 noon (HKT), 28 February 2019.**
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 Science in Urban Planning for ADB Scholarships (Full-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:

Faculty of Architecture  
The University of Hong Kong  
Pokfulam Road  
Hong Kong  
(Ref.: MSc in Urban Planning)
Please fill in the following correspondence address labels (applicant only):

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<thead>
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<th>Name:</th>
<th>Name:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>Address:</td>
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<td>Address:</td>
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# INFORMATION SHEET
(to be sent to Institution you are applying to)

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality:</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Sex: Male/ Female</td>
<td>Age:</td>
</tr>
</tbody>
</table>

**Home Address:**
- Street: 
- City: 
- State/Province: 
- Home Country: 
- Home Phone: 
- Mobile: 
- Email: 

**Current Address:**
- Street: 
- City: 
- State/Province: 
- Current Country: 
- Phone: 
- Mobile: 
- Email: 

**Office Address:**
- Street: 
- City: 
- State/Province: 
- Business Country: 
- Office Phone: 
- Mobile: 
- Office Email: 

**Proposed Study Plan:**
- Degree: 
- Field of Study: 
- Expected Commencement Date: 
- Are you applying to other Institutions? If so, which? Yes/No: 
- Name of Institution: 

**Academic Background (include course you are currently enrolled in, if applicable):**
- Degree Obtained: 
- Field of Study: 
- Year Started: 
- Year Completed: 
- Name of Institution: 
- Location: 
- Language of Instruction Used: 
- Honor(s) received:
Degree Obtained:  
Field of Study:  
Year Started:  
Year Completed:  
Name of Institution:  
Location:  
Language of Instruction Used:  
Honor(s) received:  

Have you been awarded an ADB-JSP Scholarship?  
☐ Yes  
☐ No  

Degree:  
Field of Study:  
University:  
Awarded Period (Month & Year)  
From:  
To:  

<table>
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<tr>
<th>English Proficiency</th>
<th>Reading</th>
<th>Writing</th>
<th>Speaking</th>
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<tbody>
<tr>
<td>Very Good</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Good</td>
<td>□</td>
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<tr>
<td>Fair</td>
<td>□</td>
<td>□</td>
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Professional History:  

Present Employer:  
Position:  
Company:  
Nature of Work:  
Industry:  
Products/Services:  
Sector:  
☐ International Organization  
☐ Private  
☐ Public  
☐ Non-profit  
Date of Employment (Month & Year)  
From:  
To:  
Annual Salary (in US$):  
Annual Family Income (in US$):  

(Please attach your latest Certificate of Employment Indicating Annual Salary/Monthly Salary with signature/stamp. For Annual Family Income, submit Certificate of Employment of both parents/spouse (if married). For parents who are retired, deceased or unemployed, kindly submit Certificate issued by a local agency, company or government with signature/stamp whichever is applicable.)

Previous Employers: Begin with your most recent employment excluding present employer. Use separate sheet if the space provided is not sufficient.

Position:  
Company:  
Nature of Work:  
Date of Employment (Month & Year)  
From:  
To:  
Annual Salary (in US$):  

Position:  
Company:  
Nature of Work:  
Date of Employment (Month & Year)  
From:  
To:  
Annual Salary (in US$):  

Position:  
Company:  
Nature of Work:  
Date of Employment (Month & Year)  
From:  
To:  
Annual Salary (in US$):  

Position:  
Company:  
Nature of Work:  
Date of Employment (Month & Year)  
From:  
To:  
Annual Salary (in US$):  

Position:  
Company:  
Nature of Work:  
Date of Employment (Month & Year)  
From:  
To:  
Annual Salary (in US$):
| Position:                  |
| Company:                  |
| Nature of Work            |
| Date of Employment (Month & Year) From: To: |
| Annual Salary (in USS):   |

| Position:                  |
| Company:                  |
| Nature of Work            |
| Date of Employment (Month & Year) From: To: |
| Annual Salary (in USS):   |

| Total Work Experience: Year(s): & Month(s): Year(s) in Supervisory Level: (if applicable) |

While the Scholarship will provide most of your financial requirements during the study period, what other additional resources do you have if you may need them?

Why do you want to undertake this particular area of study at this institution?

(Attach copies of academic records and mail this form to the institution where you wish to study. The institution will advise you whether or not your application qualifies for further screening.)
Applicant’s Income Information

Please fill in your/family’s financial details and submit supporting documentary proof. Applicants who do not submit valid documentary proof will not be considered for the Asian Development Bank-Japan Scholarship Programme.

Applicant’s name: ...........................................................................................................
Applicant’s Annual Gross Income: _______________ ( ___________ : currency unit) ......(1)
Details if any:

Exchange Rate: 1 USD = ___________ ( ___________ : currency unit) ..................(2)
Applicant’s Annual Gross Income in USD: __________________________ (USD) ..........(1) ÷ (2)

If the applicant is single,

Applicant’s father’s name: ..........................................................................................
His Annual Gross Income: _______________ ( ___________ : currency unit) ......(3)
Details if any:

Applicant’s mother’s name: ..........................................................................................
Her Annual Gross Income: _______________ ( ___________ : currency unit) ......(4)
Details if any:

Their Total Gross Income in USD: __________________________ (USD) ...... ((3)+(4)) ÷ (2)

If the applicant is married,

Applicant’s spouse’s name: ..........................................................................................
His/her Annual Gross Income: _______________ ( ___________ : currency unit) ......(5)
Details if any.

His/her Gross Income in USD: __________________________ (USD) .....................(5) ÷ (2)