THE UNIVERSITY OF HONG KONG

Master of Science in Urban Planning (ADB Scholarship)

SUPPORTING DOCUMENTS

Please submit soft-copies and hard-copies of the following documents according to the instructions below:

1. For soft-copies, after submitting an online application via the University’s online application system (https://aal.hku.hk/tpg/programme-list-2021), within one day, applicants will receive an email from the Faculty with login ID and password to access the Faculty’s MSc(UrbanPlanning) ADB Scholarship Application Documents Submission System (https://extranet.ad.arch.hku.hk/Admission/MUPADB). Please upload the below list of supporting documents to the MSc(UrbanPlanning) ADB Scholarship Application Documents Submission System by **12:00 noon (GMT+8), 28 February 2020**. Please do not encrypt the supporting documents.

   a) HKID copy (with watermark) for local applicants or passport copy for non-local applicants
   b) Curriculum vitae (inclusive of publications and academic awards, if any)
   c) Official academic transcripts
   d) Graduation certificate (if any)
   e) Test Report of the Test of English as a Foreign Language (TOEFL), or International English Language Testing System (IELTS) (if you have not been studying in the university in which the courses are taught in English).
   f) Original Statement of Proof that the language of instruction is conducted entirely in English (if appropriate)
   g) Information Sheet (template as attached)
   h) Applicant’s Income Information (template as attached)
   i) 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
   j) Certificate of Annual Income of Applicant (issued by the company preferably with letter head/logo), latest income Tax Return is also acceptable
   k) 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

For hard-copies, please send the aforementioned documents to:
Ms Heidi Leung, Faculty of Architecture, The University of Hong Kong, 4/F Knowles Building Pokfulam Road, Hong Kong.

2. Applicants have to appoint 2 referees, preferably one previous teacher and one professional employer, via the University’s online application system (https://aal.hku.hk/tpg/programme-list-2021). At least one academic reference is required.

   Both of your referees will be requested to complete an online referee report and upload a reference letter via a separate email sent by the Faculty.

   (Undergraduate 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.)

** It is crucial that applicants have to input accurate information into the University’s on-line application system. Any inaccurate information may cause email delivery failure and unavailable access to the Faculty’s submission systems.