

Name of Applicant: _____
(Surname) (First Name)

Application No. : MScEM _____

THE UNIVERSITY OF HONG KONG

**Master of Science in Environmental Management
(Part-time / Full-time*)**

SUPPORTING DOCUMENTS

Please upload the following required documents (including 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 account; or post, as appropriate, the following documents (including this checklist) directly to the School of Biological Sciences, The University of Hong Kong, Pokfulam Road, Pokfulam, 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.

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 copy of your documents.

There is no need to email us to confirm your on-line submission. Once you have received a confirmation number through email from the system, it means that your application has been received. If there are missing documents, we will email you and ask for them.

Enclosed (Please tick as appropriate)

- Transcripts (including HKU graduates). You may complete the Transcript Request Forms below and send it to the institute from which the transcript is requested, if applicable.
- Degree Certificates
- TOEFL/IELTS * official score report (if requested)
- List of publications (if appropriate)
- Referees' reports (Please use the standard form below)

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.

*Please delete as appropriate. **Please note that the University's TOFEL code is 9671.**

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 Environmental Management (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 taught postgraduate programme at The University of Hong Kong. Please send a copy of the **official** transcript together with this form directly to:

School of Biological Sciences
The University of Hong Kong
Pokfulam Road
Hong Kong
(Ref.: MSc in Environmental Management)

THE UNIVERSITY OF HONG KONG

Master of Science in Environmental Management

Referee Report

To the applicant : Please fill in your name on the line provided below. Give one such form to each of your two referees and ask them to return the form either by email (biotpg@hku.hk) or by post to School of Biological Sciences.

Name of applicant : Mr./Mrs./Ms./Miss* _____
Block capitals, surname first and underlined

To the referee: The applicant has given us your name as someone who would be prepared to write a reference in connection with his/her application for admission to the Master of Science in Environmental Management. The Admissions Committee would be most grateful if you would complete the information below, and state overleaf your views of the applicant's capabilities for undertaking this degree. Please accept our thanks in advance. The applications will be considered immediately until all places are filled. To ensure that the application can be given due consideration, it would be appreciated to receive an early response of your reference and not later than the closing date. The closing dates for non-local and local applications are April 30, 2019 and June 28, 2019 respectively. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to their personal data, including referee reports.

It might be helpful for you to know a little about the programme: It is a one-year full-time or two-year part-time, interdisciplinary postgraduate degree. Students from a wide variety of backgrounds, including Engineering, Science and the Social Sciences are accepted. This programme has about 70 students each year and students are expected to participate in class discussion. The programme involves a considerable commitment of time, as students usually have to attend two three-hour sessions on weekday evenings, and lecture or field trip may be occasionally held on Saturdays. Written work forms an important part of the programme, including a dissertation of approximately 15,000 words. (All written and verbal communication is in English). For more details, you may visit our website: <http://www.scifac.hku.hk/pg/prospective/tpg/envm/>

Name of Referee : Prof./Dr./Mr./Mrs./Ms.* _____
Block capitals, surname first and underlined

Position: _____

Address: _____

* Please delete as appropriate.

How long have you known the applicant? _____

In what capacity? _____

Please indicate the applicant's major strengths:

Please indicate any potential weaknesses which the applicant has, in your view, for the Master of Science in Environmental Management degree programme:

Any other comments:

Signature of Referee

Date

Thank you very much

Please return the completed form either by email (biotpg@hku.hk) or by post to

**School of Biological Sciences
The University of Hong Kong
Pokfulam Road
Hong Kong**

An earlier response would be most helpful.