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 https://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.

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.

^ For applicant with mainland qualification: Verification Report of Graduation Certificate and Transcript 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 CDGDC (学位与研究生教育发展中心) are also acceptable.

*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.

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 29, 2020 and June 30, 2020 respectively. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to their personal data, including referee reports.

<table>
<thead>
<tr>
<th>Name of Referee:</th>
<th>Prof./Dr./Mr./Mrs./Ms.*</th>
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<tbody>
<tr>
<td>Position:</td>
<td></td>
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<tr>
<td>Address:</td>
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</tbody>
</table>

* Please delete as appropriate.

http://www.scifac.hku.hk/pg/prospective/pg/tpg/envm/
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.