

Application No.: _____

**THE UNIVERSITY OF HONG KONG
FACULTY OF ENGINEERING**

Master of Science in Engineering in Building Services Engineering

INSTRUCTIONS FOR SUBMITTING SUPPORTING DOCUMENTS

Please upload your supporting documents for our preliminary consideration by logging in <http://www.aal.hku.hk/tpg/login.html> by the application deadline or within four weeks from the date of the creation of your account, whichever is earlier; or post the following documents directly to Department of Mechanical Engineering, 7/F, Haking Wong Building, The University of Hong Kong, Pokfulam Road, 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 a certified translation in English. Certified translation may be provided by your home institution.

Please upload official certificates and complete official transcripts of your undergraduate and postgraduate studies, or the interim transcript showing the results of courses that you have completed so far. Please do not omit the back side of the transcript(s) if it contains information on the grading system. Kindly note that you are not required to submit original/certified true copy# of your documents to the University at this stage of the application process. Should you be given an admission offer by the University, you will be required to submit certified true copy of your documents.

Please note that you do NOT need to attach or send in academic/professional referees' reports for your application for admission to MSc(Eng) curricula in the Faculty unless requested. If you still wish to provide us a reference letter, you may upload it via the online application system.

Enclosed (please tick/fill in as appropriate):

Transcript with grading system (You may complete the Transcript Request Form and send it to the institution from which the transcript is requested, if applicable)

Degree Certificates

TOEFL/IELTS * official score report (if requested)

Academic result: completed calculation sheet
In addition, please fill in the summary below for the Selection Panels' evaluation. Kindly use the template (https://engg.hku.hk/faculty_msc/calsheet.xls) to calculate the CGPA/average grade/average mark.

a. Cumulative Grade Point Average (CGPA): (Points achieved out of highest point possible) OR Average Grade: (Please convert the grades into GPA)	_____ out of _____
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OR

b. Average Mark: (Marks obtained out of Highest mark possible)

_____ out of _____

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.

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

**THE UNIVERSITY OF HONG KONG
FACULTY OF ENGINEERING**

Master of Science in Engineering

TRANSCRIPT REQUEST FORM

- I. **To the Applicant:** Applicant who did not attach their 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: _____

Curriculum applied for admission at The University of Hong Kong:

MSc(Eng)(BSE) (Part-time)

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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:

Department of Mechanical Engineering
7/F, Haking Wong Building
The University of Hong Kong
Pokfulam Road
Hong Kong
(Ref: MSc(Eng)(BSE))