

Application No. : MHMan\_\_\_\_\_

**THE UNIVERSITY OF HONG KONG**

**Master of Housing Management**

**SUPPORTING DOCUMENTS**

Please post the following required documents directly to the Faculty of Architecture, 4/F, Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Ref.: MHousMan) by the application deadline. Your application number should be marked on each document.

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/GCE/IGCSE/CPE/GMAT\* official score report (if requested).
- List of publications (if appropriate).
- Referee's Report (Please use the standard form below, if provided)
- Certification of working experience
- Result slips of Professional Diploma in Housing Management offered by HKU SPACE (ONLY for applicants applying with this qualification)

# 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. **Please note that the University's TOEFL 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 Housing Management** \_\_\_\_\_ (Part-time/Full-time)\*

\*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 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  
4/F, Knowles Building  
The University of Hong Kong  
Pokfulam Road  
Hong Kong  
(Ref.: MHousMan)

THE UNIVERSITY OF HONG KONG

Master of Housing Management

ACADEMIC/PROFESSIONAL REFEREE'S REPORT\*

(Note to applicant: The two referees given in Item 8 of the application form must be one academic and the other professional<sup>+</sup>. Please complete Section 1 below and send a copy to one of your two referees with the request that he/she completes Section 2 and returns it directly to the Faculty of Architecture, 4/F., Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Ref.: MHousMan) by ~~31 December 2018~~ 31 January 2019. Please indicate "MHM Referee Report" on the envelope.)

(Note to referee: The applicant named below is applying for admission to the courses leading to the degree of Master of Housing Management. It would be very helpful to the University in assessing this application if you would kindly complete Section 2 of this report and return it directly to the Faculty of Architecture, 4/F., Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Ref.: MHousMan), by ~~31 December 2018~~ 31 January 2019. Please indicate "MHM Referee Report" on the envelope. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to their personal data, including referee reports.)

SECTION 1

Name of applicant \_\_\_\_\_  
(in block letters, surname first)

SECTION 2

1. How long have you known the applicant and in what capacity?

Your relationship with the applicant: academic/professional (specify) \_\_\_\_\_  
(please circle as appropriate)

Number of years of acquaintance: \_\_\_\_\_

Please complete section 2 or 3 below as appropriate. If you are in a position to comment on both aspects, please complete sections 2 and 3.

2. How do you rate the applicant's academic ability?  
(please tick the appropriate column)

	A (Excellent)	B (Good)	C (Adequate)	D (Marginal)	F (Poor)
Academic Performance	_____	_____	_____	_____	_____
Analytical and Reasoning Capability	_____	_____	_____	_____	_____
Imagination and Innovation	_____	_____	_____	_____	_____
Learning Potential	_____	_____	_____	_____	_____
Maturity and Independence	_____	_____	_____	_____	_____

This referee report constitutes a very important part of the assessment. Please note that friends and relatives' referee reports will NOT be considered.

\* Please delete as appropriate.

+ A professional referee should be in a senior position who is able to comment on the applicant's professional ability.

3. How do you rate the applicant's ability at work? (This question to be filled in by professional referee only) (please tick the appropriate column)

	A (Excellent)	B (Good)	C (Adequate)	D (Marginal)	F (Poor)
Administrative Work	_____	_____	_____	_____	_____
Analytical and Reasoning Capability	_____	_____	_____	_____	_____
Initiative and Creativity	_____	_____	_____	_____	_____
On-the-job Learning Ability	_____	_____	_____	_____	_____
Promotion Potential	_____	_____	_____	_____	_____

4. Please make any further comments on the applicant's strengths and weaknesses, and use an attached letter if more appropriate.

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5. In what ways might the applicant profit from the Master's programme for which he is applying?

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6. How would you recommend the applicant? (Please tick as appropriate)

- A (Recommend enthusiastically)
- B (Recommend with confidence)
- C (Recommend)
- D (Recommend with reservation)
- F (Do not recommend)

Signature of referee \_\_\_\_\_ Date \_\_\_\_\_

Name and position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Please return this form to the Faculty of Architecture, 4/F, Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Ref: MHousMan), by ~~31 December 2018~~ 31 January 2019. Please indicate "MHM Referee Report" on the envelope.**

THE UNIVERSITY OF HONG KONG

Master of Housing Management

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Signature of referee \_\_\_\_\_ Date \_\_\_\_\_

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