

**THE UNIVERSITY OF HONG KONG  
LI KA SHING FACULTY OF MEDICINE  
SCHOOL OF PUBLIC HEALTH**

**Master of Public Health (Full-time/Part-time)**

**NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS**

For those applicants who applied the programme as above, please follow the guidelines as below.

An email notification will be sent to you within 48 hours, please follow the instructions in the email and upload your supporting documents in pdf format for our preliminary consideration by logging in <https://tpg-admission-addon.its.hku.hk/applicant>. **All documents should be submitted within one month starting from the date you receive the email notification.** Your full name and application number should be included on the file name of each document.

For example:

CHAN Tai Man\_1100112910\_T1 (stand for 1st submitted Transcript)

CHAN Tai Man\_1100112910\_G2 (stand for 2nd submitted Graduation Certificate)

T: Transcript

G: Graduation Certificate

B: Bachelor Certificate

E: International English Standard

P: Personal Statement

C: CV

N: Name Changing Proof

O: Other Certificates

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 the University will **ONLY ACCEPT** original and official copies of documents for the **firm offer**. **Notarized/certified true copies and photocopies of documents and documents submitted via applicants are not accepted.**

**Documents once submitted will not be returned.** They will be destroyed if the application is unsuccessful.

You are strongly advised to upload your supporting documents right after submitting your application. Late provision of supporting documents may cause delays in the processing of your application.

I attach the following documents in support of my application (please “√” tick the boxes below where appropriate):

<input type="checkbox"/>	<p><b>Complete official transcript of undergraduate studies (original copy)<sup>i &amp; ii</sup></b></p> <ul style="list-style-type: none"> <li>- Applicants (including HKU graduates) should attach a copy of final transcript with a complete record of courses attended, examination results, overall result and date of award</li> <li>- For all current studies which have yet to be completed, applicants should attach a copy of their most up-to-date transcript</li> <li>- Please send the <i>Transcript Request Form</i> along with your transcript application form to the institute from which the transcript is requested, if applicable</li> </ul>
<input type="checkbox"/>	<p><b>Graduation Certificate of undergraduate studies or official proof with award/conferment information<sup>i &amp; ii</sup></b></p>
<input type="checkbox"/>	<p><b>TOEFL / IELTS<sup>iii</sup> official score report (if applicable)</b></p> <ul style="list-style-type: none"> <li>- For applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. (The University’s TOFEL code is 9671.)</li> </ul>
<input type="checkbox"/>	<p><b>A self-taken photo (without any filters or alterations; preferably in JPG format) taken at the time of application. The photo should capture full face, front view, with eyes open.</b></p>
<input type="checkbox"/>	<p><b>Completed and duly signed Declaration Form and Personal Information Collection Statement</b></p>
<input type="checkbox"/>	<p><b>Two referees’ reports sent by the online application system</b></p>
<input type="checkbox"/>	<p><b>Other relevant documents (please specify)</b></p> <ul style="list-style-type: none"> <li>- e.g. list of publications, documentary evidence of academic awards received and professional qualifications, and summary or relevant experience</li> </ul>

- i Applicants who are seeking admission on the basis of a qualification from a university or comparable institution **in Mainland China** are required to submit the **both Chinese and English version** of the:
- (a) valid online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表) issued by CHSI [中国高等教育学生信息网(学信网)];
  - (b) valid online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告) issued by CHSI [中国高等教育学生信息网(学信网)]; and
  - (c) valid online Verification Report of China Higher Education Student's Academic Transcript (中国高等学校学生成绩验证报告) issued by CHSI [中国高等教育学生信息网(学信网)]

Please set the validity period of the report as 6 months or the longest available.

- ii. Applicants who are seeking admission on the basis of a qualification from a university or comparable institution **in Overseas Countries** are required to submit the:
- (a) Overseas Credentials Evaluation Report (教育部國外學歷學位認證書) of your overseas qualifications issued by the Chinese Service Center for Scholarly Exchange (CSCSE); or
  - (b) Academic transcripts and official proof with award/conferment information sent from the awarding institution to the MPH Office directly through an official online platform authorised by the awarding institution, e.g. Parchment, My eQuals, National Student Clearinghouse, etc; in the absence of such official online platform, the documents should be sent from the awarding institution to the MPH Office directly. (Please note that documents submitted by the applicant and certified true copy will not be accepted.)
- iii Please delete as appropriate.

