

# THE UNIVERSITY OF HONG KONG

## SUBMISSION OF OFFICIAL / OFFICIALLY CERTIFIED DOCUMENTS

Your registration with the University may only be considered probationary until all the required official documents are submitted and verified to the satisfaction of the University. Please arrange to submit the required official / officially certified results or documents **by mail or in person** to the Admissions Office (MG14, Ground Floor, Main Building, The University of Hong Kong, Pokfulam Road, Hong Kong) by the time of student registration in August 2017. The University reserves the right to withdraw the offer of admission if the required documents are not submitted upon registration.

*(Note: Documents uploaded via the “Online Document Upload System” or submitted as e-mail attachment **will not** serve the purpose.)*

### Required results

Official / Officially certified copy of the following results are required:

- Result(s) indicating that you have satisfied the University entrance requirements and/or condition(s) of offer; and
- Results of public examination(s) / international test(s) as indicated in the application form or uploaded via the “Online Document Upload System”

Below are examples of the required results:

#### (a) Public examination results:

- GCE A-/AS-Level or International Advanced/AS Level – Statement of results (with final cash-in grades) issued by the examination board
- Singapore GCE A-Level – Final result issued by Ministry of Education
- GCSE/IGCSE/GCE O-Level/Singapore GCE O-Level – Certificate issued by the examination board
- IB diploma – Students should authorise the University to access their IB results from IBO; or submit the final total score, score in each subject and the combined grade issued by the school
- HKDSE/HKALE/HKCEE – Result slip issued by Hong Kong Examinations and Assessment Authority

#### (b) International test results:

- SAT / AP / TOEFL – Result of all sittings sat should be sent to the University directly by the examination board (the code of HKU is 9671) *(Note: Screen capture **will not** serve the purpose.)*
- IELTS – Result issued by the examination board

#### (c) Other results:

- Candidates following bachelor’s or sub-degree (i.e. Associate Degree/Higher Diploma) programme – Transcript issued by university/community college with final examination results and degree/sub-degree awarded (if applicable)
- Candidates following the high school curriculum in the following countries:
  - (i) Australia – ATAR or UAI; and (ii) Canada – Final grade 12 high school result issued by Ministry of Education

### Official / officially certified documents

Official documents are proof issued by the authority concerned. In the case of documents supplied by universities and colleges, they should either bear the seals of the institutions and be signed by an appropriate official or be sent to the University directly by the institutions concerned.

Officially certified documents are photocopies of your original documents (transcripts or examination results) that are certified by the issuing authority concerned, or a school principal, or a notary public (e.g. the District Offices in Hong Kong\*), which should bear the seals of the certifying body and be signed by an appropriate official. The name, status, and position of the person certifying the copies must be clearly stated in English. Documents which are not in English should be accompanied by an official translation in English. (\*Please click [here](#) for details on making declarations of your documents at the District Offices, a sample of declaration is also provided in the Annex for reference.)

***The University is not responsible for any documents lost in the post. Please be informed that the official / officially certified documents will not be returned once submitted.***

