THE UNIVERSITY OF HONG KONG

Master of Science in Urban Planning

SUPPORTING DOCUMENTS

Please post the following required documents directly to the Faculty of Architecture, The University of Hong Kong, Pokfulam Road, 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.

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* official score report (if appropriate).

- Referee’s Report (Please use the standard form below. Applicants should nominate one academic and one professional referee. Undergraduates with no working experience can nominate two academic referees. Referees’ reports constitute a very important part of the assessment. Friends and relatives’ reference letters will NOT be considered.)

- List of publications (if appropriate)

- Original Statement of Proof that the language of instruction is conducted entirely in English (if appropriate)

- Correspondence address labels (see 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 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 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 Urban Planning – Part Time

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
The University of Hong Kong
Pokfulam Road
Hong Kong
(Ref.: MSc in Urban Planning – Part Time)
THE UNIVERSITY OF HONG KONG

Master of Science in Urban Planning

ACADEMIC/PROFESSIONAL REFEREE’S REPORT*

(Note to applicant: This referee report constitutes a very important part of the assessment. Please note that friends and relatives’ referee report will NOT be considered. The two referees given in the application form must consist of one academic and one professional referee*. Please complete Section 1 below and send a copy to your referee with the request that he/she completes Section 2 and returns it directly to Faculty of Architecture, The University of Hong Kong, Pokfulam Road, Hong Kong by 2 January 2018. Please indicate “MScUP 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 Science (Urban Planning). 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 Faculty of Architecture, The University of Hong Kong, Pokfulam Road, Hong Kong by 2 January 2018. Please indicate “MScUP 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 (please circle as appropriate)

Number of years of acquaintance: ____________________________

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

2. Your rating of the applicant’s academic ability:

(please tick the appropriate column)

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<th>A (Excellent)</th>
<th>B (Good)</th>
<th>C (Adequate)</th>
<th>D (Marginal)</th>
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* A professional referee should be in a senior position who is able to comment on the applicant's professional ability.
3. Your rating of the applicant’s professional ability (To be filled in by professional referee only):  
(please tick the appropriate column)

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4. Please further comment on the applicant's strengths and weaknesses. Use an attached letter if desired.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

5. In what ways might the applicant benefit from the programme for which he is applying?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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 Faculty of Architecture, The University of Hong Kong, Pokfulam Road, Hong Kong, by 2 January 2018. Please indicate “MScUP Referee Report” on the envelope.
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Master of Science in Urban Planning

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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
   (please circle as appropriate)
   Number of years of acquaintance: ______________________________________________
   Please complete either question 2 or 3 below as appropriate. If you are in a position to comment on both aspects, please complete both questions 2 and 3.

2. Your rating of 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

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Signature of referee __________________________________________ Date __________________________
Name and position ______________________________________________
Address ________________________________________________________

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Please fill in the following correspondence address labels (applicant only):

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