Name of Applicant: _______________________
(Surname) (first Name)

Application No. : PgDES______________________

THE UNIVERSITY OF HONG KONG

Postgraduate Diploma in Earth Sciences
(Part-time / Full-time*)

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

Please upload your supporting documents (including this checklist) for our preliminary consideration by logging in http://www.aal.hku.hk/tpg/login.html before the application deadline and within four weeks from the date of the creation of your account; or post, as appropriate, the following documents (including this checklist) directly to the Faculty of Science, The University of Hong Kong, Pokfulam Road, Pokfulam, 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.

Please note that you are not required to submit original / certified true copy# of your documents to the University during the application stage. Should you be given an admission offer by the University, you will receive notification to submit certified copy of your documents.

Enclosed (Please tick as appropriate.)

| ☐ | Transcripts (including HKU graduates). You may complete the Transcript Request Forms below and send it to the institute from which the transcript is requested, if applicable. |
| ☐ | Degree Certificates |
| ☐ | TOEFL/IELTS * official score report (if requested) |
| ☐ | List of publications (if appropriate) |
| ☐ | Referees’ reports (Please use the standard form 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.

*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:

Postgraduate Diploma in Earth Sciences ________________ (FT / PT*)

* Please delete as appropriate.

II. To the Officer responsible for issuing transcripts: The applicant named above has applied for admission to a taught postgraduate programme at The University of Hong Kong. Please send a copy of the official transcript together with this form directly to:

Faculty of Science
The University of Hong Kong
Pokfulam Road
Hong Kong
(Ref.: Postgraduate Diploma in Earth Sciences)
To the applicant: Please fill in your name on the line provided below. Give one such form to each of your two referees and ask them to return the form to the Faculty of Science.

Name of applicant: Mr./Mrs./Ms./Miss*

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To the referee: The applicant has given us your name as someone who would be prepared to write a reference in connection with his/her application for admission to the Postgraduate Diploma in Earth Sciences. The Admissions Committee would be most grateful if you would complete the information below, and state overleaf your views of the applicant's capabilities for undertaking this degree. Please accept our thanks in advance. It would be appreciated if you could ensure that your reference reaches us before the deadline for non-local and local applications, 12:00 noon, March 31, 2017 and 12:00 noon, July 31, 2017 respectively to ensure that the application can be given due consideration. An early response would be most helpful. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to their personal data, including referee reports.

It might be helpful for you to know a little about the programme: It is a one-year full-time or two-year, part-time, interdisciplinary postgraduate degree. Students from a wide variety of backgrounds, including Engineering and Science are accepted. It is a small programme (about 15 students each year) and students are expected to participate in class discussion. The programme involves a considerable commitment of time, as students usually have to attend classes on 2-3 weekday evenings, and occasionally field trips on weekends. Written work forms an important part of the programme, including a project of approximately 8,000 words. All written and verbal communication is in English.

Name of Referee: Prof./Dr./Mr./Mrs./Ms.*

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* Please delete as appropriate.
How long have you known the applicant?  

In what capacity?  

Please indicate the applicant's major strengths:  

Please indicate any potential weaknesses which the applicant has, in your view, for the Postgraduate Diploma in Earth Sciences programme:  

Any other comments:  

__________________________________  ____________________
Signature of Referee                    Date

Thank you very much  

Please return the completed form to  

Faculty of Science  
The University of Hong Kong  
Pokfulam Road  
Hong Kong  

An earlier response would be most helpful.
THE UNIVERSITY OF HONG KONG

Postgraduate Diploma in Earth Sciences

Referee Report

To the applicant: Please fill in your name on the line provided below. Give one such form to each of your two referees and ask them to return the form to the Faculty of Science.

Name of applicant: Mr./Mrs./Ms./Miss* Block capitals, surname first and underlined

To the referee: The applicant has given us your name as someone who would be prepared to write a reference in connection with his/her application for admission to the Postgraduate Diploma in Earth Sciences. The Admissions Committee would be most grateful if you would complete the information below, and state overleaf your views of the applicant's capabilities for undertaking this degree. Please accept our thanks in advance. It would be appreciated if you could ensure that your reference reaches us before the deadline for non-local and local applications, 12:00 noon, March 31, 2017 and 12:00 noon, July 31, 2017 respectively to ensure that the application can be given due consideration. An early response would be most helpful. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to their personal data, including referee reports.

Name of Referee: Prof./Dr./Mr./Mrs./Ms.* Block capitals, surname first and underlined

Position:

Address:

It might be helpful for you to know a little about the programme: It is a one-year full-time or two-year, part-time, interdisciplinary postgraduate degree. Students from a wide variety of backgrounds, including Engineering and Science are accepted. It is a small programme (about 15 students each year) and students are expected to participate in class discussion. The programme involves a considerable commitment of time, as students usually have to attend classes on 2-3 weekday evenings, and occasionally field trips on weekends. Written work forms an important part of the programme, including a project of approximately 8,000 words. (All written and verbal communication is in English).

* Please delete as appropriate.
How long have you known the applicant?  

________________________________________________________________________

In what capacity?  

________________________________________________________________________

Please indicate the applicant's major strengths:

________________________________________________________________________

Please indicate any potential weaknesses which the applicant has, in your view, for the Postgraduate Diploma in Earth Sciences programme:

________________________________________________________________________

Any other comments:

________________________________________________________________________

_____________________________________  ______________________
Signature of Referee                         Date

Thank you very much

Please return the completed form to

Faculty of Science  
The University of Hong Kong  
Pokfulam Road  
Hong Kong

An earlier response would be most helpful.