

THE UNIVERSITY OF HONG KONG

Master of Buddhist Studies

Supporting Documents

Please post the following required documents and this checklist to the Centre of Buddhist Studies, Room 4.15, 4/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, 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 an officially certified translation in English. Certified translation may be provided by your home institution.

I attach the following documents in support of my application:

<input type="checkbox"/>	For all undergraduate and postgraduate qualifications attained from HKU , applicants should attach an official/certified copy of final transcript with complete record on courses attended, examination results, overall result and date of award.
<input type="checkbox"/>	For all undergraduate and postgraduate qualifications attained from institutions other than HKU , applicants should attach official/certified copies of graduation certificate and final transcript with complete record on courses attended, examination results, overall result and date of award.
<input type="checkbox"/>	For all current studies undertaken either in this University or other institutions which have yet to be completed, applicants should attach a photocopy of their most up-to-date transcripts.
<input type="checkbox"/>	For all Bachelor's degree that is a top-up programme and/or with advanced standing/credit transfer granted should also attach an official/certified copy of final transcript of the post-secondary qualification, e.g. associate degree, higher diploma, etc.
<input type="checkbox"/>	TOEFL / IELTS [<i>please delete as appropriate</i>] official score report for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. Applicants who took the TOEFL should request the Educational Testing Service (ETS) to send an official score report to the Centre of Buddhist Studies (University TOEFL code: 9671) directly. Original/certified copy of the examinee's score record will not be accepted.
<input type="checkbox"/>	I have asked my home institutions to send transcripts directly to the Centre of Buddhist Studies. (Please complete the attached "Transcript Request Form" and send it to the appropriate officer of institution from which the transcript is issued.)

Important Notes

1. All documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.
2. For qualifications obtained in China, (i) officially certified copies of Certificate of Bachelor's Degree (學士學位證書) and Graduation Diploma (畢業證書), and (ii) an official transcript in Chinese accompanied by certified translation in English by the issuing institution are required.
3. Certified copy of academic document can be arranged by (i) notary public (e.g. a Commissioner for Oaths at a City District Office in Hong Kong); or (ii) your home institution if you are an overseas applicant.

THE UNIVERSITY OF HONG KONG

Transcript Request Form

- I. **To the Applicant:** Applicant who has not attached an original official transcript should complete the first part of this form and send it to the appropriate officer of the institution 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 Buddhist Studies (FT/PT*)

** 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:

Ms. Carol LI (tel. no. 3917 2847)
Centre of Buddhist Studies
Room 4.15, 4/F, The Jockey Club Tower
Centennial Campus
The University of Hong Kong
Pokfulam
Hong Kong
(Ref.: MBuddhStud)