

# THE CHINESE UNIVERSITY OF HONG KONG

Application for Admission to Postgraduate Studies (2017-2018)

## NOTES FOR APPLICANTS

The following notes are NOT applicable to the following programmes. Applicants for these programmes should refer to the corresponding programme website for details.

- Faculty of Business Administration: Executive MBA, Executive Master of Professional Accountancy (in Shanghai), Full-time MBA, JD/MBA Double Degree Programme, MBA (Evening Mode), MBA (Weekend Mode), MBA in Finance (in Beijing and Shenzhen), MSc in Finance
- Faculty of Education: Postgraduate Diploma in Education, Postgraduate Diploma in Education (Primary), Postgraduate Diploma in Education (Early Childhood Education)
- Faculty of Law: [PCLL](#) only

### 1. Application Deadline

For applicants who apply for PhD programmes through the Hong Kong PhD Fellowship Scheme (HKPFS): 1 December 2016.

For other applicants: Different programmes have different application deadlines. Please refer to <https://www.gs.cuhk.edu.hk/page/ApplicationDeadlines> for details.

### 2. Submission of Application Form

Applicants are required to provide true, accurate and complete information in support of their applications. Any misrepresentation in the documents and information provided will result in disqualification of their applications and subsequent enrolments in the University.

(i) For all applications <except HKPFS>

- a. Read carefully these Notes for Applicants.
- b. Choose “Apply Now”. Select the Faculty and then the programme apply for and press the “Application Form” button at the bottom.
- c. Complete the application form and press the “Submit” button. You will see an acknowledgement receipt if the submission is completed. Print it for future reference and mark down the Application No. printed on the top right hand corner.
- d. Download relevant forms for supporting documents. All applicants MUST:
  - Print “Transcript Submission Covering Sheet”, and;
  - Print “Payment Voucher” only if you choose to pay the application fee by bank draft/cheque, and;
  - Print two “Confidential Recommendation” or submit two referees’ information through the “Online System for Applicants of Postgraduate Programmes”.
- e. Arrange for the supporting documents listed in section 3 to reach each programme applied for by the application deadline. To speed up the application process, applicants may upload the softcopy to the “Online System for Applicants of Postgraduate Programmes” before sending them to the programme.
- f. Submit a separate application form along with the supporting documents for each programme applied for.

(ii) For applications of HKPFS

- a. Go to Research Grants Council (RGC) website <http://cerg1.ugc.edu.hk/hkpfs/apply.html> to submit an initial application and get a HKPFS reference number.
- b. Read carefully these Notes for Applicants.
- c. Choose “Apply Now”. Select the Faculty and then the programme apply for and press the “Application Form” button at the bottom.
- d. Complete the application form and press the “Submit” button. You will see an acknowledgement receipt if the submission is completed. Print it for future reference and mark down the Application No. printed on the top right hand corner.
- e. Download relevant forms for supporting documents. All applicants MUST:
  - Print “Transcript Submission Covering Sheet”, and;
  - Print “Payment Voucher” only if you choose to pay the application fee by bank draft/cheque, and;
  - Print two “Referee’s Report” or submit two referees’ information through the “Online System for Applicants of Postgraduate Programmes”.

- f. Arrange for the supporting documents listed in section 3 to reach each programme applied for by the application deadline. To speed up the application process, applicants may upload the softcopy to the “Online System for Applicants of Postgraduate Programmes” before sending them to the programme.
- g. Submit a separate application form along with the supporting documents for each programme applied for.

### 3. Submission of Supporting Documents

All applicants who apply for admission should submit the following supporting documents in hardcopies to the relevant Graduate Divisions by the deadline. Otherwise, their applications may not be further processed. Before sending out the hardcopies, applicants should upload softcopies at “Online System for Applicants of Postgraduate Programmes” (under the section of “Upload Supporting Documents”). Addresses of Graduate Divisions are available in the [Postgraduate Prospectus](#). All documents submitted will not be returned. If the application is unsuccessful, all documents will be destroyed. Please always quote the Application No. in your future correspondences.

Documents required include:

- a. Copies of certificates of academic/professional qualifications (e.g. university certificate of graduation, examination certificates and other qualifications).
- b. Official transcripts (with a complete record of courses attended and examination results) and grading scheme of all tertiary level studies;
  - (i) **Non-CUHK qualifications: Photocopies will not be accepted.** Applicants should first download the “Transcript Submission Covering Sheet” and send it to their universities to apply for transcripts. Transcripts should be returned directly to relevant Graduate Divisions in sealed envelope. Certificates and transcripts, which are not in English or Chinese, should be accompanied by an official certified translation in either English or Chinese. Some universities may only issue electronic official transcripts to other institutions. In that event, electronic transcript should be sent to relevant Graduate Divisions directly. The University may require applicants to provide verification report of the qualification obtained (e.g. verification report issued by the China Academic Degrees and Graduate Education Development Center), if necessary. Applicants will be notified by the Graduate Divisions concerned / Graduate School separately.
  - (ii) **CUHK qualifications (Bachelor’s or higher degrees):** Photocopies of **transcripts** issued by CUHK are accepted, but **Academic Reports and unofficial transcripts will NOT be accepted.** Applicants should first download the “Transcript Submission Covering Sheet” and attach it to the transcript copy. Please send the transcript copy to the relevant Graduate Divisions directly. CUHK students with other qualifications not awarded by CUHK are required to follow the requirement listed in b(i). The University reserves the right to require applicants to submit the original transcript if deemed necessary.
- c. Applicants with degrees awarded by overseas universities by distance learning or by completing a curriculum of short duration may be required to provide assessment report from the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) on the level of qualification obtained. If necessary, applicants will be notified by Graduate Divisions concerned / the Graduate School separately.
- d. Confidential recommendations (for all applicants <except HKPFS>) or Referee’s report (for HKPFS applicants only) from two referees. It should be sent directly from the referees to the relevant Graduate Division/ Programme.
  - (i) Input two referees’ information through the “Online System for Applicants of Postgraduate Programmes”; or
  - (ii) Download the “Confidential Recommendation” / “Referee’s Report” and send one to each of your referees and request them to return the recommendations to the relevant Graduate Division as soon as possible or not later than two weeks after the application deadline of the programme.
- e. Any one of the following score reports/certificates, showing that you have fulfilled the English Language Proficiency Requirement for admission to the Graduate School:
  - (i) **Certification of Results** of the English Language subject in Hong Kong Advanced Level Examination (AS Level), or Hong Kong Higher Level Examination, or Hong Kong Diploma of Secondary Education Examination provided by Hong Kong Examinations and Assessment Authority; or
  - (ii) **certified true copy\*** of Statement of Results / report of the English Language subject in General Certificate of Education (GCE) A-level or AS-level / CUHK Matriculation Examination; or
  - (iii) copy of graduation certificate issued by a university in Hong Kong or an English speaking country; or
  - (iv) **original** valid official score report of TOEFL (the University’s institution code is 0812), or IELTS (Academic), or GMAT (verbal) <HKPFS only accepts score report of TOEFL or IELTS (Academic)> Only the official score report sent directly from the test organization to the University will be accepted. Original examinee’s score report will not be accepted. For TOEFL and IELTS, only results obtained within not more than two years from the test date are considered valid.
  - (v) **certified true copy\*** of certificate of a recognized professional qualification awarded in Hong Kong or

in an English speaking country. Different programmes may accept different professional qualifications, please contact respective Graduate Divisions for details.

\* *The certified true copy must be issued by the official organization or relevant test organization. The University may require applicants to provide the original documents for verification.*

- f. A photocopy of your HKID card or other identity document as given in the Application Form.
- g. Specific materials required by the relevant Graduate Division as listed in the Postgraduate Prospectus.
- h. The University may require applicants to submit additional information or documentary proof if deemed necessary.
- i. Applicants with special needs may opt to declare their disability at the application stage. Applicants are encouraged to discuss their needs (e.g. special examination arrangements) with Graduate Divisions concerned.

#### **4. Application Fee**

The application fee for admission to one postgraduate programme is HK\$300. The application fee, once paid, is not refundable. Applicants may choose to pay by credit card or bank draft/cheque. If you pay by bank draft/cheque, please download the “Payment Voucher” at “Online System for Applicants of Postgraduate Programmes” (under the section of “Download Area”) and send it to the Graduate Division together with the bank draft/ cheque.

#### **5. Selection Process**

Graduate Divisions will begin the selection process upon receipt of the applications and supporting documents. Individual programmes may require applicants to take an entrance test or attend interviews. Applicants will be notified by Graduate Divisions concerned separately.

#### **6. Application Result**

- a. For applicants who apply for PhD programmes through HKPFS, the RGC will announce results by late March 2017.
- b. For applicants who apply for MPhil/PhD or taught postgraduate programmes directly with the University (i.e. non-HKPFS applicants), they can login the “Online System for Applicants of Postgraduate Programmes” to check their application results (under the section of “View Application Result”).

#### **7. Handling of Information**

The information collected from the application form will be used for the following purposes:

- a. as a basis for selection of applicants for admission in 2017-18 to postgraduate programmes offered by the University and other related purposes;
- b. for verifying information about the applicant’s public examination results and academic record in relevant institutions in Hong Kong and elsewhere;
- c. for identifying records of previous studies as a student in the University or other institutions;
- d. as part of the applicant’s student record upon registration for a programme, which will be used for all purposes relating to his/her studies in accordance with the procedures of the University;
- e. for identifying multiple enrolments at this University or at any other tertiary institution upon registration for a programme.
- f. if necessary, may be transferred to other units within the University to facilitate admission verifications communication, operations and planning; and
- g. for statistical and research purposes and in such circumstances, personal identifiers will be removed.

#### **8. Inquiry**

Please refer to the [Postgraduate Prospectus](#) for the contact information. **Those who have submitted applications should always quote the Application No. and programme applied.**

#### **9. Office Hours of the Graduate School**

Mon – Thu                      8:45 a.m. to 1:00 p.m. & 2:00 p.m. to 5:30 p.m.  
Fri                                8:45 a.m. to 1:00 p.m. & 2:00 p.m. to 5:45 p.m.  
Closed on Saturdays, Sundays and public holidays