

Name of Applicant : \_\_\_\_\_

Application No. : MSocSc \_\_\_\_\_

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF SOCIAL SCIENCES**

**Centre for Civil Society and Governance**

**Master of Social Sciences in the field of Sustainability Leadership and Governance**

**INSTRUCTIONS FOR SUBMITTING SUPPORTING DOCUMENTS**

Please send your supporting documents for our preliminary consideration by email at [ccsg@hku.hk](mailto:ccsg@hku.hk) within two weeks after completion of the application form; or post the following documents directly to the Centre for Civil Society and Governance, The University of Hong Kong, Room 703, The Jockey Club Tower, Centennial Campus, Pokfulam Road, Hong Kong Attention to : Ms. Jamie Yuen. 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.)

<input type="checkbox"/>	<b>Complete official transcript of undergraduate studies (original / certified true copy) *#^</b> (You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)
<input type="checkbox"/>	<b>Graduate certificate of undergraduate studies (certified true copy) #^</b> (Mainland China applicants should provide “學士學位證書” and Online Verification Report of Higher Education Qualification Certificate@ issued by CHSI (学信网) / CHESICC (全国高等学校学生信息咨询与就业指导中心)). Please set the validity period of the report as 6 month or the longest available.
<input type="checkbox"/>	<b>Complete official transcript of postgraduate studies (original / certified true copy) *#</b> (You may complete the Transcript Request Form below and send it to the institute from which the transcript is requested, if applicable.)
<input type="checkbox"/>	<b>Graduate certificate of postgraduate studies (certified true copy) #^</b>
<input type="checkbox"/>	<b>Reference reports (from two referees)</b> (You may complete the Reference Report Form below and send it to the referees.)
<input type="checkbox"/>	<b>TOEFL / IELTS / Overseas GCE / IGCSE / Cambridge Test of Proficiency in English Language official score report *#</b> (if appropriate) - only for applicants with qualification from a university outside Hong Kong where the language of teaching and examination is not in English.
<input type="checkbox"/>	<b>Other documents (please specify)</b>

\* Please delete as appropriate.

# 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 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.**

^ Confirmation of award date of qualification shall be effective on or before 31 August 2023.

@For applicants with mainland qualifications: Credential Report (学位认证报告) issued by CDGDC (学位与研究生教育发展中心) is also acceptable

**THE UNIVERSITY OF HONG KONG**  
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**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 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 Social Sciences in the field of Sustainability Leadership and Governance** (Full-time/Part-time\*)

\* 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 taught postgraduate curriculum at The University of Hong Kong. Please send a copy of the **official** transcript together with this form directly to:

Centre for Civil Society and Governance  
The University of Hong Kong  
Room 703, The Jockey Club Tower  
Centennial Campus  
Pokfulam Road, Hong Kong  
(Ref.: MSocSc(SLG))

**THE UNIVERSITY OF HONG KONG**  
**Confidential Report by a Referee\***

**To Applicant:** You should fill in your name and send it to your referee. The report can be provided by an academic referee or supervisor of your work.

Name of Applicant: \_\_\_\_\_  
*(Full name in block letters, surname first)*

Programme Applied: **Master of Social Sciences in the field of Sustainability Leadership and Governance**  
**(Full-time/Part-Time)**

**To Referee:** The applicant named above has applied for admission to MSocSc SLG programme at The University of Hong Kong. Please complete the relevant parts of the Report as appropriate, and return it to the following address:

**Centre for Civil Society and Governance**  
**The University of Hong Kong,**  
**Room 703, The Jockey Club Tower,**  
**Centennial Campus,**  
**Pokfulam Road, Hong Kong**  
**Re: MSocSc(SLG) – Ref (2023-24)**

### Personality and Abilities

1. Please assess the candidate with reference to the following aspects by putting a tick in the boxes.

	Excellent (Top 5%)	Very Good (Next 10%)	Good (Next 15%)	Average (Next 30%)	Fair (Bottom 30%)	Cannot Judge
<b>Intellectual ability</b> (intelligence and general ability to succeed in academic effort)						
<b>Communication skills – oral</b> (ability to express ideas effectively, to carry on a conversation, and to be a good listener)						
<b>Communication skills - written</b> (ability to write clearly and express ideas effectively)						
<b>Perseverance</b> (stamina, endurance, persistence despite difficulties, determination)						
<b>Reliability</b> (dependency, accuracy, sense of responsibility, promptness, conscientiousness)						
<b>Judgment</b> (ability to analyze a problem, common sense, decisiveness)						
<b>Interpersonal relations</b> (ability to get along with others, rapport, cooperativeness)						
<b>Maturity</b> (personal development, ability to cope with life situations)						

\* Under the provisions of the Personal Data (*Privacy*) Ordinance, information contained in this report will be released to the applicant upon request.

2. Please give your views on the candidate's aptitude for, and interest in Master of Social Sciences in Sustainability Leadership and Governance. A general profile of the candidate, including areas of strength and weakness, may also be included here.

3. Please add any comments you think will be of assistance in assessing the applicant.

Name of Referee:

Name of School/Institution:

*Please affix official seal  
whenever appropriate*

Position held:

Relationship with applicant:

Signature:

Date: