

THE CHINESE UNIVERSITY OF HONG KONG

Application for Admission to Postgraduate Studies (2018-2019)

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 (Weekend Mode), MBA in Finance (in Beijing and Shenzhen), MSc in Finance, MSc in Management
- 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 2017.

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. Submit application at [Online Application System for Postgraduate Programmes](#). 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. An acknowledgement email will be sent to you for record.
 - d. Download relevant forms for supporting documents. All applicants MUST:
 - Print “Transcript Submission Covering Sheet”, 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. Submit application at [Online Application System for Postgraduate Programmes](#). 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 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 [Programmes](#). 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 may include but not limited to university certificate of graduation, examination certificates and other qualifications.
- b. Official transcripts and grading scheme of all tertiary level studies. Official transcripts (with a complete record of courses attended and examination results) and grading scheme of all tertiary level studies should be submitted.
- (i) CUHK qualifications (Bachelor’s or higher degrees):
- Photocopies of transcripts issued by CUHK are accepted (not applicable to CUHK (Shenzhen) qualification).
 - 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 Division directly.

The University reserves the right to require applicants to submit the original transcript if deemed necessary.

- (ii) Other qualifications:
- Photocopies will NOT be accepted. Applicants should download the *Transcript Submission Covering Sheet* and send it to the issuing universities to apply for official transcripts. Official transcripts should be returned directly to relevant Graduate Division in sealed envelope from the issuing university.
 - Certificates and transcripts, which are not in English or Chinese, should be accompanied by an official certified translation in English.
 - Some universities may only issue electronic official transcripts to other institutions. In that event, electronic official transcript should be sent to relevant Graduate Division directly from the issuing university.
 - 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 Division concerned/ Graduate School separately.

If you are currently in the final year of your study, you are required to submit the final official transcript before starting your postgraduate study in CUHK.

- c. Applicants are required to fulfil the English Language Requirement by submitting any one of the following documents:
- (i) Copy of graduation certificate issued by a university in Hong Kong; or
- (ii) A certifying letter issued by your university confirming the medium of instruction of your completed degree programme is English; or
- (iii) Original valid official score report of TOEFL[^] (University’s institution code: 0812)/ IELTS (Academic)[^]/ GMAT (Verbal)[^] sent directly from the test organization to the University (HKPFS only accepts score report of TOEFL or IELTS (Academic)); or
- (iv) 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
- (v) 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
- (vi) Certified true copy* of certificate of a recognized professional qualification which the examination was conducted in English. Different programmes may accept different professional qualifications, please contact respective Graduate Division 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.

^ TOEFL and IELTS are considered valid for two years from the test date; GMAT is considered valid for five years from the test date.

- d. Applicants are required to invite TWO referees to complete the Confidential Recommendations Report. You can:
 - Input 2 referees' information through the [Online Application System for Postgraduate Programmes](#); or
 - Download the *Confidential Recommendations (all applicants, except HKPFS)/ Referee's Report (HKPFS applicants)* 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. A photocopy of your HKID card or other identity document.
- f. 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. Applicants will be notified by Graduate Division concerned separately.
- g. Specific materials required by the relevant Graduate Division.

The University may require applicants to submit additional information or documentary proof if deemed necessary.

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.

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 2018.
- 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 2018-19 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 [Programmes](#) 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