

## Checklist for your application (for Research Postgraduate Programmes)

1. Please complete the Application Form and upload all necessary documents to University's Graduate School's website ([https://www.gradsch.cuhk.edu.hk/onlineapp/faculty\\_list.aspx](https://www.gradsch.cuhk.edu.hk/onlineapp/faculty_list.aspx)). Please upload a clear image to the website.
2. Please mail the following documents to the **Division of Communication, School of Journalism and Communication, Room 206-207, Humanities Building, New Asia College, The Chinese University of Hong Kong, Shatin, Hong Kong** (Attn.: Programme Name; Ref.: Application No.).
  - a. **Copies of certificates** of academic/professional qualifications (e.g. university certificate of graduation, examination certificates and other qualifications).
    - (i) Applicants who obtained degrees from universities in Mainland China are required to provide an Online Verification Report (中國高等教育學歷認證報告) issued by the CHESICC (學信網).
  - b. **Official transcripts** (with a complete record of courses attended and examination results) of all tertiary level studies.
    - (i) **Non-CUHK qualifications: Photocopies will NOT be accepted.** The official transcripts should bear registrar's signature and stamp of Registry. Transcripts should be returned **directly** to our division in sealed envelope. Applicants can download the "Transcript Submission Covering Sheet" (optional) from the online application system and send it to their universities to apply for **official transcripts**. Some universities may only issue electronic official transcripts to other institutions. In that event, official electronic transcripts should be emailed to our Division account ([com\\_pg@cuhk.edu.hk](mailto:com_pg@cuhk.edu.hk)) directly from the issuing university. Certificates and transcripts, which are not in English or Chinese, should be accompanied by an official certified translation in either English or Chinese.
    - (ii) **CUHK qualifications** (Bachelor's or higher degrees): Photocopies of **transcripts** issued by CUHK are accepted (not applicable to CUHK (Shenzhen) qualifications), and **Academic Reports will NOT be accepted**. Applicants should first download the "Transcript Submission Covering Sheet" and attach it to the transcript copy. Please return the transcript copy to Division of Communication 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.
    - (iii) **Grading scheme**: There should be explanatory notes <sup>note 1</sup> printed/ appended to transcript indicating the grading scheme of the University. If no such notes, official grading scheme issued by the Registry is needed.  
*Note 1: The Grading Scheme should state the mark range for each grade (e.g. Grade A is for marks ranged from 90 to 100, Grade A- is from 85 to 89) OR GPA range for each grade (e.g. Grade A is for marks ranged from 3.70 to 4.00, Grade A- is from 3.30 to 3.69).*
  - c. **Three confidential recommendations**
    - (i) Input three referees' information in the section "My referee(s)" through the "Online System for Applicants of Postgraduate Programmes" of Graduate School after settling the application fee; **OR**
    - (ii) Download three "Confidential Recommendation"/ "Referee's Report" and send one to each of your referees. Hard copy of Confidential Recommendations must reach our division directly from the referees, or in sealed envelopes and send by the applicant with other supporting documents to our division.
  - d. Photocopy of one of the following **score reports/ certificates** (except those listed in 2d(iii)), showing that you have fulfilled the **English Language Proficiency Requirement** for admission to the Graduate School:
    - (i) a pass in English of HKALE (including HKAS), or HKHLE, or CUHK Matriculation Exam, or GCE A Level/ AS Level; or Level 4 of DSE; **OR**
    - (ii) a degree from a university in Hong Kong or taken a degree programme of which the medium of instruction was English; **OR**
    - (iii) an **original copy** of valid official score report <sup>Note 2</sup> of TOEFL <sup>Note 3</sup>, or IELTS (Academic) <sup>Note 4</sup> which directly send from the test origination to our division. Photocopies will not be accepted;  
*Note 2: The TOEFL/IELTS score must be valid at the time of application and fulfilled admission offer of our programme. TOEFL/IELTS score are considered valid for two years from the test date.*  
*Note 3: Only original valid official score report of TOEFL which sent directly from the test organization to the University will be accepted. Original examinee's score report will not be accepted (The University's institution code is 0812)*  
*Note 4: Only original valid official score report of IELTS which sent directly from the test organization to Division of Communication will be accepted. Please fill in the contact information of Division of Communication on the IELTS Application Form.*
  - e. One photocopy of your **HKID card or your Passport** or other identity document <sup>Note 5</sup>
    - (i) The identity document as given in your **Online Application Form** is needed.  
*Note 5: For PRC citizens, Exit-entry Permit for Traveling to and from Hong Kong and Macao «往來港澳通行證» is NOT accepted.*
  - f. **Research proposal** – please refer to FAQ for details.

### IMPORTANT POINTS TO NOTE

- Separate applications and materials have to be submitted and mailed for different programmes. Please always quote your application number on the envelope.
- **NO changes in the programmes applied for will be allowed.** Please be careful when you choose the programme you are applying. The application fees cannot be refunded under any circumstances.

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