Checklist for your application (for Research Postgraduate Programmes including Ph.D. CSS Concentration)

1. **Submit online application:** www.gs.cuhk.edu.hk/admissions
2. **Upload all necessary documents:** https://www.gradsch.cuhk.edu.hk/OnlineApp/login_email.aspx
3. **Mail the supporting documents***:**

   Courier Address   Division of Communication, School of Journalism and Communication
                        206-207, Humanities Building, New Asia College, The Chinese University of Hong Kong, Shatin, N.T., Hong Kong
                        Attn.: Prof. Michael Chan
                        Head, Division of Communication
                        (**Ref.:** Application No. & Programme name)
                        Tel: (852) 3943 7680

IMPORTANT POINTS TO NOTE

1. Separate applications and materials have to be submitted and mailed for different programmes.
2. Please always **quote your application number** on the envelope.
3. **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.
4. **All the above-mentioned steps have to be completed by the deadline (i.e., 1 December 2024, main round deadline for 2025 intake).**

***Supporting documents to the Programme Documents (e.g. certificates, transcripts, grading scheme etc.) **which are not in English or Chinese** should be accompanied by an **official certified translation in either English or Chinese.**

☐ **Official transcript** with a complete record of all courses attended and examination results of all tertiary level studies.

> <u>Non-CUHK qualifications</u>: **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) directly from the issuing university.

> <u>CUHK qualifications (Bachelor's or higher degrees)</u>: 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 our division (i.e. Division of Communication) directly. CUHK students with other qualifications not awarded by CUHK are required to follow the requirement listed in "Non-CUHK qualifications". The University reserves the right to require applicants to submit the original transcript if deemed necessary.

> ☐ **Grading scheme** There should be explanatory notes [Note 1] printed/ appended to transcript indicating the grading scheme of the University. <u>If no such notes, official grading scheme issued by the Registry is needed.</u>
>
> *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).*

> ☐ **Exchange transcript(s)**, if any.
> > With a complete record of all courses attended and examination results of all studies during <u>the exchange period</u>.
> > The official exchange transcripts should bear registrar's signature and stamp of Registry.

☐ **Copies of certificates** of academic/professional qualifications (e.g.certificate of graduation, examination certificates and other qualifications)

> Applicants who obtained degrees from universities in Mainland China are required to provide a valid Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表) and a valid Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告) issued by the CHESICC (學信網).

> For final–year students, you need to submit your up-to-date official transcript first. If you are being admitted, you will be required to submit an official final transcript and a copy of your undergraduate degree certificate before the admission date.

☐ **Confidential recommendations** from three referees

> 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**

> Download three "Confidential Recommendation" / "Referee's Report" and send one to each of your referees. Hard copies of Confidential Recommendations must reach our division directly from the referees, or in sealed envelopes and sent by the applicant with other supporting documents to our division.

> Referees need to submit their recommendations by the same application deadline (i.e., 1 December 2024, main round deadline for 2025 intake).

☐ **One** of the following **score reports/certificates**, showing that you have fulfilled the Graduate School's **English Language Proficiency Requirement**:

> Copy of the certificates, showing that you obtained 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

> Copy of the certificates, showing that you obtained a degree from a university in Hong Kong or taken a degree programme of which the medium of instruction was English; OR

> **Original copy** of valid official score report [Note 2] of TOEFL [Note 3], or IELTS (Academic) [Note 4] which sent directly from the test organization to our division. Photocopies/student copy can be provided for selection committee's reference first.

> *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 ((Institution code: 0812; Department code: 83 or 99)*

> *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. (No postal code is required for Hong Kong)*

☐ A photocopy of your **HKID card or your Passport** or other identity document [Note 5]

> The identity document as given in your <u>Online Application Form</u> 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.*

☐ **Master's Thesis**, if any *(Only for PhD applicants)*

☐ **Research proposal** please refer to FAQ for details.