

Checklist for your application (for Taught Postgraduate Programmes)

1. Submit online application

Please complete the application Form at Graduate School's website https://www.gradsch.cuhk.edu.hk/onlineapp/faculty_list.aspx

2. Upload all necessary documents

Applicants are required to upload the supporting documents to: <https://www.gradsch.cuhk.edu.hk/onlineapp/login.aspx>

- (i) Student transcript of all tertiary level studies and grading scheme
- (ii) Certificates of academic qualifications (e.g. university certificate of graduation)
- (iii) HKID card or your Passport or other identity document as given in the online application form

3. Mail the supporting documents

Please mail the following documents to the **Division of Communication, School of Journalism and Communication**

Address: Room 206-207, Humanities Building, New Asia College,
The Chinese University of Hong Kong, Shatin, Hong Kong
(Attn.: programme name Ref.: Application No.)

- (i) **Official transcripts** (with a complete record of all courses attended and examination results) and **grading scheme** of all tertiary level studies.
 - a) **Non-CUHK qualifications: Photocopies will NOT be accepted.** Applicants should download the "Transcript Submission Covering Sheet" (optional) and send it to their universities to apply for **official transcripts**. The official transcripts should bear registrar's signature and stamp of Registry. Transcripts should be returned **directly** to our division 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.**
 - b) **CUHK qualifications (Bachelor's or higher degrees):** Photocopies of **transcripts** issued by CUHK are accepted, but **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 3(i)a. The University reserves the right to require applicants to submit the original transcript if deemed necessary.
 - c) **Grading scheme:** There should be explanatory notes printed/ appended to transcript indicating the grading scheme of the University. If no such notes, official grading scheme issued by the Registry is needed.
- (ii) **Copies of certificates** of academic/professional qualifications (e.g. university certificate of graduation, examination certificates and other qualifications).
- (iii) **Confidential recommendations** from two referees
 - a) Input two 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
 - b) Download two "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.
- (iv) photocopy of one of the following **score reports/certificates** (original copy is needed as listed in 3(iv)c), showing that you have fulfilled the Graduate School's **English Language Proficiency Requirement:**
 - a) 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
 - b) a degree from a university in Hong Kong or taken a degree programme of which the medium of instruction was English; or
 - c) **Original copy** of valid official score report^{Note 1} of TOEFL^{Note 2}, or IELTS (Academic)^{Note 3} which directly send from the test origination to our division. Photocopies/student copy will not be accepted;
- (v) photocopy of your **HKID card or your Passport** or other identity document as given in the Application Form.
- (iv) **Personal Statement / Study Plan** (in English, normally around two to three pages of text.)

Note 1: The TOEFL/IELTS score must be valid at the time of application and fulfilling admission offer of our programme. TOEFL/IELTS score are considered valid for two years from the test date.

Note 2: Only original valid official score report of TOEFL 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 3: Only original valid official score report of IELTS 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.

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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