

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

1. **Submit online application:** [https://www.gradsch.cuhk.edu.hk/onlineapp/faculty\\_list.aspx](https://www.gradsch.cuhk.edu.hk/onlineapp/faculty_list.aspx)
2. **Upload all necessary 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\*\*\*:

**Courier Address**                      **Division of Communication, School of Journalism and Communication**  
206-207, Humanities Building, New Asia College, The Chinese University of Hong Kong, Shatin, Hong Kong  
Attn.: Prof. Saskia Witteborn  
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.

<b>***Supporting documents to the Programme</b> Documents (e.g. certificates, transcripts, grading scheme etc.) <b>which are not in English or Chinese</b> should be accompanied by an <b>official certified translation in either English or Chinese.</b>	
<input type="checkbox"/>	<p><b>Official transcript</b> with a complete record of all courses attended and examination results of all tertiary level studies.</p> <ul style="list-style-type: none"><li>➢ <b>Non-CUHK qualifications:</b> Photocopies will <b>NOT</b> be accepted. The official transcripts should bear registrar's signature and stamp of Registry. Transcripts should be returned <b>directly</b> 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 <b>official transcripts</b>. Some universities may only issue electronic official transcripts to other institutions. In that event, official electronic transcripts should be emailed to our Division account (<a href="mailto:com_pg@cuhk.edu.hk">com_pg@cuhk.edu.hk</a>) directly from the issuing university.</li><li>➢ <b>CUHK qualifications (Bachelor's or higher degrees):</b> Photocopies of <b>transcripts</b> issued by CUHK are accepted (not applicable to CUHK (<i>Shenzhen</i>) qualifications), and <b>Academic Reports will NOT be accepted</b>. 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.</li></ul>
<input type="checkbox"/>	<p><b>Grading scheme</b> There should be explanatory notes<sup>Note 1</sup> printed/ appended to transcript indicating the grading scheme of the University. <b>If no such notes, official grading scheme issued by the Registry is needed.</b></p> <p><i>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).</i></p>
<input type="checkbox"/>	<p><b>Exchange transcript(s), if any.</b></p> <ul style="list-style-type: none"><li>➢ With a complete record of all courses attended and examination results of all studies during <u>the exchange period</u>.</li><li>➢ The official exchange transcripts should bear registrar's signature and stamp of Registry.</li></ul>
<input type="checkbox"/>	<p><b>Copies of certificates</b> of academic/professional qualifications (e.g. certificate of graduation, examination certificates and other qualifications)</p> <ul style="list-style-type: none"><li>➢ 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).</li><li>➢ 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.</li></ul>
<input type="checkbox"/>	<p><b>Confidential recommendations</b> from two referees</p> <ul style="list-style-type: none"><li>➢ 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; <b>OR</b></li><li>➢ 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.</li></ul>
<input type="checkbox"/>	<p><b>One of the following score reports/certificates</b>, showing that you have fulfilled the Graduate School's <b>English Language Proficiency Requirement</b>:</p> <ul style="list-style-type: none"><li>➢ 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</li><li>➢ 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</li><li>➢ <b>Original copy</b> 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 organization to our division. Photocopies/student copy can be provided for selection committee's reference first.</li></ul> <p><i>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.</i></p> <p><i>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)</i></p> <p><i>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)</i></p>
<input type="checkbox"/>	<p><b>A photocopy of your HKID card or your Passport</b> or other identity document<sup>Note 5</sup></p> <ul style="list-style-type: none"><li>➢ The identity document as given in your <u>Online Application Form</u> is needed.</li></ul> <p><i>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.</i></p>
<input type="checkbox"/>	<p><b>Personal Statement / Study Plan</b> (in English, normally around two to three pages of text.)</p>

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