

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

1. Please complete the Application Form and upload all necessary documents to University's Graduate School's website (<http://www.cuhk.edu.hk/gss>). Please upload a clear image to the website.
2. You may choose to submit the reference letters via the online reference letter system of Graduate School or download the "Confidential Recommendation" / "Referee's Report" and request your referees to return the recommendations to our School via mail..
3. Please mail the following documents to the **School of Journalism and Communication, Room 206-207, Humanities Building, New Asia College, The Chinese University of Hong Kong, Shatin, Hong Kong**
  - a. Copies of certificates of academic/professional qualifications (e.g. university certificate of graduation, examination certificates and other qualifications).
  - 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**. Applicants should first download the "Transcript Submission Covering Sheet" (optional) and send it to their universities to apply for transcripts. Transcripts should be returned directly to relevant Divisions 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.
    - (ii) 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 the relevant Divisions 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.
  - c. Confidential recommendations: 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 download the "Confidential Recommendation" / "Referee's Report" and send one to each of your referees and request them to return the recommendations to our school.
  - d. photocopy of any one of the following score reports/certificates (except those listed in 3d(iii)), showing that you have fulfilled the English Language Proficiency Requirement for admission to the Graduate School:
    - (i) a pass in English of HKALE, or HKHLE, or CUHK Matriculation Exam.; or Level 4 of DSE; or
    - (ii) a degree from a university in Hong Kong or an English speaking country; or
    - (iii) **original copy** of valid official score report of TOEFL, or IELTS (Academic). Photocopies will not be accepted; or
  - e. photocopy of your HKID card or your Passport or other identity document as given in the Application Form.
  - f. Personal Statement / Study Plan.

*\*\* If the examination authority does not allow sending more than one original copy to the same recipient, it is acceptable to send one original copy to our school but please attach one photocopy for each of the programmes you have applied.*

**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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