

Application No.: MBA

THE UNIVERSITY OF HONG KONG

Master of Business Administration (Part-time GBA (HK-SZ))

SUPPORTING DOCUMENTS

Please post the following required documents to MBA Admissions Office (HKU Business School, Room 204, Block B, Cyberport 4, 100 Cyberport Road, Hong Kong) after submitting the online application. You are suggested to submit as many supporting documents as possible, which will facilitate your application during the whole admission process.

Official/certified true copy* of transcript(s) containing complete record of the years and examination results of the courses you have taken at your home university (transcripts not in English should be accompanied by a formally certified translation in English provided by university or notary office). You may use the standard form provided and send the request to the university you have attended.
Certified true copy* of your degree certificate(s) (certificates not in English should be accompanied by a formally certified translation in English provided by university or notary office).
Official GMAT/GRE score report with required score (The HKU MBA code number for GMAT is FS2-WL-61); (The HKU MBA code number for GRE is 4136)
Official TOEFL/IELTS (academic module) score report with required score (The HKU MBA code number for TOEFL is 9671 (institution code) and 02 (department code)) [*paper score report should be sent directly to MBA Office] – only for applicants with qualification from a university outside Hong Kong where the language of teaching or examination is not in English.
Statements of reference^ from <u>two</u> referees using the standard form provided. #
A copy of your CV/resume. #
A copy of your passport (page with photo)/photo ID. #

^{*} Please note that the University will only **ACCEPT** <u>originals</u> or copies of the documents that have been duly declared as **true copies** before a notary office (e.g. a Commissioner for Oaths at a City District Office in Hong Kong). Copies of the documents may be certified by the appropriate officials of your home institute if you are an overseas applicant.

[^] A request for statement of reference will be sent to your referees via email if you have submitted their information on the online application.

[#] Could be alternatively sent via email (to: ptgbamba@hku.hk)



Request for Statement of Reference (Part-time GBA (HK-SZ) MBA)

request for statemen	it of Reference (1 a	art time GDA (IIIX 52) WDA)
To the applicant:		
Name	Surname	First Name
		(as in your ID card/passport)
Correspondence Address		
It may help you to meet d		e to your referee the date by which you must receive this for admission purposes only and will not become part of
To the referee:		
Committee attaches consider You will greatly assist the recommended that you keep committee is aware of the help. The comments will permanent file. Under the	derable weight to the state members of the comeep a copy for your fit time necessary to prepare be used for admission provisions of the Person sonal data. We would be	nt to The University of Hong Kong. The Admissions tatements made by the referees the applicant has selected. In mittee and the applicant by completing this form. It is files in case the original might be lost in the mail. The pare such an assessment and gratefully acknowledges your in purposes only and will not become part of a student's mal Data (Privacy) Ordinance, applicants have the rights to be pleased to provide you with additional information about
Admissions Office (HK	U Business School, T	rivelope addressed to the applicant, 2) to HKU MBA The University of Hong Kong, Room 204, Block B,), or 3) email to ptgbamba@hku.hk directly.
* The analisant		the form to him then be
* The applicant i	requests that you return	(date to be filled in by applicant)
Name of referee (please p	rint or type)	(dane to coffice in c) approximit
Position/Title		
School/Firm		
Address		
1. How long have you k	nown the applicant ar	nd in what context? Please comment on the frequency
of your interaction.		
2. What are the applican	nt's principal strengths	s?



4. In your opinion, has the applicant given careful consideration to his or her plans for entry into the MBA programme? 5. Please use the following scale to compare the applicant with others* you have known during your professional career. * Indicate the peer reference group to which the applicant is compared:	Request for Statement of	f Reference					
S. Please use the following scale to compare the applicant with others* you have known during your professional career. * Indicate the peer reference group to which the applicant is compared: Outstanding Excellent Above Average Average S0% Judge	3. In what areas can the appl	licant improve?					
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Signature Date	If yes, please provide us w	ith your telephor	ne number/ei	nail:			
	Signature		Date	;			



Transcript Request Form

Please complete the first part of this form and send it to the university you have attended.

Name:	Surname	First name	
University/College attended:			(as in your ID card/passport)
Dates of attendance:		to	
Title of degree/diploma:			
Date of award:			

Programme applying for admission at The University of Hong Kong:

- Part-time GBA (HK-SZ) MBA programme

To the Officer responsible for issuing transcripts:

The applicant named above has applied for admission to the MBA programme at The University of Hong Kong. Please send one copy of the official transcript together with this form directly to:

MBA Admissions Office HKU Business School Room 204, Block B, Cyberport 4 100 Cyberport Road Hong Kong