**The Chinese University of Hong Kong**

**Graduate Division of Social Work**

**Checklist for Document Submission**

**(for Applicants of MPhil-PhD Programme in Social Welfare (MPhil-PhD) Programmes)**

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| If you are going to apply for any of the programmes above, please upload the following documents via the “[Online System for Applicants of Postgraduate Programmes](https://www.gradsch.cuhk.edu.hk/OnlineApp/login_email.aspx)”:Please 🗹 in the appropriate boxes after uploading the documents in the [System](https://www.gradsch.cuhk.edu.hk/OnlineApp/login_email.aspx) (This checklist is for self-checking)

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| **🞎** | **1.** | [**Reply Slip**](https://web.swk.cuhk.edu.hk/images/content/postgraduate/document/ReplySlip_MoreThanOneProg.docx) **for Applicants who are Applying for More Than One Programmes/ Study Modes** **Offered by the Graduate Division of Social Work** (if applicable) |
| **🞎** | **2.** | **Transcript** *[Remarks: The transcript(s) should be issued by the* ***Registry/Academic Secretary (教務處/ 檔案館/ 學生成績專用章).*** *For graduates/ final year students of CUHK in HK, a copy of the transcript is fine****.****]*

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| 🞎 | A copy of the **official transcript** of my **Bachelor studies**.  |
| 🞎 | *[For applicants pursuing or have obtained a Master Degree, or obtained an Associate Degree/graduated in High Diploma programme]* A copy of the **official transcript** of my studies at **Master Degree / Associate Degree / Higher Diploma programme**. |
| 🞎 | *[For applicants having participated in an exchange programme of long duration which constitutes part of the studies] A* copy of the transcript of the **exchange programm**e issued by the host university.  |
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| **🞎** | **3.** | **Grading Scheme** *(Any one of the options below)**[Remarks: An accepted Grading Scheme should indicate the marks/ GPAs for achieving an average grade of not lower than "B".]*

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| 🞎 | A copy of the Grading Scheme.  |
| 🞎 | My graduation certificate indicates the Class of Honours or average grade that I obtained. I therefore do not need to provide the Grading Scheme.  |
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| **🞎** | **4.**  | **Research Proposal** of around 3,000 words written in English / Chinese. *(If the Proposal is written in Chinese, an English extract summarizing the Proposal in around 500 words is needed.)*

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| **🞎** | **5.** | A **Personal Statement** (400-500 words written in English) |
| **🞎** | **6.** |  *(For applicants who have obtained a degree from universities in Mainland China only)*  A copy of the **Online Verification Report of Higher Education Qualification Certificate (教育部** **學歷證書電子註冊備案表)** issued by the CHESICC (學信網) |
| **🞎** | **7.** | **Confidential Recommendations from Two Referees***(Any one of the options below)*

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| 🞎 | My referees will submit the recommendations via the “[Online System for Applicants of Postgraduate Programmes](https://www.gradsch.cuhk.edu.hk/OnlineApp/login_email.aspx)”. I have submitted two referees’ contact information in the [System](https://www.gradsch.cuhk.edu.hk/OnlineApp/login_email.aspx). |
| 🞎 | My referees will directly send the recommendations to the Graduate Division of Social Work by post / I will send the recommendations to the Graduate Division in sealed envelopes by post. |

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| **🞎** | **8.** | *[For applicants who are not graduates from a university in Hong Kong or graduates of a degree programme of which the medium of instruction is English.)***Documentary Proof of Fulfilling the English Language Proficiency Requirement** |
| **🞎** | **9.** | 🞎 A copy of **Certificate of Graduation of my Bachelor Degree.**🞎 *[For those who have obtained a Certificate of Graduation of a Master Degree/Associate Degree/ High*  *Diploma Programme]* **A copy of Certificate of Graduation of my Master Degree/Associate**  **Degree/ High Diploma studies.** |
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| **🞎** | **10.** | **Identity Document** *(Any one of the options below)*🞎 **Hong Kong Identity Card** *[For holder of Hong Kong Identity Card only]*🞎 Other Identity document, e.g. passport *[If I do not get a Hong Kong Identity Card]*

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