**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)**

|  |  |
| --- | --- |
|  | |
| 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)   |  |  |  | | --- | --- | --- | | **🞎** | **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****.****]*   |  |  | | --- | --- | | 🞎 | 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. | |  |  | | | **🞎** | **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".]*   |  |  | | --- | --- | | 🞎 | 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. | |  |  | | |  |  |  | | **🞎** | **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.)*   |  |  | | --- | --- | |  |  | | | **🞎** | **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)*   |  |  | | --- | --- | | 🞎 | 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. | | | **🞎** | **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.** | |  |  |  | | **🞎** | **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]*   |  | | --- | |  | | | |
|  | |
|  | |
|  |