



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.

| | |
|--------------------------|---|
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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). |
| <input type="checkbox"/> | 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) |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Statements of reference [^] from two referees using the standard form provided. # |
| <input type="checkbox"/> | A copy of your CV/resume. # |
| <input type="checkbox"/> | A copy of your passport (page with photo)/photo ID. # |

* Please note that the University will only **ACCEPT originals** 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

3. In what areas can the applicant improve?

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: _____

| | Outstanding | Excellent | Above Average | Average | Below Average 50% | Unable to Judge |
|------------------------------------|-------------|-----------|---------------|---------|----------------------|-----------------|
| Intellectual ability | | | | | | |
| Analytical ability | | | | | | |
| Leadership skills | | | | | | |
| Ability to work with others | | | | | | |
| Compassion | | | | | | |
| Self confidence | | | | | | |
| Maturity | | | | | | |
| Initiative | | | | | | |
| Creativity | | | | | | |
| Persistence and drive | | | | | | |
| Oral communication skills | | | | | | |
| Written communication skills | | | | | | |
| Overall Rating of Candidate | | | | | | |

6. Please comment on the ratings above and feel free to make additional statements concerning the applicant's accomplishments, managerial potential, and other personal qualities. Attach an additional sheet if necessary.

May we call you if the Admissions Committee feels that it would be helpful to contact you by phone/email regarding the applicant?

If yes, please provide us with your telephone number/email: _____

Signature _____ Date _____

