



Application No.: MBA _____

THE UNIVERSITY OF HONG KONG

Master of Business Administration (Part-time – Weekday/Weekend in Hong Kong)

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: ptmba@hku.hk)

**Request for Statement of Reference (Part-time – Weekday/Weekend in Hong Kong)****To the applicant:**

Name _____ Surname _____ First Name _____
(as in your ID card/passport)

Correspondence Address _____

It may help you to meet deadlines if you indicate to your referee the date by which you must receive this form (see below*). The comments will be used for admission purposes only and will not become part of your permanent file.

To the referee:

The person named above is an MBA applicant to The University of Hong Kong. The Admissions Committee attaches considerable weight to the statements made by the referees the applicant has selected. You will greatly assist the members of the committee and the applicant by completing this form. It is recommended that you keep a copy for your files in case the original might be lost in the mail. The committee is aware of the time necessary to prepare such an assessment and gratefully acknowledges your help. The comments will be used for admission purposes only and will not become part of a student's permanent file. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to their personal data. We would be pleased to provide you with additional information about our programme if it will assist in any way.

Please return the form either 1) in sealed envelope addressed to the applicant, 2) to HKU MBA Admissions Office (HKU Business School, The University of Hong Kong, Room 204, Block B, Cyberport 4, 100 Cyberport Road, Hong Kong), or 3) email to ptmba@hku.hk directly.

* The applicant requests that you return the form to him/her by _____
(date to be filled in by applicant)

Name of referee (please print or type) _____

Position/Title _____

School/Firm _____

Address _____

1. How long have you known the applicant and in what context? Please comment on the frequency of your interaction.

2. What are the applicant's principal strengths?

**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 _____



Transcript Request Form

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

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

Programme applying for admission at The University of Hong Kong:

- **Part-time GBA – Weekday/Weekend in Hong Kong**

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**