

HONG KONG SHUE YAN UNIVERSITY

GRADUATE SCHOOL

Master of Social Work

Important Note to Applicants

Application and Supporting Documents

1. All information and documents in the application must be accurate and complete. Making, submitting, or using any false instrument (including forged documents) is a serious criminal offence under the Crimes Ordinance (Cap. 200 of the laws of Hong Kong). Any false information will disqualify the application for admission and enrollment at Hong Kong Shue Yan University.
2. Applicants are responsible for providing information or documents as required by the University for admission purposes.
3. To be eligible for admission to the programme, an applicant shall satisfy all admission requirements as listed [HERE](#).
4. The application form should be completed in **English** unless stated otherwise.
5. Please prepare the following supporting documents for uploading when completing your application form:
 - A recent, colour, passport-size photo (i.e., approximately 40mm (Width) x 50 mm (Height) showing a full frontal face with clear facial features.)
 - Copy of your HKID Card or other identification document
 - Copy of Graduation Certificate(s) and/or Degree Certificate(s) of your undergraduate/postgraduate studies
 - For qualifications obtained in **Mainland China**: The Graduation Certificate AND Degree Certification should be accompanied by the Online Verification Report of the Higher Education Qualification Certificate and Online Verification Report of the Higher Education Degree Certificate by CHSI 學信網 (教育部學籍線上驗證報告及中國高等教育學位線上驗證報告)
 - For **Mainland Applicants with overseas qualifications**: The Graduation Certificate and/or Degree Certification should be accompanied by the Overseas Credential Evaluation Report (國外學歷學位認證書) issued by the Chinese Service Center for Scholarly Exchange (CSCSE) (教育部留學服務中心)
 - Official Transcript(s) with Grading Scheme of your undergraduate/postgraduate studies
 - Official TOEFL / IELTS score report
 - Personal Statement (Template can be found on MSW website)
 - Two Confidential Recommendations
 - Copy of Valid Visa / Entry Permit (if applicable)
6. **Within 1 month of applying**, you are required to arrange for the following documents to reach the *Master of Social Work Programme Office at: RHB305, High Block, Research Complex, Hong Kong Shue Yan University, 6 Wai Tsui Crescent, North Point, Hong Kong*:
 - Official transcripts of your undergraduate and postgraduate studies will be sent directly to the programme office by the issuing institutions in a sealed envelope with an official chop ([Transcript Submission Covering Sheet](#)).
 - E-transcripts directly sent by institutions may also be accepted.
 - The official score report on English proficiency in IELTS/TOEFL is sent directly by examination bodies. IELTS/TOEFL scores are valid for two years from the test date.

Definition of Non-local Students

7. For admission, holders of the following documents issued by the Immigration Department of the HKSAR are regarded as **Non-local Students**:
- Student visa/entry permit
 - Visa / Entry permit under the Immigration Arrangements for Non-local Graduates
 - Dependant visa/entry permit (for students who were 18 years old or above)¹

Application Fee

8. The application fee for each programme is HK\$200 for local applicants and HK\$650 for non-local applicants and must be settled online by WeChat Pay 微信支付 / Alipay (内地版支付宝) / FPS 轉數快 / Credit Card. The application fee is non-refundable under any circumstances.
9. Failure to settle the application fee in full as required will result in your application being disqualified.

Enquiry

Master of Social Work Programmes Office
Hong Kong Shue Yan University
Room 305, High Block, Research Complex
6 Wai Tsui Crescent, North Point
Hong Kong

Tel: 28048453
Email: maw@hksyu.edu

¹ Students holding dependant visa / entry permit who were 18 years old or above when they were issued with such visa / entry permit by the Immigration Department of the HKSAR.