

THE CHINESE UNIVERSITY OF HONG KONG (SHENZHEN)

Application for Admission to Postgraduate Studies (2017-18)

NOTES FOR APPLICANTS

1. Application Deadline

Different programmes have different application deadlines. Please refer to the homepage of relevant School for details.
(<http://www.cuhk.edu.cn/schools/shss/postgraduates/>)

2. Submission of Application Materials

Completed application forms should be submitted by hand or by post to the relevant school/programme office which offers the programmes (refer to item 8 below) by the deadline together with the documents listed below. All documents submitted will not be returned and will be destroyed if the application is unsuccessful. Applicants are required to submit a separate application form along with the supporting documents for each programme. Applicants are required to provide true, accurate and complete information in support of their application. Any misrepresentation will result in disqualification of their application and subsequent enrolment in the University.

2.1 Application form

(<http://www.cuhk.edu.cn/schools/shss/postgraduates/wp-content/uploads/2015/01/Application-form.pdf>);

2.2 Receipt of application fee (refer to item 3.2 below);

2.3 Copies of certificates of academic/professional qualifications (e.g., university certificate of graduation, university certificate of degree, examination certificates and other qualifications);

2.4 Official transcripts (with a complete record of courses attended and examination results) of university level studies;

- a. Applicants should complete the attached “Transcript Submission Covering Sheet” (Downloadable at: <http://www.cuhk.edu.cn/schools/shss/postgraduates/wp-content/uploads/2015/01/Transcript-submission-covering-sheet.pdf>) and send it to the relevant universities to apply for transcripts.
- b. Transcripts should be returned in sealed envelope directly to relevant school office which offers the programmes. Photocopies will not be accepted.

Note: Certificates and transcripts, which are not in English or Chinese, should be accompanied by their translations provided by a registered translation company in either English or Chinese.

2.5 Applicants with degrees awarded by overseas universities through distance learning or completing a curriculum of a short duration may be required to provide an authentication from the Ministry of Education of People’s Republic of China;

2.6 Confidential recommendations from two referees to be sent directly to relevant school/programme office (refer to item 8 below for address) as soon as possible or not later than two weeks after the application deadline of the programme (Downloadable at: <http://www.cuhk.edu.cn/schools/shss/postgraduates/wp-content/uploads/2015/01/Confidential-recommendation.pdf>);

2.7 Any one of the following original score reports/certificates, showing that the applicant has fulfilled the English Language Proficiency Requirement for admission to the programme;

- TOEFL (not lower than 550 in written examination/ 213 in computer-based examination/ 79 in internet-based examination), or
- IELTS [Academic] (not lower than 6.5), or
- GMAT (not lower than 21 in Verbal).

Note: The above requirements are only for sitting in the school/programme’s entry examination.

2.8 The University may require applicants to submit additional information or documentary proof if deemed necessary.

3. Payment Methods of Application Fee

3.1 The application fee for admission to one postgraduate programme is 300 RMB. The application fee, once paid, is not refundable.

3.2 Applicants should pay the application fee by bank transfer:

Applicants should provide their names and ID/passport numbers in the “Note” column in the transfer form and post the transfer receipt or its copy including the Note to relevant school/programme office (refer to item 8 below for mailing address).

Bank Account Details:

For the **MAT&I** Programme in The Chinese University of Hong Kong (Shenzhen):

Account Name 账户名: 香港中文大学 (深圳) 笔译及口译硕士
Account Number 账号: 1105 2744 1110 1999002
Bank 开户银行: 中信银行深圳金山大厦支行

For the **MASI** Programme in The Chinese University of Hong Kong (Shenzhen):

Account Name 账户名: 香港中文大学 (深圳) 同声传译硕士
Account Number 账号: 1105 2744 1110 1999003
Bank 开户银行: 中信银行深圳金山大厦支行

Note:

- It is unadvisable to transfer cash deposit in CITIC Bank branches, as this may lead to transaction failure due to untraceable adjunct account (i.e. the MA programmes accounts). So please pay your application fee through money transfer in the bank or E-bank transfer.
- Please use the Micropayment System or High-Value Payment System to transfer your payment if you are a CITIC E-bank user. If you transfer money in the bank and the teller cannot find the MA programmes accounts, please remind the teller to choose the Micropayment System or High-Value Payment System for the transaction. For trans-provincial or trans-regional bank transfer, it is also recommended that you use the Micropayment System or High-Value Payment System to transfer money to CITIC bank Shenzhen branch. Please let the teller contact our customer managers in CITIC Bank by telephone if you still have problem in this transaction: 0755-83280376 (ZHANG Qi) or 0755-83280878 (Ms. Liu).

4. Selection Process

Relevant school/programme office will begin the selection process upon receipt of the applications and supporting documents. Applicants will be notified by school/programme office for entrance test or interviews if applicable.

5. Application Results

Application results will be sent to applicants through email and by telephone after the entrance test and interviews.

6. Handling of Information

The information collected from the application form will be used for the following purposes:

- 6.1 as a basis for selection of applicants for admission in 2017-18 to postgraduate programmes offered by the University and other related purposes;
- 6.2 for verifying information about the applicant's public examination results and academic record in relevant universities;
- 6.3 for identifying records of previous studies as a student in relevant universities;
- 6.4 as part of the applicant's student record upon receipt of an offer and registration for a programme, which will be used for all purposes relating to his/her studies in accordance with the procedures of the University; and
- 6.5 if necessary, may be transferred to other units within the University to facilitate verifications, communication, operations and planning.

7. Inquiry

Please refer to the School/Programme Office for contact information (see item 8). Those who have submitted applications should always quote application information and programme applied for.

8. Contact Information

School/Programme Office
Tel: (+86) 75584273180
Email: shsspg@cuhk.edu.cn

Address:
Room 318, Office of the School of Humanities and Social Science,
Daoyuan Building, The Chinese University of Hong Kong (Shenzhen),
2001 Longxiang Blvd., Longgang District, Shenzhen, P.R. China
Postal code: 518172
(Please also post your application documents to this address.)

The office is closed on Saturdays, Sundays and public holidays.