

### 9.1 Application Procedures

(a) Application materials can be obtained from the Office of Graduate School or through the internet at the Academic Registry homepage at <http://www.hkbu.edu.hk/~ar/admissions/post.htm>.

(b) All application forms (provided by the University) must be completed and returned to the Office of Graduate School with supporting documents as follows:

(i) Certificate(s) and Transcript(s)\*

Photocopies of original certificate(s)/transcript(s) must be attached while arrangement should be made for official transcript(s)\* to be sent directly from the College/University/Institution concerned to Hong Kong Baptist University (non-returnable) bearing all academic records of the applicant's undergraduate and/or postgraduate studies upon receipt of the admission offer;

(ii) Confidential recommendations from the two referees named on the application form (if required by the course/programme) to be returned directly by the referees to the University;

(iii) Photocopies of the applicant's Hong Kong Identity Card (Non-local applicants please provide photocopies of passport or other identity document of their home country);

(iv) Non-local applicants applying for part-time postgraduate courses should provide a photocopy of an appropriate and valid visa to prove their eligibility to stay and study in Hong Kong; AND

(v) The receipt for payment of the application fee.

\* *Exception: For HKBU graduates/students, the requirement to submit Hong Kong Baptist University official transcript(s) and certificate(s) is waived.*

(c) Shortlisted applicants will normally be interviewed by academic staff prior to admission approval being granted. A qualifying examination may also be required.

(d) Application Fee

(i) Hard-copy Applications

The application fee should be paid at any branch of the Hang Seng Bank, using the pay-in slip provided, or the "HKD Account Deposit Form" which is obtainable at the bank. For overseas applicants, the application fee should be made by bank draft, certified bank cheque or credit card payable to "Hong Kong Baptist University". The application fee is non-refundable.

(ii) On-line Applications

The application fee should be paid on-line by credit card, either VISA or MASTER card, through our BEA payment gateway. Applicants who do not possess any credit card may pay the application fee by bank draft or certified bank cheque payable to "Hong Kong Baptist University". The application fee is non-refundable.

(e) Further information concerning the Postgraduate Studies Programmes can be obtained from the Office of Graduate School.

### 9.2 Application Periods

Application for admission to Research Degree programmes may be lodged throughout the year. However, applications should be submitted at least 2 months (for local applicants)/6 months (for non-local applicants) before the date on which an applicant intends to commence his/her study.

Applications for admission to Taught Postgraduate programmes including Master's Degree/Postgraduate Diploma/Postgraduate Certificate should be lodged between January and February/March/April/May/June 2006. Late applications may be considered when places are still available. Applicants please visit our website at <http://www.hkbu.edu.hk/~ar/admissions/post.htm> for up-to-date information about our application schedule.

### 9.3 Transfer Students

Under normal circumstances, applicants who are studying for a master's degree at the Baptist University or other institutions, seeking transfer to any master's degree courses at the Baptist University will not be considered.