

# TFAS Hong Kong Application Instructions

## ONLINE APPLICATION

Complete the online application including the following uploaded materials:

- A **Statement of Purpose** (max 500 words) explaining your reasons for applying to the program and what you hope to gain by attending
- **Resume/CV**
- **Proof of English proficiency** – TFAS primarily uses admissions interviews to judge an applicants' English ability. Applicants are also welcome to submit supplemental proof of English proficiency (which will be considered in addition to your interview) including:
  1. Proof of attendance (for at least 1 year) at a university in the United States, Canada, the UK, Ireland, Australia, or New Zealand
  2. An English Language Exam score report (e.g. TOEFL, IELTS, or an English proficiency exam administered by your university)
  3. Proof of attendance at a university where the language of instruction is English
  4. Proof of attendance at a university that is accredited by an American university/college
  5. Completion of English Composition I & II with grades of C or higher at a college or university in the US

## SUPPLEMENTAL MATERIALS

The following materials must be submitted in addition to the online application:

- **Official Transcript:** Your official transcript can be scanned and uploaded into the online application or submitted by email, fax, or post. If you email, fax, or mail your transcript to our office, you should upload a Word document in your application (in place of your transcript) that says how and when you submitted it.

*Please note:*

  1. *Transcripts submitted through the online application, by fax, or by email MUST be copies of your official transcripts. We will not accept unofficial transcripts.*
  2. *Official transcripts must be in English. If your university does not provide official transcript in English, you must have it translated by a certified translation service.*
- **Letter of Recommendation:** One letter from a professor, adviser, or dean, or boss (someone who knows you in an academic capacity is preferred) should be submitted through the online application system or by email, fax, or post.

## SCHOLARSHIP APPLICATION

To be considered for a scholarship, students must complete the scholarship application (available in the online application) and submit the following documents:

- **Scholarship Statement** (250 words): "Write a brief statement describing your need for a scholarship." Must be uploaded into the online application.
- **Personal Financial Materials** (*American applicants only*): American applicants should submit either a Student Aid Report (SAR) or a tax return (for the most recent available year) in support of their scholarship application. Can be uploaded into the online application or sent by email, fax, or post.

## CONTACT INFORMATION

International Programs Admissions  
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## APPLICATION DEADLINES

Early Application Deadline: December 1

Final Application Deadline: February 1

**Please note that ALL application and scholarship materials must be received before an application will be considered complete and sent to the admissions committee for review.**