



香港三育書院

HONG KONG ADVENTIST COLLEGE

1111 Clear Water Bay Road, Sai Kung, New Territories, Hong Kong

Tel: (852) 2719-1667 Fax: (852) 2358-1055 Email: hkac_info@hkac.edu Web: www.hkac.edu

Application Form Check List

All application files require the following and **MUST BE COMPLETED IN ENGLISH LANGUAGE**:

	Completed Hong Kong Adventist College Application Form
	Completed Andrews University Application Form
	Copy of HKID / Passport
	* Copy of Public Exam Result
	* Copy of Secondary School Final Grade Report (<i>College Foundation: two previous school years grade report</i>) * Copy of High School Transcripts (<i>for admission from high school graduate</i>) * Official College Transcripts (<i>for College / university transfer student</i>) Official transcripts must be sent directly to the Registrar's Office of Hong Kong Adventist College from the Registrar of College / University you have attended
	Copy of TOEFL Score or IELTS Score (<i>A certified copy of test result taken within the last two years</i>)
	Copy of other Diplomas and Certificates (<i>If applicable</i>)
	Copy of Recommendation Letters (<i>Mature applicants or If applicable</i>)
	1 passport size photo (<i>Attach to the Application Form</i>)
	2 self- addressed stamped envelopes of HK\$ 1.70 each (<i>for Acceptance Letter and Registration Letter</i>)
	Application Fee (<i>non – refundable</i>) (Applications will not be processed until application fee is paid) <input type="checkbox"/> HK\$ 50 Diploma in Pre-University Studies <input type="checkbox"/> HK\$ 200 College and Andrews University / Griggs University affiliated programs
	<input type="checkbox"/> HK\$ 5,000 Foreign Student Deposit Fee (<i>to be held in trust until student is ready to return to his/her homeland, after all outstanding school expenses have been covered</i>)
Payment Methods: 1) Checks & Money Orders made payable to : HONG KONG ADVENTIST COLLEGE (<i>Do not send cash if submitting application by mail</i>) 2) Address: Hang Seng Bank Limited, Head Office, 83 Des Voeux Road, Central, Hong Kong Swift Code: HASE HKHH A/C No:204 – 3 – 011010 (<i>Send us a copy of your transaction receipt, your name printed at the back, and indicate which program you are entering.</i>)	

- * **Originals** or copies of the documents that have been duly declared as **true copies** before a notary public (e.g. a Commissioner for Oaths at a City District Office in Hong Kong). You may also bring the **originals** of the documents together with an additional set of their photocopies for verification. Copies of the documents may be certified by the appropriate officials of your home institute if you are an overseas applicant. Official and authorized English translation must be provided for non-English language documents.
- Photocopy fee by the College: HK\$1 per page