Checklist for Submission of Application

Bachelor of Science (Honours) International Tourism Management
Bachelor of Science (Honours) Events Management

In order to further process your application, you are required to provide us with the following documents.
"No action will be taken unless all documents are received as per the instruction and the validity of your application may be affected if required documents are not well received"

1.	**IC Application Form**	☐
2.	**1 set of certified true copy* of Hong Kong Identify Card* or Passport* (For the applicant who does not hold HKID)** ***All non-Hong Kong resident applicants are required to obtain a student visa to study in Hong Kong. It is the responsibility of individual students to make the appropriate visa arrangement before arriving Hong Kong.***	☐
3.	**1 set of Advanced Diploma/Higher Diploma/Associate Degree official transcripts in:** **Tourism/ Hospitality/ Event Management *(or equivalent)*** ***Both online version or certified true copy are accepted, we may ask you for more information or syllabus of the course you are studying / studied if required.***	☐
4.	**1 set of certified true copy* of HKDSE/ HKCEE/ GCSE result**	☐
5.	**1 set of certified true copy* of HKALE/ GCSE A-level result *(if applicable)***	☐
6.	**1 set of certified true copy* of IELTS or TOFEL result *(if applicable)***	☐

Should you have any enquiries, please do not hesitate to contact Mr KK Ho / Ms Sara Liu at 2867-8329 / 2867-8408 or email to enquiry_ftplyhtm@hkuspace.hku.hk. You can also browse IC's website (http://ic.hkuspace.hku.hk/) for more information.

Thank you for your attention!

***Remarks:**

Certified true copies:

Original documents together with 1 set of copy of all supporting documents such as academic qualifications or identification documents are required for certification. **Softcopies in any kind (e.g. downloaded versions or typewritten versions for transcripts, etc.) or facsimiles will not be accepted in any case.**

Names on award

Your formal name provided will appear exactly the same as on your award and must be your legal name as it appears on your HKID or Passport. If your name is different from what it appears on your academic transcript, you must submit a formal application for name change and attach supporting documentations.

Successful completion award and official transcripts of your final results.

If you have not yet completed the relevant courses, please mark the completion date on the IC Application Form or notify us, and provide the said documents immediately once available.

Conditional Offer and Final Offer

Conditional Offer would be considered only if you have fulfilled the basic entry requirement and all the documents were well received according to the checklist, and Final Offer would be considered only if the final transcripts of your award are provided.

Please submit the above documents to the IC Office during office hours.

IC Office Address and Opening Hours
6/F, United Centre, 95 Queensway, Admiralty, Hong Kong (Exit D, Admiralty MTR Station) **Tel: 2910 7555** **Opening Hours:** **Weekdays – 9:00 a.m. - 5:30 p.m.** **Saturdays, Sundays and Public Holidays - Closed**

If you would like to submit the above documents to other Learning Centers (Address: http://www.hkuspace.hku.hk/learning-centre), please write clearly:
Attention: Mr KK Ho / Ms Sara Liu , HKU SPACE IC, 12/F NCB Innovation Centre, 888 Lai Chi Kok Road, Cheung Sha Wan, Kowloon

Only original forms will be accepted. We shall NOT ACCEPT any soft copies or facsimiles.

October 2026