



香港三育書院

HONG KONG ADVENTIST COLLEGE

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

Tel: (852) 2719-1668 Fax: (852) 2358-1055 Email: info@hkac.edu Web: www.hkac.edu

Application 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 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 2 Recommendation Letters (<i>Mature applicants or If applicable</i>)
	1 passport size photo (<i>Attach to the Application Form</i>)
	Application Fee for overseas students (<i>non – refundable</i>) (Applications will not be processed until application fee is paid)
	<input type="checkbox"/> HK\$ 500 Diploma in Pre-University Studies
	<input type="checkbox"/> HK\$ 500 College and Andrews 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**

(Do not send cash if submitting application by mail)

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

(Send us a copy of your transaction receipt, your name printed at the back, and indicate which program you are entering.)

3) Online payment for international students: www.hkac.edu/payment

- * **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



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RECOMMENDATION FORM

(This form must be completed by the person who is not a relative of the applicant)

NAME OF APPLICANT _____

The individual named above has applied for admission to Hong Kong Adventist College. Please evaluate and recommend this individual in terms of past performance and character traits. The Admissions Committee welcomes your comments in guiding in the selection of students. This recommendation will be kept in the applicant's record on file in the Registrar's Office and will be kept strictly confidential. For ease of evaluation circle the number in the chart below which reflects your knowledge of the applicant.

TRAIT	EVALUATION					N/A
	Excellent				Poor	
ACADEMIC ABILITY	5	4	3	2	1	N/A
HONESTY	5	4	3	2	1	N/A
MATURITY	5	4	3	2	1	N/A
INDUSTRY	5	4	3	2	1	N/A
LEADERSHIP	5	4	3	2	1	N/A
RELIGIOUS ATTITUDE	5	4	3	2	1	N/A

COMMENTS: Applicant's Strengths and Weaknesses (use the back page if necessary)

I have known the applicant for _____ years in the capacity of _____.

____ I recommend the applicant WITHOUT reservation.

____ I recommend the applicant WITH reservation.

____ I CANNOT recommend the applicant.

Signature

Date

Name (Please Print)

Title / Position

Please mail the completed form to:
The Registrar
Hong Kong Adventist College
1111, Clear Water Bay Road
Sai Kung, NT, Hong Kong



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Letter of Financial Guarantee

Dear Sir:

By this instrument, I, _____, normally residing at
name of guarantor

address of guarantor

solemnly declare that I am willing to assume full responsibility of all school and

repatriation expenses incurred by _____
Name of Student

from _____ till _____
date date

In support of this statement, I am submitting, for your consideration and approval, the following documents:

Bank statement, tax receipts, etc.

Sincerely yours,

Signature of guarantor

Relationship to student

Date