

## Supplementary Form for P45 (Full Time) PCLL (Postgraduate Certificate in Laws)

**This online form can only accept English characters.**

### Remarks:

1. The application period of P45 PCLL (full-time) is from December 2023 to 30 April 2024.
2. This supplementary form **MUST** be completed and submitted, together with the main application form to the University on or before **30 April 2024**.

### **Attention:**

If CityU is your 1st choice institution, you are required to send us **by post ALL** supporting documents **immediately** after you have submitted your application.\* These would include interim/final transcripts, IELTS Test Report Form, PCLL Conversion Examination result/exemption letters and DSE/IB or other secondary public examination results that you uploaded onto the admissions on-line system. Please send the said documents to the following address:

Attn: PCLL Admissions Committee  
School of Law  
City University of Hong Kong  
83 Tat Chee Avenue, Kowloon Tong, Kowloon, Hong Kong

Please send us by post and upload onto the admissions on-line system as soon as possible **any other supporting documents** (such as your final year academic results, Conversion Examination results/evaluation letter and/or IELTS results) **once available**.

\* Please do not send us originals of documents as we will not be able to return these to you or share them with other programmes.

3. For PCLL programme, you are required to provide your DSE/IB or other secondary public examination results.
4. **Please read the PCLL conversion requirements of the Hong Kong Conversion Examination Board as set out in their Information Package ([www.pcea.com.hk](http://www.pcea.com.hk)). Enquiries relating to the PCLL conversion requirements should be addressed to [enquiry@pcea.com.hk](mailto:enquiry@pcea.com.hk).**
5. If you place HKU/CUHK as your first choice in your PCLL application, your application will not be considered until you tell us that your application has been rejected by them. Please note that by the time you produce a letter of rejection from HKU/CUHK, there might not be any places available at CityU. We will first consider the first choice applications and will review the second and third choice applications only if there are any places left.

**You must select only one institution as your first preference. If you place CityU as your first preference in your application to CityU and place HKU/CUHK as your first preference in your applications (whether full-time or part-time or both) to them, you will be disqualified by all three PCLL providers.**

6. **Applicants are allowed to change their first choice institution but are required to provide written consent (confirmation) from their original first choice institution. Any change of preference will be considered in late August 2024 if places are still available. Requests for a change of preference must be sent directly to the School of Law.**

7. Please supply academic transcripts and/or other appropriate evidence  
(a) that you have satisfactorily completed an LLB or JD or GDL or ADLE or equivalent with passes in all nine core subjects, namely Contract, Tort, Constitutional Law, Criminal Law, Land Law, Equity, Evidence, Business Associations and Commercial Law, and (where applicable) three top-up subjects, namely Hong Kong Constitutional Law, Hong Kong Land Law and Hong Kong Legal System (**for overseas students, you must provide a copy of the evaluation (exemption) letter issued by the Hong Kong Conversion Examination Board and your PCLL conversion exam results**); and  
(b) that you have obtained 7 or above overall band score in the International English Language Testing System (IELTS-academic) from a test taken at the IETLS test centre no more than 3 years before the closing date of application (i.e. 30 April 2024). This is a requirement of the Standing Committee on Legal Education and Training in Hong Kong. **No exemption will be granted.**

IELTS is jointly owned by British Council, IDP: IELTS Australia and Cambridge English Language Assessment. For details please see <http://www.ielts.org> or contact:

The British Council:  
Tel: (852) 2913-5100  
E-mail: [enquiries@britishcouncil.org.hk](mailto:enquiries@britishcouncil.org.hk)

IDP Education Australia:  
Tel: (852) 2827-6362

We advise that you take your IELTS (academic) test early. You must provide your IELTS (academic) results on or before 2 August 2024.

8. You may apply for the PCLL pending the completion of your law programme or any core subject (e.g. final year LLB/JD students may apply although their final exam results may not be available until after the close of applications). You are required to upload the documents **once they are available** onto the admission on-line system and **send by post** a copy to School of Law. Any conditional offer made to enrol in our PCLL programme is subject to your achieving those conditions (applicants are required to provide documentary evidence of achieving those conditions) within the deadline given.
9. Please note that if your application is successful you are expected to attend our PCLL **“Orientation Day” in late August** and all PCLL classes starting in **early September** on time. **By signing and submitting this form you acknowledge and agree to this.**
10. CityU offers UGC-funded PCLL places and self-financing PCLL places.

Subject to applicable regulations, UGC-funded places are awarded on the basis of merit. Applicants who are not awarded a UGC-funded place are automatically considered for a self-financing place. Students who are given self-financing places in the early stage **may be considered** for UGC-funded places in August-September 2024.

The tuition fees for 2024/25 **UGC-funded** places are HK\$42,100 for local students and HK\$160,000 for non-local students (which are subject to review from time to time). The tuition fee for 2024/25 **self-financing** places is HK\$6,900 per credit unit.

**Note: The City University of Hong Kong reserves the right to refuse any application for deferral of study after an offer has been made to an applicant.**

11. Please read the Remarks given above before completing this form.

Please read the PCLL Admissions Guidelines under Admission Criteria and FAQs at the School website <https://www.cityu.edu.hk/slwp/prospective-students/postgraduate-programmes/postgraduate-certificate-laws-pcll> and most frequently asked questions on <https://www.cityu.edu.hk/pg/taught-postgraduate-programmes/faq> and submit this supplementary form, in addition to your main application form.

Please also read the PCLL conversion requirements of the Hong Kong Conversion Examination Board as set out in their Information Package ([www.pcea.com.hk](http://www.pcea.com.hk)). Enquiries relating to the PCLL conversion requirements should be addressed to [enquiry@pcea.com.hk](mailto:enquiry@pcea.com.hk)

All students must comply with all conditions (except for IELTS (academic) results) relating to any conditional offers which they receive from the Chow Yei Ching School of Graduate Studies by 12 August 2024.

Please answer each of the following questions. Applications with unanswered questions will not be considered.