

The Education University of Hong Kong
Master's Degree Programmes

Provision of Documents Upon Offer Acceptance

Before programme registration, you will be required to submit two types of documents **by the deadline stipulated in the offer letter:**

(A) Documents certifying your personal identity (e.g. HKID, mainland ID or passport, etc)	+	(B) Official documents certifying your attainment of the required qualifications.
----------------------------------------------------------------------------------------------	---	--------------------------------------------------------------------------------------

(A) Submission of your personal identity document(s)

According to your local / non-local status, please upload a scanned copy of your identity document(s) onto your [online application account](#):

Local Students	Non-local Students
HKID, employment visa / work permit (<i>if applicable</i>)	Mainland ID & EEP (港澳通行證), Passport, HKID, Student visa / entry permit, IANG visa, Dependant visa / entry permit (<i>whichever applicable</i>).

(B) Submission of your academic document(s)

Please provide the required documents as claimed in your [online application account](#), including Sections (I), (II) and (III) up to the satisfaction of the University:

- (I) Post-secondary Qualifications
- (II) English Language Report
- (III) Additional Requirements

Please refer to **Pages 2 – 4** for the required documents which should be directly sent to EdUHK from the issuing universities / authorities for verification up to the satisfaction of the University.

By Courier / Post:	By Email:
<i>The Registry (ARAP Section)</i> <i>Room A-2/F-07, Cho Kwai Chee Foundation Building</i> <i>The Education University of Hong Kong</i> <i>10 Lo Ping Road, Tai Po, N.T. Hong Kong</i> <i>Attn: Ms Y. T. Chau / (852) 2948 6886</i> <i>[Ref: Application Number / Programme applied]</i>	Digital documents should be sent to: tpgadmission@eduhk.hk Please quote your full name, application number and programme applied for identification.

In some cases, it is acceptable to submit officially certified true copy (經核證副本) of your documents by courier/post issued by:

- a notary public (e.g. the [District Offices](#) in Hong Kong by Declaration (香港民政事務處「宣誓」)); or
- your current employer in Hong Kong (e.g. principal of your serving school / HR department of your serving organisation, etc). The documents should be officially signed and stamped in Hong Kong; or
- notary office in Mainland China (中華人民共和國公證處).

A copy of your academic documents will be uploaded onto your [online application account](#) under the “Upload Documents” section within 5 working days once it is received. You may login your account to check for the update. No individual acknowledgement will be sent to applicants.

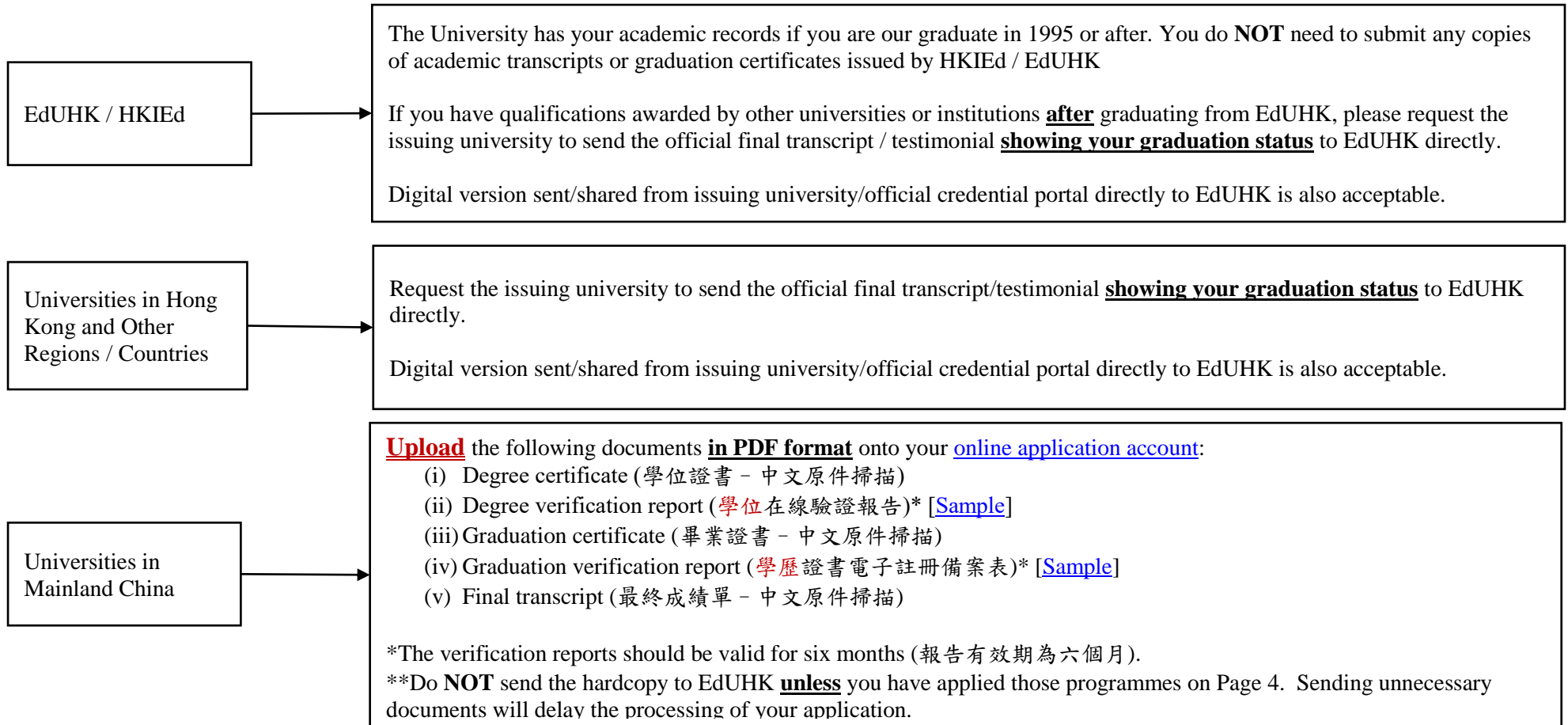
Please do **NOT** send any original graduation certificate(s) to the University in any circumstances as we will not be responsible for any documents mislaid. All documents will normally not be returned.

Failing to provide the required documents may result in your unsuccessful enrolment in the programme. If documents provided are found to be falsified, unclear, misleading or inconsistent with the qualifications stated in your application, or do not fulfill the requirements for admission, your admission offer may be revoked and all paid fees will not be refunded. The University reserves the right to request you to present the original documents in person if deemed necessary.

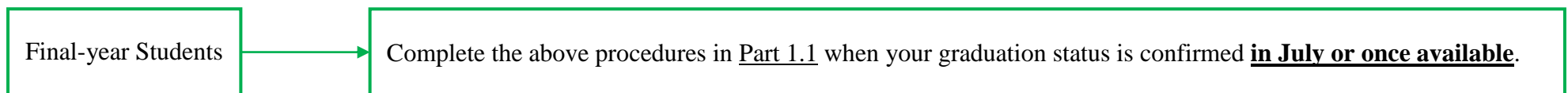
(I) Post-secondary Qualifications

Different types of academic documents are required depending on the awarding universities/institutions of your degree(s):

Part 1.1 Graduates with Post-secondary Qualification(s) in

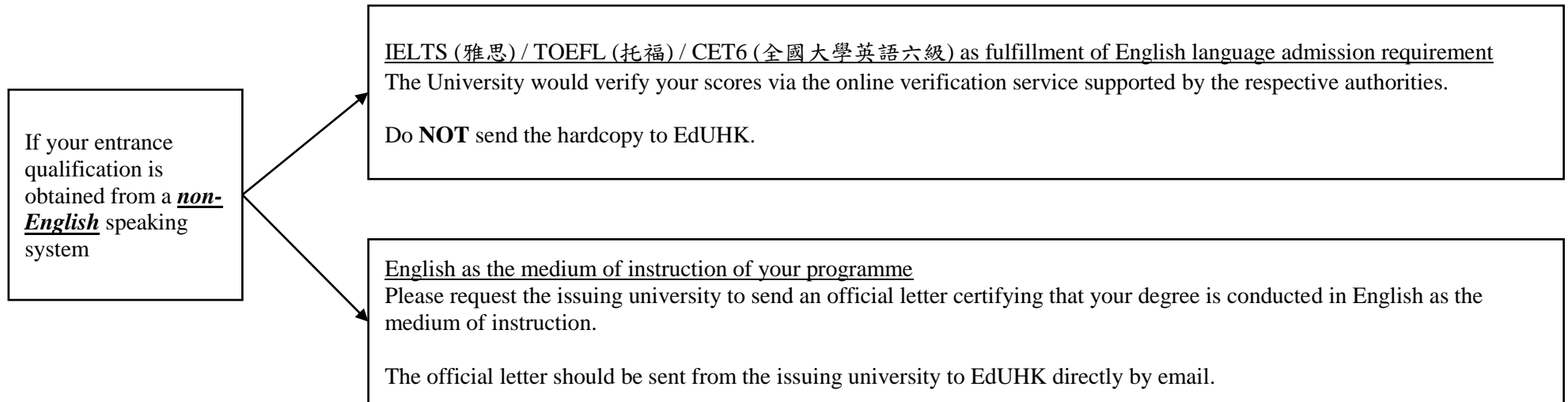


Part 1.2 Final-year Students



Note: Please refer to Page 1 for our postal and email address.

(II) English Language Report



Note: Please refer to Page 1 for our postal and email address.

(III) Additional Requirements



The University reserves the right to request applicants to submit an officially certified true copy (經核證副本) of the required document(s) by courier or present the required document(s) in ORIGINAL copy (正本) at a later stage if deemed necessary.

November 2023

Note: Please refer to Page 1 for our postal and email address.