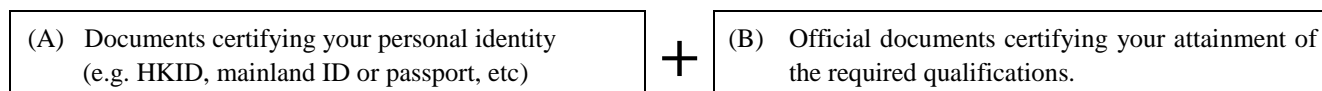


**THE EDUCATION UNIVERSITY OF HONG KONG**  
**Bachelor's Degree and Higher Diploma Programmes**

**Provision of Documents Upon Offer Acceptance**

To confirm the final status of the admission that you have accepted, you are required to submit two types of documents **by the deadline stipulated in the Offer Letter:**



**(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; Dependant Visa / One-way Permit (單程證) / Document of Identity (簽證身份書) (if applicable)	<u>Mainland applicants:</u> Mainland ID & EEP (港澳通行證); and HKID / Student visa / entry permit / Dependant visa (whichever applicable)  <u>International applicants:</u> Passport; Student visa / entry permit (whichever applicable).

**(B) Submission of your academic document(s)**

Please identify which category of applicants you belong to and provide the required documents as claimed in your application account up to the satisfaction of the University:

- I) [Graduates / final year students of Associate Degree / Higher Diploma programmes in HK](#)
- II) [Current Year-1 students of Associate Degree / Higher Diploma programmes in HK](#)
- III) [Current undergraduate students in HK and Other Countries](#)
- IV) [Applicants with non-local qualifications \(e.g. GCE AL / SAT / AP / IB Diploma, etc.\)](#)

Categories of Applicants	List of Documents Needed for Verification
(I) Graduates / final year students of Associate Degree / Higher Diploma programmes in HK	<ul style="list-style-type: none"> <li>➤ <a href="#">Official Transcript of Studies</a></li> <li>➤ <a href="#">Public Examination Results (e.g. HKDSE)</a></li> <li>➤ <a href="#">Language Test Results (if any)</a></li> <li>➤ <a href="#">Others (if applicable)</a></li> </ul>
(II) Current Year-1 students of Associate Degree / Higher Diploma programmes in HK	<ul style="list-style-type: none"> <li>➤ <a href="#">Official Transcript of Studies</a></li> <li>➤ <a href="#">Public Examination Results (e.g. HKDSE)</a></li> <li>➤ <a href="#">Language Test Results (if any)</a></li> <li>➤ <a href="#">Others (if applicable)</a></li> </ul>
(III) Current undergraduate students in HK and Other Countries	<ul style="list-style-type: none"> <li>➤ <a href="#">Official Transcript of Studies</a></li> <li>➤ <a href="#">Public Examination Results (e.g. HKDSE)</a></li> <li>➤ <a href="#">Language Test Results (if any)</a></li> <li>➤ <a href="#">Others (if applicable)</a></li> </ul>
(IV) Applicants with non-local qualifications (e.g. GCE AL / SAT / AP / IB Diploma, etc.)	<ul style="list-style-type: none"> <li>➤ <a href="#">Official Result Slip of non-local qualification claimed in your application</a></li> <li>➤ <a href="#">Language Test Results (if any)</a></li> <li>➤ <a href="#">Others (if applicable)</a></li> </ul>

**Details of the Respective Qualifications:**

- **Official Transcript of Studies**  
 (e.g. Yijin Diploma, Foundation Diploma, Associate Degree / Higher Diploma, Bachelor's degree, etc.)

Applicants (except those graduated from HKIEd / EdUHK) are required to **apply** an official transcript (either in form of [hardcopy or electronic copy](#)) to be sent directly to EdUHK from the issuing institutions / universities / authorities.

Academic background	Details of the Transcript
(I) Graduates / Final year students of Associate Degree / Higher Diploma programmes in HK	Official transcript / testimonial showing the final CGPA and graduation status ( <i>i.e. completion of the programme</i> )
(II) Current Year-1 students of Associate Degree / Higher Diploma programmes in HK	Official transcript with latest examination results and CGPA obtained ( <i>normally available in early July</i> )
(III) Current undergraduate students in HK and Other Countries	Official transcript with latest examination results and CGPA obtained ( <i>normally available in early July</i> )
* HKIEd / EdUHK graduates or current students	For current students / graduates of HKIEd / EdUHK, the University will retrieve your academic records. You do NOT need to submit any copies of transcripts or graduation certificates issued by HKIEd / EdUHK.

➤ **Public Examination Results**

(e.g. HKDSE, HKCEE, HKALE, etc.)

Please submit one of the following [by courier/post](#) (uploaded versions are not accepted):

- Letter of Certification of your HKDSE, HKCEE, HKALE results to be sent directly by the Hong Kong Examinations and Assessment Authority (HKEAA) to EdUHK; or
- Officially certified true copy of the report/certificate of HKDSE, HKCEE, HKALE to EdUHK.
- In some cases, it is acceptable to submit officially certified true copies (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 (民政署宣誓)); or
  - your school principal/authorized personnel. The documents should be [officially signed and stamped](#).

➤ **Language Test Results**

(e.g. IELTS, TOEFL, GCE, etc.)

Please refer to the qualifications listed below and take appropriate actions for document verification purpose.

Academic Qualifications	Action Required
IELTS	Make sure you have uploaded your full official Test Taker Report on your online application account. <b>NO hard copy is required</b> as the University can verify your scores via the online verification service supported by the respective authority.
TOEFL	Contact <a href="#">ETS</a> to order official copy ( <i>Institution Code: 5225</i> )
GCE (OL/GCSE/IGCSE/ASL/AL)	Certificate issued by the respective Exam Boards (e.g. <a href="#">Pearson Edexcel</a> , <a href="#">AQA</a> , <a href="#">OCR</a> )

➤ **Non-local Qualifications**

(e.g. IB Diploma, SAT, AP, ACT, GCE AL, etc.)

For most of the qualifications listed in the following table, results can be verified via online service provided by the respective authorities. However, applicants are required to submit a request to the respective authorities for releasing/sending your results directly to the University. For details, please refer to the links provided below:

Academic Qualifications	How to send your scores?
IB Diploma	Contact <a href="#">IBO</a> to add EdUHK as your official result recipient ( <i>Institution Code: 004307</i> )
SAT / AP	Contact College Board to order official copy of your <a href="#">SAT</a> / <a href="#">AP</a> ( <i>Institution Code: 7380</i> )
ACT	Contact <a href="#">ACT</a> to order official copy ( <i>Institution Code: 3642</i> )
GCE AL	Statement of results with cash-in grades issued by the respective Exam Boards (e.g. <a href="#">Pearson Edexcel</a> , <a href="#">AQA</a> , <a href="#">OCR</a> )

➤ **Others**

- For other supporting documents (e.g. HKCAAVQ assessment report, deed poll etc.), please submit an officially certified true copy (經核證副本) issued by one of the following authorities **by courier/post**.
  - a notary public (e.g. the [District Offices](#) in Hong Kong by Declaration (民政署宣誓)); or
  - your school principal/authorized personnel. The documents should be **officially signed and stamped**.
- If the qualifications that you possess have not been mentioned above, please send email to [admission@eduhk.hk](mailto:admission@eduhk.hk) for advice and assistance. Please be reminded to quote your application number in your email for our checking.

**Address and Email**

The required documents should be sent directly to EdUHK from the issuing institutions / authorities for verification unless specified.

<b>By Courier / Post:</b>	<b>By Email: (Electronic transcript only)</b>
The Registry (ARAP Section) Room A-2/F-07, Cho Kwai Chee Foundation Building The Education University of Hong Kong 10 Lo Ping Road, Tai Po, N.T. Hong Kong Attn: Non-JUPAS Team / (852) 2948 6886 [Ref: Application Number (e.g. A12XXXXXX)]	Electronic transcript should be sent to: <a href="mailto:admission@eduhk.hk">admission@eduhk.hk</a>  Please quote your full name, application number and programme applied for identification.

**Important Notes:**

- ❖ 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.
- ❖ Please do **NOT** send any original graduation certificate(s), which are difficult or impossible to replace, to the University in any circumstances as we will not be responsible for any documents mislaid. All documents will not be returned.
- ❖ The University reserves the right to request you to present the original document(s) in person at a later stage if deemed necessary.

as of March 2023