

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

**Provision of Documents Upon Offer Acceptance**

**Information Applicable to ALL Applicants:**

In general, you will be required to submit two types of documents:

❖ **Upload** copy of the document(s) certifying your personal information.

- **Local Students:** HKID card copy / one-way permit (if applicable)

*Note: To protect the privacy of individuals in relation to personal data, soft copy of your HKID / mainland ID / passport provided for registration will be removed/destroyed after the admission exercise.*

❖ **Official documents** certifying your attainment of the required qualifications (either in form of hardcopy or electronic copy):

(A) **Documents in hardcopy** shall be directly sent to EdUHK:

*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  
[Ref: please quote your application number]*

(B) **Electronic transcript** shall be directly sent by issuing universities to our email:

[admission@eduhk.hk](mailto:admission@eduhk.hk)

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.

**List of Documents Needed for Verification (if applicable):**

Before programme registration, you will be required to apply for official transcripts, language test reports, and other supporting documents to be sent directly to the University from the issuing universities / authorities for verification. The documents should reach us by the deadline stipulated in the offer letter.

**1. Transcripts of post-secondary qualifications (to be) obtained in Hong Kong / Other Countries**

*(e.g. Yijin Diploma, Associate Degree / Higher Diploma, Bachelor's degree, etc.)*

Applicants 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).

<b>Academic background</b>	<b>Document(s) required for verification</b>
Graduates	Transcript / Testimonial showing the CGPA and graduation status (i.e. completion of the programme)
Final year students	Transcript / Testimonial showing the CGPA and graduation status (i.e. completion of the programme) <i>(normally available in early July)</i>
Non-final year students	Latest transcript / testimonial showing the CGPA and successful completion of studies in current academic year <i>(normally available in early July)</i>
HKIED / EdUHK graduates or current students	N/A <i>(the University has your academic records. You do NOT need to submit any copies of transcripts or graduation certificates issued by HKIED / EdUHK.)</i>

## 2. HKCEE / HKALE / HKDSE

Applicants who have taken HKCEE / HKALE / HKDSE in Hong Kong, please submit one of the following:

- Letter of Certification of your HKCEE, HKALE, HKDSE results to be sent directly by the Hong Kong Examinations and Assessment Authority (HKEAA) to EdUHK; or
- Officially certified true copy of the report of HKCEE, HKALE, HKDSE to EdUHK
- In some cases, it is acceptable to submit officially certified true copies of your documents issued by:
  - a notary public (e.g. the [District Offices](#) in Hong Kong); or
  - your school principal / authorized personnel. The documents should be officially signed and stamped.

## 3. IB Diploma / SAT / AP / TOEFL

Applicants should request the College Board / IBIS / ETS to send their examination scores to the University. EdUHK's institution codes for the respective qualifications are as follows:

Qualifications	Institution Codes
<a href="#">IB Diploma</a>	004307
College Board ( <a href="#">SAT</a> / <a href="#">AP</a> )	7380
<a href="#">ETS (TOEFL)</a>	5225

## 4. IELTS

Applicants should upload their official Test Taker Report onto their online application account. The University will verify their scores by using the online verification service supported by IELTS.

## 5. Others

If you have other supporting documents / qualifications claimed in your application (e.g. HKCAAVQ report, deed poll etc.), please submit an officially certified true copy of those documents. In case of any doubt, please send email to [admission@eduhk.hk](mailto:admission@eduhk.hk) for assistance. You are advised to quote your application number in your email for reference.

### **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.
- ❖ The University reserves the right to request you to present the original documents in person if deemed necessary.