

The Education University of Hong Kong
香港教育大學
Postgraduate Diploma in Education (PGDE) Programmes
學位教師教育深造文憑課程

Provision of Documents Upon Offer Acceptance
接受錄取後必須提供之文件

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

在入學註冊前，你需要在錄取通知書上指定的日期前提交以下兩類文件：

(A) Documents certifying your personal identity (e.g. HKID, mainland ID or passport, etc) 個人身份證明文件（如：香港身份證、內地身份證或護照等）	+	(B) Official documents certifying your attainment of the required qualifications. 證明所持有學歷及資格的官方文件
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(A) Submission of your **personal identity document(s)**
提供個人身份證明文件

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

請根據你所提供之本地居民/非本地居民身份，並將你的身份證明文件掃描件上傳至你的[網上申請賬戶](#)：

Local Students 本地學生	Non-local Students 非本地學生
HKID, employment visa / work permit (<i>if applicable</i>) 香港身份證、來港就業入境簽證 / 進入許可證（如適用）	Passport, Mainland ID & EEP, HKID, Student visa / entry permit, IANG visa, Dependant visa / entry permit (<i>whichever applicable</i>). 護照、內地身份證及港澳通行證、香港身份證、學生簽證/進入許可證、非本地畢業生留港/回港就業安排下的簽證、受養人簽證/進入許可證（以適用者為準）。

(B) Submission of your **academic document(s)**
提供所持有的學歷文件

Please identify which of the following category [i.e. Section (I), (II) or (III)] you belong to and provide the required documents as claimed in your [online application account](#) up to the satisfaction of the University:

請確定你所屬之以下組別[即(I), (II) 或 (III)]，並提供你的[網上申請賬戶](#)內曾上傳之所持有學歷及資格的文件：

- (I) Graduates of HKIEd / EdUHK** 香港教育學院 / 香港教育大學畢業生
- (II) Applicants from Universities in Hong Kong and Other Regions/Countries** 香港及其他地區/國家大學畢業的申請者
- (III) Applicants from Universities in Chinese Mainland** 中國內地高等院校畢業的申請者

Note: The required documents should be sent directly to EdUHK from the issuing universities / authorities for verification.

請注意：所需文件必須由發證大學/機構**直接送交**香港教育大學核實。

By Courier / Post: 快遞/郵寄:	By Email: (Electronic transcript only) 電郵: (僅適用於電子版成績單)
<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 Sammi Liao / (852) 2948 6201</i> <i>[Ref: Application Number]</i>	Electronic transcript should be sent to: pgdeadmission@eduhk.hk Please quote your English full name, application number and programme applied for identification.

<p>新界大埔露屏路十號 曹貴子基金會大樓 A-2/F-07 室 香港教育大學教務處 (入學及策劃組) 廖小姐收 (聯絡電話: 2948 6201) [註: 申請編號]</p>	<p>電子版成績單傳送至: pgdeadmission@eduhk.hk</p> <p>請提供你的英文全名、申請編號及申請課程以資識別。</p>
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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.

在任何情況下請勿將任何畢業證書原件/正本郵寄至本校，如有任何遺失，恕不負責。所有提供之文件不會被退還。

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.

申請者若未能提供所需文件可能會導致無法成功註冊入學。如發現所提供的文件是偽造、不清楚、誤導性或與申請中所述的資格不符，或不符合錄取要求，錄取資格可能會被撤銷，所有已繳之費用將不予退還。如有必要，大學保留要求你親自出示文件正本/原件的權利。

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

收到學歷文件後，將於五個工作天內將其副本上傳至你的[網上申請賬戶](#)。你可登入賬戶查看更新狀態，恕不另行發送確認通知。

(I) Graduates of HKIED / EdUHK 香港教育學院 / 香港教育大學畢業生

The University has your academic records if you are our graduate in 1995 or after. You do **NOT** need to submit any copies of academic transcripts or graduation certificates issued by HKIED / EdUHK.

如你是本校於 1995 年或之後的畢業生，則**無須**提供任何由香港教育學院/香港教育大學發出的成績單或畢業證書副本。

If you have qualifications awarded by other universities or institutions apart from the above, please request the issuing university to send the official final transcript **showing your graduation status** to EdUHK directly. Digital version is acceptable.

如你持有其他大學或機構頒授的學歷或資格，請要求發證大學將顯示你**成功畢業狀況**的官方/正式最終成績單直接發送至本校。電子版本亦可接受。

Please also refer to the section below of “**Additional Requirements**” for submission of relevant documents. 請參閱以下 “**附加條件**” 部分並提供相關文件。

(II) Applicants from Universities in Hong Kong and Other Regions/Countries 香港及其他地區/國家大學畢業的申請者

If you obtained degree(s) from universities in Hong Kong and/or other regions/countries, please apply an official transcript (either in form of hardcopy or electronic copy **showing your graduation status**) to be sent directly to EdUHK from the issuing universities / authorities. Digital version is acceptable.

如你擁有香港及其他地區/國家大學頒授的學位，請向發證大學/當局申請官方/正式成績單（紙質版或電子版均可並**顯示你的畢業狀況**）直接發送至本校。電子版本亦可接受。

If you are currently in the final year of your Bachelor / Master study, please request the issuing university to send the official final transcript / testimonial **showing your graduation status** to EdUHK directly once available. Digital version is acceptable.

如你目前正修讀學士/碩士課程的最後一年，請要求發證大學將顯示你**成功畢業狀況**的官方/正式最終成績單/證明書直接發送至本校。電子版本亦可以接受。

Please also refer to the section below of “**Additional Requirements**” for submission of relevant documents. 請參閱以下 “**附加條件**” 部分並提供相關文件。

(III) Applicants from Universities in Chinese Mainland 中國內地高等院校畢業的申請者

If you obtained degree(s) from universities in Chinese Mainland, you should possess **both** Bachelor's / Master's Degree Certificate **and** Bachelor's / Master's Graduation Certificate. Please upload **both** **Online Verification Report of Higher Education Degree Certificate** **and** **Online Verification Report of Higher Education Qualification Certificate** issued by the CHSI [www.chsi.com.cn/xlcx/bgcx.jsp]. The reports should be valid for six months.

If you are currently in the final year of your Bachelor / Master study, please upload the Bachelor's / Master's Degree Certificate **and** Bachelor's / Master's Graduation Certificate, final transcript, Online Verification Report of Higher Education Degree Certificate **and** the Online Verification Report of Higher Education Qualification Certificate issued by CHSI to your **online application account** in July.

如你擁有中國內地高等院校頒授的學位，你應該**同時**持有學士/碩士學位證書**及**學士/碩士學位畢業證書。請一併把中國高等教育學生信息網(學信網) [www.chsi.com.cn/xlcx/bgcx.jsp]提供的《**中國高等教育學位在線驗證報告**》**及**《**教育部學歷證書電子註冊備案表**》上傳至你的網上申請賬戶。報告有效期為六個月。

如你目前正修讀學士/碩士課程的最後一年，請於七月內把你的學士/碩士學位證書(中文原件掃描)**及**學士/碩士學位畢業證書(中文原件掃描)、官方/正式最終成績單、學信網提供的《**中國高等教育學位在線驗證報告**》**及**《**教育部學歷證書電子註冊備案表**》上傳至你的**網上申請賬戶**。

Please also refer to the section below of “**Additional Requirements**” for submission of relevant documents. 請參閱以下 “**附加條件**” 部分並提供相關文件。

Additional Requirements 附加條件:**Public Examination Results (if any)***(Applicable for ALL of the following applicants:*

- Full-time PGDE applicants
- PGDE(P) applicants with TSS2
- PGDE(P)/(S) applicants with English as TSS1 / MSS)

公開考試成績 (如有)

(適用於下列之申請人:

- 全日制學位教師教育深造文憑
- 小學學位教師教育深造文憑有 TSS2
- 小學/中學學位教師教育深造文憑內修讀英語為主要科目)

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Putonghua LPAT / PSC / TAPP*(for PGDE(P) applicants with Putonghua as TSS1 / TSS2 only)*

教師語文能力評核(普通話)/普通話水平測試/普通話高級水平測試

(僅適用於小學學位教師教育深造文憑內修讀普通話的申請人)

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Other supporting documents as claimed in your application (if applicable)

於申請表內提供的其他證明文件 (如適用)

- **Certification of Results** on your HKCEE, HKALE, HKDSE to be sent directly by the Hong Kong Examinations and Assessment Authority (HKEAA) to EdUHK by courier/post
- 由香港考試及評核局(考評局)以快遞/郵寄方式直接寄送香港中學會考、香港高級程度會考、香港中學文憑考試**成績證明函件**至本校

- Officially certified true copy* of the following certificates to EdUHK by courier/post:
 - Language Proficiency Assessment for Teachers (Putonghua LPAT) conducted by HKEAA
 - Putonghua Shuiping Ceshi (PSC) conducted by the State Language Commission
 - Test of Advanced Proficiency in Putonghua (TAPP) conducted by HKEAA
- 請把下列經核證副本的官方文件*以快遞/郵寄至本校:
 - 香港考試及評核局教師語文能力評核 (普通話)
 - 國家語言文字工作委員會普通話水平測試
 - 香港考試及評核局普通話高級水平測試

- Officially certified true copy* of the following documents to EdUHK by courier/post:
 - HKCAAVQ report
 - Deed Poll
 - Letter certifying the medium of instruction
- 請把下列經核證副本的官方文件*以快遞/郵寄至本校:
 - 香港學術及職業資歷評審局發出之學歷評估報告
 - 改名契
 - 證明課程授課語言之信件/文件

* In some cases, it is acceptable to submit officially certified true copy of your documents **by courier/post** issued by:

某些情況下, 本校接受由以下機構/人士發出之**經核證副本**的官方文件, 請以**快遞/郵寄**至本校:

- a notary public (e.g. the [Home Affairs Enquiry Centre](#) in Hong Kong by Declaration); or 公證機構 (如: 香港[民政諮詢中心](#)「宣誓」); 或
- Principal of your serving school (The documents should be officially signed and stamped.); or 現職學校的校長(有關文件需有學校官方蓋章及簽署); 或
- Notary office in Chinese Mainland. 中華人民共和國公證處

Notes: The University reserves the right to request applicants to submit an officially certified true copy of the required document(s) by courier/post or present the required document(s) in ORIGINAL copy at a later stage if deemed necessary.

註: 如有必要, 大學保留要求申請人提供經核證副本的官方文件以快遞/郵寄方式至本校; 或於稍後時間親自出示所需文件正本/原件的權利。