

Procedures for Offer Acceptance and Provision of Documents for Programme Registration

確認接受學籍及提交註冊文件須知

This document is applicable to the following top-up degree programmes:

此文件適用於以下銜接學士學位課程:

- Bachelor of Education (Honours) (Early Childhood Education) (Three-year Part-time)
- Bachelor of Education (Honours) (Early Childhood Education) in Leadership and Non-Chinese Speaking Children (Four-year Part-time)
- Bachelor of Education (Honours) (Early Childhood Education) in Leadership and Special Needs (Four-year Part-time)
- Bachelor of Education (Honours) (Special Needs) (Three-year Part-time)
- Bachelor of Education (Honours) (Professional and Vocational Education) (Three-year Part-time)
- Bachelor of Health Education (Honours) (Two-year Full-time)

Step Details and Relevant Information

步驟 詳情及相關資訊

- 1 Read your offer letter and all the attachments in details
詳細閱讀您的錄取通知書及相關的附件

General information for all top-up degree programmes

以下附件適用於所有銜接學士學位課程

(English version only 只提供英文版本)

- [Guidance Notes on Academic Honesty](#)
- [Personal Information Collection Statement](#)
- [Important Notes for Local Applicants with Admission Offers](#)

Please refer to your offer letter for other programme specific attachments for details

請詳細閱讀錄取通知書上其他與課程相關的附件

- 2 Pay the admission acceptance fee

繳付接受學籍的留位費

Payment methods 繳付留位費方法:

https://www.eduhk.hk/acadprog/payment_methods/

Your personalised 8-digit Account Number for Electronic Payments (EPN) for individual programme has been printed on your offer letter

您的錄取通知書上已印有專屬該課程的 8 位數字的個人繳費編號

- 3 Login your [online application account](#) to accept the offer through online by the stipulated deadline stated on the offer letter. Upload the payment proof & HKID copy (including one-way permit/ visa, if applicable) onto your online application account.

申請人需於錄取通知書上的指定限期前於[網上申請系統](#)上選擇接受學位的意願，並將付款證明及香港身份證副本(包括單程證 / 簽證等，如適用)上傳至您的網上申請賬戶內。

Please click [HERE](#) for guidelines to accept the offer through online, upload payment proof & personal identity
請參閱[此份指引](#)關於如何在網上申請系統上選擇接受學位、上傳付款證明及身份證明文件等

4.1 Submit official transcript(s) for Registration
提交註冊所需的學業成績表

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

Category I: Graduated applicants

組別一：已經畢業的申請者

You should apply for official transcripts **to be sent directly to EdUHK** from the issuing universities / authorities **immediately after you accepted the admission offer**. Please note that the official transcript should show your graduation status and final GPA.

您須於接受學籍後立即向發證大學/機構申請將正式的學業成績表由該大學/機構直接發送至本校。請注意，該學業成績表需顯示您已經畢業的狀況及畢業平均績點。

Category II: Final year students

組別二：現正就讀最後一年的學生

If you are currently in the final year of your sub-degree programme, please request the issuing university to send the official final transcript / testimonial showing your graduation status to EdUHK directly once available. In general, you are required to submit the official transcripts **before 31 July 2025**.

如您目前正修讀副學位課程的最後一年，請要求發證大學將顯示您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。一般來說，您須於**2025年7月31日之前**提交有關證明。

Category III: Graduates / Final year students of HKIEd / EdUHK

組別三：香港教育學院 / 香港教育大學畢業生及現正就讀最後一年的學生

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.

如您是本校於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。

4.2 Submit other supporting documents(s) for Registration (e.g. Deed Poll, HKCAAVQ, etc.)
提交註冊所需的其他文件 (例如：改名契、香港學術及職業資歷評審局的學歷評估報告等)

You should submit the officially certified true copy for your other supporting document(s) by courier/post **immediately after you accepted the admission offer**.

您須於接受學籍後立即提交由以下機構/人士發出之經核證副本的官方文件，並以快遞/郵寄至本校。

Please refer to the details at https://www.eduhk.hk/acadprog/downloads/certified_true_copy.pdf.

請參閱了解詳情：https://www.eduhk.hk/acadprog/downloads/certified_true_copy.pdf.

By Courier / Post: 快遞/郵寄:
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: Mr. Vincent Chan
Admissions Enquiries: 2948 6886
[Ref: Application Number]
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) 陳先生收
(入學查詢: 2948 6886) [註: 申請編號]

By Email: (Electronic transcript only)
電郵: (僅適用於電子版成績單)

Electronic transcript should be sent to:

admission@eduhk.hk

Please quote your English full name, application number and programme applied for identification.

電子版成績單傳送至：admission@eduhk.hk

請提供您的英文全名、申請編號及申請課程以資識別。

(This document has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail. 此文件的中文為英文版本譯本。如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。)