

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
<ul style="list-style-type: none"> ▪ HKID ▪ Employment visa / work permit (if applicable) 	<ul style="list-style-type: none"> ▪ Mainland ID and EEP (港澳通行證) / Passport ▪ Student visa[^], IANG visa, Dependant visa or entry permit (whichever applicable) ▪ Landing slip* issued by the Immigration Department when entering Hong Kong ▪ HKID / Acknowledgement of Application for HKID (if any)

[^] Once your academic qualifications have been verified to the University's satisfaction, our GAO (stuvisa@eduhk.hk) will send out your student visa.

* (For student visa holders only) Upon arrival in Hong Kong, please activate your student visa and upload your e-Visa, landing slip, and travel documents to the **Visa Management System for Admission (VMS for Admissions)** (<https://pappl.eduhk.hk/VMS/admission/>) for validation.

(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 submission methods of the required documents as per the University's satisfaction. The required documents should be sent directly to EdUHK from the issuing universities / authorities for verification.

By Email (Electronic transcript only):	By Courier / Post:
<p>Electronic transcript should be sent to: tpgadmission@eduhk.hk</p> <p>Please quote your English full name, application number and programme applied for identification.</p>	<p><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 Ruby Liu / (852) 2948 6886</i> <i>[Ref: Application Number / Programme applied]</i></p>

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.

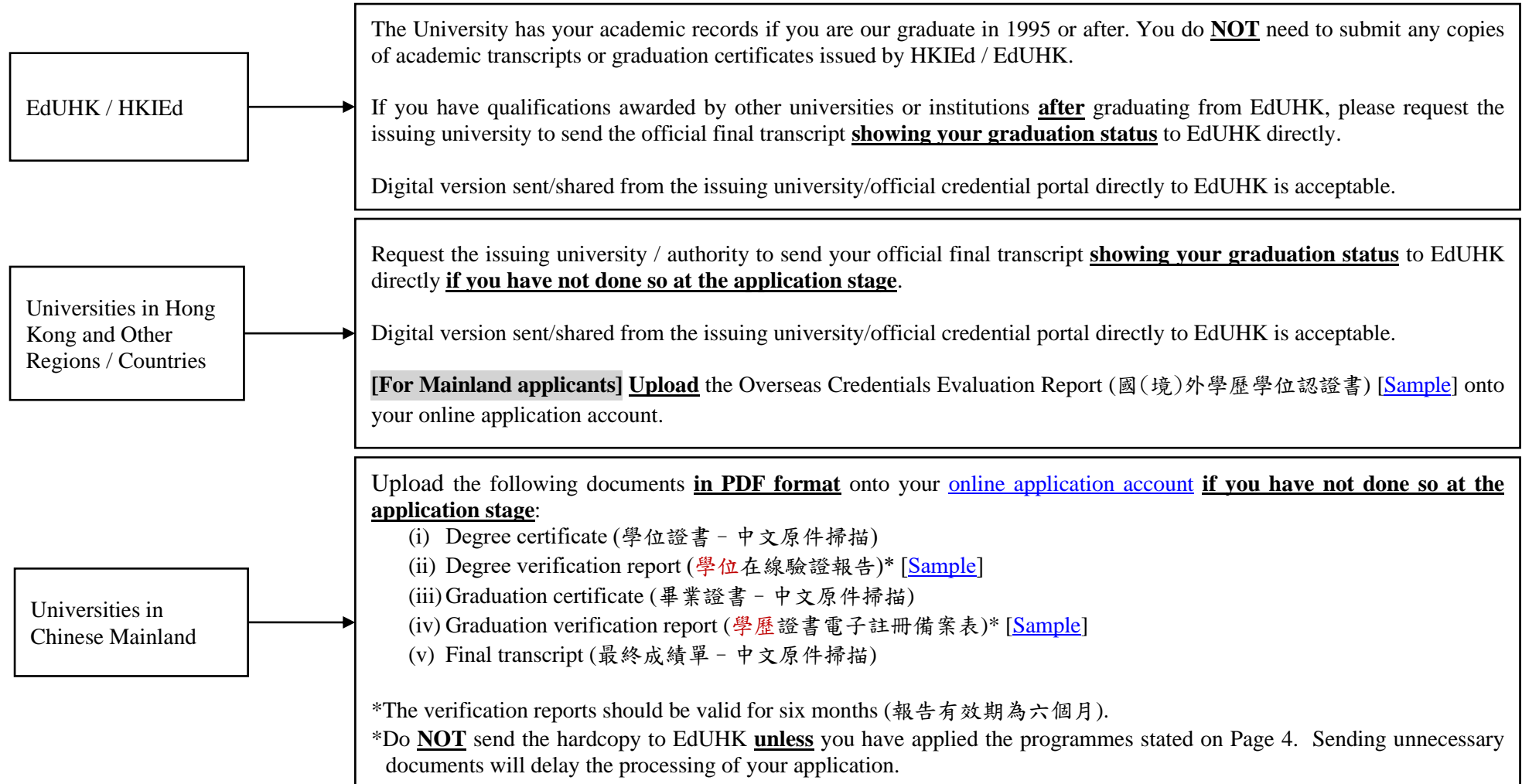
Failing to provide the required documents may result in your unsuccessful enrolment in the programme. If documents provided are found to be falsified, unclear, misleading or inconsistent with the qualifications stated in your application or do not fulfill the requirements for admission, your admission 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.

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.

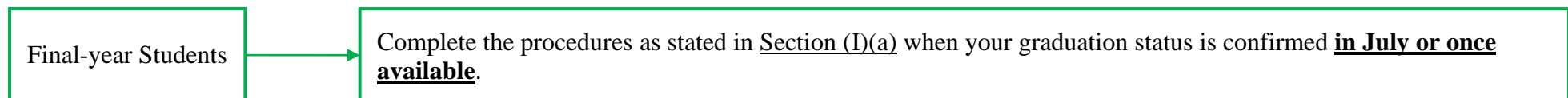
(I) Post-secondary Qualifications

Please submit the required academic documents depending on the awarding universities / institutions of your qualification(s):

a) For Graduates with Post-secondary Qualification(s) obtained in:

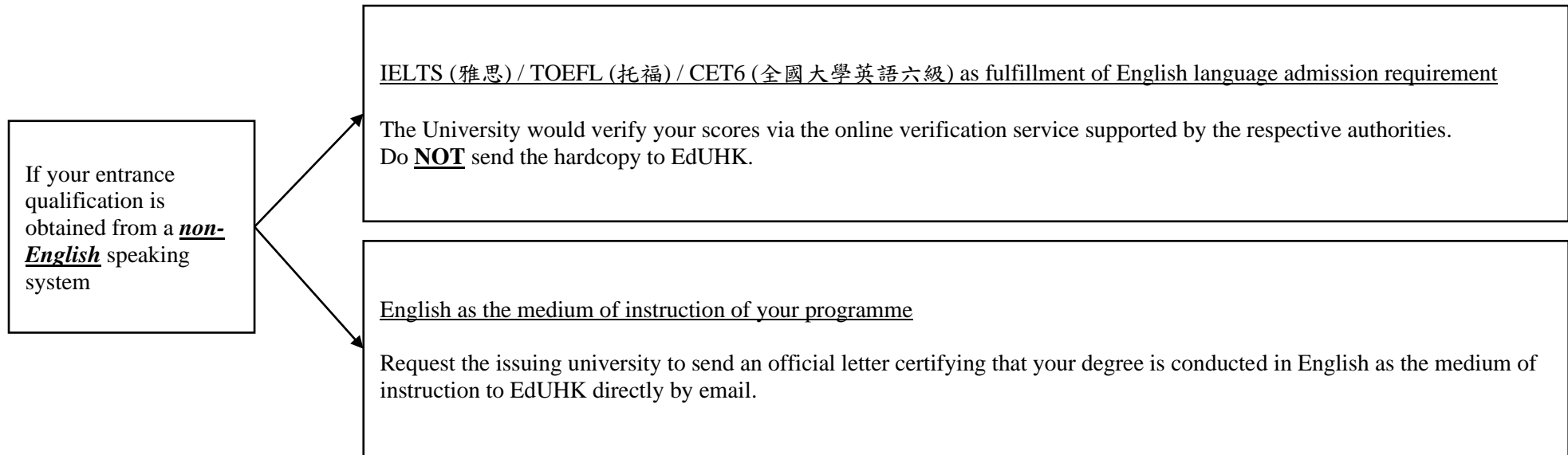


b) For Final-year Students

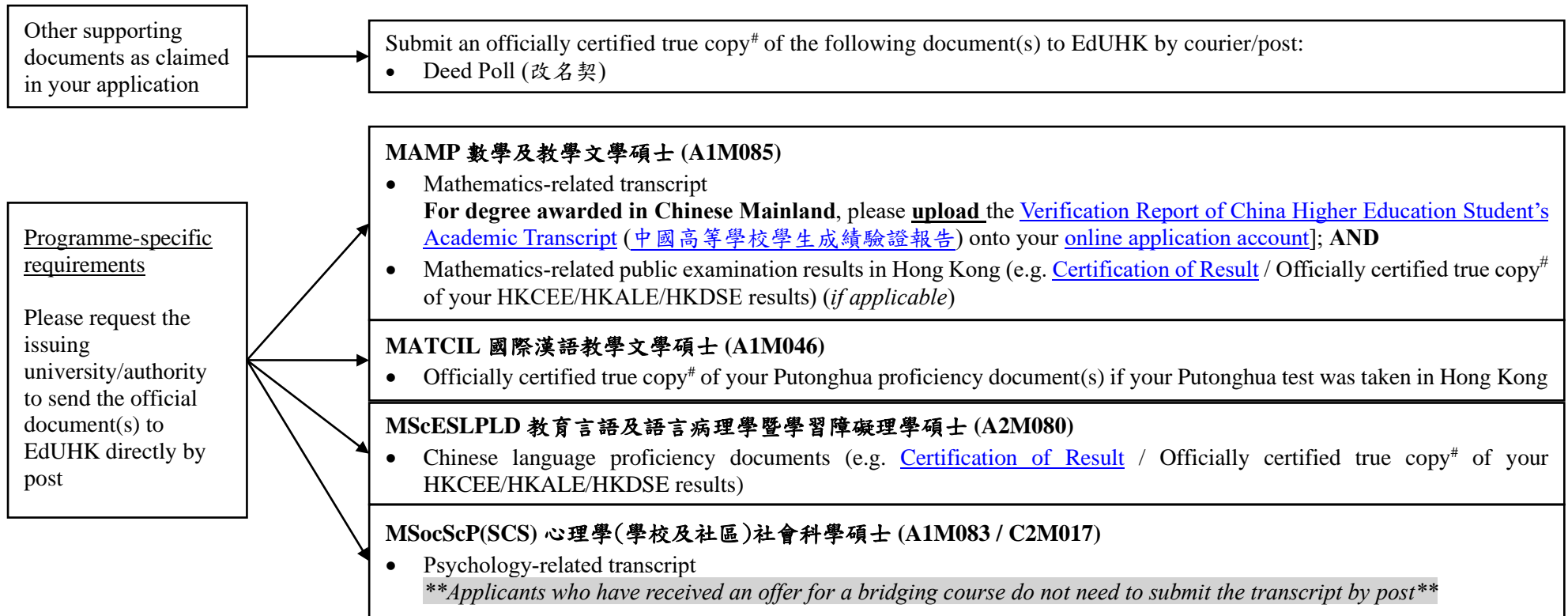


(II) English Language Report

(For programmes using English as the medium of instruction only)



(III) Additional Requirements



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

- A notary public (e.g. the [Home Affairs Enquiry Centre](#) in Hong Kong by Declaration (香港民政諮詢中心「宣誓」)); or
- A notary office in Chinese Mainland (中華人民共和國公證處); or
- The principal of your serving school **in Hong Kong** (The documents should be **officially signed and stamped**).

Notes: 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.

Disclaimer:

The University is committed to uphold the educational quality and standard of the programmes it offers. The University, being funded by the University Grants Committee (UGC), is one of the nine self-accrediting institutions in Hong Kong. In addition, the quality of the educational experience in all programmes offered by the UGC-funded universities is subject to the quality assurance process administered by the Quality Assurance Council of the UGC.

Individuals who wish to apply for qualification certification in Chinese Mainland after graduation should contact the CSCSE (website: https://zwfw.cscse.edu.cn/cscse/lxfwz_xwxfwdt2020/xlxwrz32/index.html) directly for updated details and confirmation. The certification in Chinese Mainland is an independent process from the conferral of academic qualification in Hong Kong by the University. For the avoidance of doubt, no warranties are given in respect of individual graduate's qualification certification or recognition in Chinese Mainland or any other professional qualification or license outside Hong Kong.