

**The Education University of Hong Kong**  
**香港教育大學**  
**Bachelor's Degree and Higher Diploma Programmes**  
**學士學位及高級文憑課程**

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

To prepare for programme registration, you are required to submit two types of documents **by the deadline stipulated in the Offer Letter**:  
 請在錄取通知書上指定的日期前提交以下兩類文件，為入學註冊之用：

<p><b>(A)</b> 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)</p>	+	<p><b>(B)</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</p>
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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，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, Dependant Visa / One-way Permit / Document of Identity <i>(if applicable)</i> 香港身份證、受養人簽證 / 進入許可證、單程證、簽證身份書 (如適用)	<u>Mainland applicants:</u> 內地申請人:	Mainland ID & EEP; HKID / Student visa / entry permit / Dependant visa <i>(whichever is applicable)</i> 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、受養人簽證 (以適用者為準)
	<u>International applicants:</u> 海外申請人:	Passport; Student visa/entry permit <i>(whichever is applicable)</i> 護照、學生簽證/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 category of applicants you belong to and provide the required documents as claimed in your application account up to the satisfaction of the University:

請確定你所屬之以下組別[即(I), (II), (III) 或 (IV)]，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：

Categories of Applicants 申請人組別	List of Documents Required for Verification for Registration <i>(please click the links below for more details)</i> 入學註冊所需之官方文件 (請按以下連結查看詳情)
(I) Graduates / Final year students of Associate Degree / Higher Diploma programmes in HK 持有香港副學士 / 高級文憑學歷之畢業生 / 應屆畢業生	<ul style="list-style-type: none"> <li>➤ <a href="#">Official Transcript of Studies</a> 正式成績單</li> <li>➤ <a href="#">Public Examination Results (e.g. HKDSE)</a> 公開考試成績 (例如：香港中學文憑考試)</li> <li>➤ <a href="#">Language Test Results (if any)</a> 語文測試成績 (如有)</li> <li>➤ <a href="#">Others (if applicable)</a> 其他 (如適用)</li> </ul>
(II) Current Year-1 students of Associate Degree / Higher Diploma programmes in HK 現正就讀香港副學士 / 高級文憑之一年級學生	
(III) Current undergraduate students in HK and Other Countries 現正就讀香港或外地學位課程之學生	
(IV) Applicants with non-local qualifications <i>(e.g. IB Diploma, SAT, AP, ACT, GCE AL, etc.)</i> 持有海外 / 國際資歷之申請人 <i>(例如：國際文憑大學預科課程文憑, SAT 推理測驗, 美國大學先修課程, 美國大學測驗, 普通教育文憑高級程度等)</i>	<ul style="list-style-type: none"> <li>➤ <a href="#">Official Result Slip of non-local qualification claimed in your application</a> 網上申請賬戶內所申報的海外學歷之正式成績單</li> <li>➤ <a href="#">Language Test Results (if any)</a> 語文測試成績 (如有)</li> <li>➤ <a href="#">Others (if applicable)</a> 其他 (如適用)</li> </ul>

## Address and Email 郵寄地址及電郵

The required documents should be sent directly to EdUHK from the issuing universities / authorities for verification.  
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)
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)]  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) 非聯招入學(聯絡電話: 2948 6886) [註: 申請編號(如: A12XXXXXX)]	Electronic transcript should be sent to: <a href="mailto:admission@eduhk.hk">admission@eduhk.hk</a> 電子版成績單傳送至: <a href="mailto:admission@eduhk.hk">admission@eduhk.hk</a>  Please quote your English full name, application number and programme applied for identification. 請提供你的英文全名、申請編號及申請課程以資識別。

## Details of the Respective Qualifications 相關資格詳情

### ➤ Official Transcript of Studies 正式成績單

(e.g. Yijin Diploma, Foundation Diploma, Associate Degree / Higher Diploma, Bachelor's degree, etc.)  
(例如: 毅進文憑, 基礎文憑, 副學士 / 高級文憑, 學士學位等)

#### How to send your transcript?

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

#### 如何提交成績?

➤ 申請人須向發證學院 / 大學 / 當局申請正式成績單(紙質版或電子版均可)直接發送至本校(由香港教育學院 / 香港教育大學頒發之學歷除外)。

Academic background 學歷背景	Details of the Transcript 成績單之要求
(I) Graduates / Final year students of Associate Degree / Higher Diploma programmes in HK 持有香港副學士 / 高級文憑學歷之畢業生 / 應屆畢業生	Official transcript / testimonial showing the final CGPA and graduation status ( <i>i.e. completion of the programme</i> ) 顯示你成功畢業狀況及累計成績平均績點的正式成績單 / 就學證明書
(II) Current Year-1 students of Associate Degree / Higher Diploma programmes in HK 現正就讀香港副學士 / 高級文憑之一年級學生	Official transcript with latest examination results and CGPA obtained ( <i>normally available in early July</i> ) 顯示你最新考試成績及累計成績平均績點的正式成績單 (一般於七月上旬發放)
(III) Current undergraduate students in HK and Other Countries 現正就讀香港或外地學位課程之學生	Official transcript with latest examination results and CGPA obtained ( <i>normally available in early July</i> ) 顯示你最新考試成績及累計成績平均績點的正式成績單 (一般於七月上旬發放)
* HKIEd / EdUHK graduates or current students * 香港教育學院 / 香港教育大學之畢業生或學生	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. 香港教育學院 / 香港教育大學之畢業生或在讀學生無需繳交由本大學所發出之畢業證書或成績單。大學將檢索你的學術記錄以作入學註冊之用。

### ➤ Public Examination Results 公開考試成績

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

(例如: 香港中學文憑考試, 香港中學會考, 香港高級程度會考等)

#### How to send your scores?

➤ Applicants are required to apply 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 (*uploaded versions are not accepted*).

#### 如何提交成績?

➤ 申請人須向香港考試及評核局(考評局)申請香港中學會考、香港高級程度會考、香港中學文憑考試成績證明函件, 並由考評局以快遞 / 郵寄方式直接寄送至本校(上載於[網上申請賬戶](#)內的掃描本並不接納)。

➤ **Language Test Results 語文測試成績**

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

(例如：雅思, 托福, 普通教育文憑等)

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

請參閱以下列出的資格並依指示提交相關的成績證明。

Academic Qualifications 學術資格	How to send your scores? 如何提交成績?
IELTS 雅思	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. 申請人必須將完整的雅思成績報告表上載於網上申請帳戶內，本校將會向相關官方機構核實你的成績。申請人無需個別向雅思相關機構申請郵寄成績報告表至本校。
TOEFL 托福	Contact <a href="#">ETS</a> to order official copy ( <i>Institution Code: 5225</i> ) 申請人自行向 <a href="#">ETS</a> 申請發送官方 TOEFL 成績報告至本校 ( <i>本校編號: 5225</i> )
GCE (OL/GCSE/IGCSE/ASL/AL) 普通教育文憑	Certificate issued by the respective Exam Boards (e.g. <a href="#">Pearson Edexcel</a> , <a href="#">AQA</a> , <a href="#">OCR</a> ) 申請人自行向相關官方機構申請發送官方成績證明至本校 (例如: <a href="#">Pearson Edexcel</a> , <a href="#">AQA</a> , <a href="#">OCR</a> )

➤ **Non-local Qualifications 非本地學歷**

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

(例如：國際文憑大學預科課程文憑, SAT 推理測驗, 美國大學先修課程, 美國大學測驗, 普通教育文憑高級程度等)

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:

以下列出的大部分非本地學歷均可以透過相關機構提供的網上驗證服務核實你的成績。申請人必須向有關當局提交請求，以便將你的成績直接發布 / 發送至本校。詳情請參閱以下連結：

Academic Qualifications	How to send your scores?
IB Diploma 國際文憑大學預科課程文憑	Contact <a href="#">IBO</a> to add EdUHK as your official result recipient ( <i>Institution Code: 004307</i> ) 申請人自行向 <a href="#">IBO</a> 申請將香港教育大學加入為指定接收成績機構 ( <i>本校編號: 004307</i> )
SAT / AP SAT 推理測驗, 美國大學先修課程	Contact College Board to order official copy of your <a href="#">SAT / AP</a> ( <i>Institution Code: 7380</i> ) 申請人自行向 <a href="#">SAT 推理測驗 / 美國大學先修課程</a> 之官方機構提出申請，將官方成績證明直接由該機構發送至本校 ( <i>本校編號: 7380</i> )
ACT 美國大學測驗	Contact <a href="#">ACT</a> to order official copy ( <i>Institution Code: 3642</i> ) 申請人自行向 <a href="#">美國大學測驗</a> 之官方機構提出申請，將官方成績證明直接由該機構發送至本校 ( <i>本校編號: 3642</i> )
GCE AL 普通教育文憑高級程度	Certificate issued by the respective Exam Boards (e.g. <a href="#">Pearson Edexcel</a> , <a href="#">AQA</a> , <a href="#">OCR</a> ) 申請人自行向相關官方機構申請發送官方成績證明至本校 (例如: <a href="#">Pearson Edexcel</a> , <a href="#">AQA</a> , <a href="#">OCR</a> )

➤ **Others 其他**

- In some cases, it is acceptable to submit an 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  
向公證機構 (如: 香港 [民政諮詢中心](#) 「宣誓」); 或
  - your school principal (the documents should be [officially signed and stamped](#)).  
向校長取得核證副本 (有關文件需有學校官方蓋章及簽署)。
- If the qualifications that you possess have not been mentioned above, please send an 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.  
如上述列出之內容並不包括你所持有之學歷資格，請電郵至 [admission@eduhk.hk](mailto:admission@eduhk.hk) 與本校職員聯絡。請在你的電子郵件中註明你的申請號碼，以便我們檢查。

### Important Notes 注意事項:

- ❖ 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.  
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。
- ❖ 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.  
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。
- ❖ The University reserves the right to request you to present the original document(s) in person at a later stage if deemed necessary.  
如有必要，大學保留要求你親自出示文件正本 / 原件的權利。

*as of Mar 2025*