香港教育大學
The Education University of Hong Kong

Application for Academic Documents

You may apply for academic documents including Transcript of Studies, Testimonial, Experiential Learning and Achievements Transcript (ELAT), and Replacement of Certificate by using "Online Application Service" instead of submitting paper forms, to support the University in becoming an environmentally sustainable campus.

Before application, you must read the Important Notes below carefully:

? Applications are processed **in order of submission** upon receipt of the completed form and payment, and without any outstanding payments unsettled with the University.

? Normal processing time is 7 working days (**extended processing times apply during the peak application period from June to October**).

? Please **refrain from making additional enquiries or requests** about the application, as it will **delay the application** workflow and processing.

? Information about Academic Documents for graduates (English) (??) (??)

Forms download

- Application for Academic Documents
- Application for Replacement of Certificate
- Authorization Form

Payment by Payment Machine

Personal Information Collection Statement

If you have any questions, please contact us at 2948 6177 or by email at siec@eduhk.hk.

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