

(中文版) (English version at the bottom)

## 申请学业证明文件重要须知

申请学业证明文件前，申请人必须留意以下重要事项：

- 学业证明文件由本校正式签发，仅反映申请人在申请时的成绩纪录与学籍状况。所有于成绩公布或获荐毕业前递交之申请，教务处将暂缓处理。若申请人在此期间提交任何紧急申请，文件一经签发，恕不退款或免费重发。
- 一般而言，学业证明文件会于确认申请并成功缴费后（且无任何欠款纪录\*\*）七个工作天\*内寄出。然而，在申请高峰期（如成绩公布、考试委员会、学务委员会及毕业日期后），处理时间或需延长，敬请见谅。  
\* 非本地学生请注意，香港特别行政区的公众假期或与您的居住地不同。  
\*\* 申请人如有尚未清缴的学费或其他欠款，本校保留拒绝签发文件的权利。
- 申请人如急需学业证明文件，可考虑申请电子版本以代替纸本。如有需要，请在申请表上清楚注明或电邮至 [exam@eduhk.hk](mailto:exam@eduhk.hk)。鉴于部份国际或地区机构或要求院校直接邮寄学业文件，申请人应预留充裕时间处理，以免影响升学或就业。
- 用作申请 IANG 签证的在读证明，只能于考试委员会(BoE)会议通过后签发。请注意，此文件只供应届准毕业生于 BoE 通过推荐其毕业后方可递交申请。
- 若邮寄地址为中国内地，申请人须正确提供包括省、市、区在内的完整邮寄地址，并避免以路牌、标志、店铺等作为地址，以防寄失。（例如：中国广东省广州市番禺区东华路 000 号御苑 1 座 1 梯 1 号房）任何因邮递而引致的遗失或损坏，校方概不负责，亦不设退款或免费补发。
- 所有学业证明文件均由香港邮政寄送。本地平邮寄送需时至少三个工作天；非本地邮件因涉及海关清关评估，一般需时二至三周不等（偏远地区如新疆、内蒙或需时四周或以上）。有关详情，请参阅香港邮政网站 (<https://www.hongkongpost.hk>)。

## Application Guide and Important Points to Note for Academic Documents

### Applicants are required to observe the following notes before applying for Academic Documents:

- When applying for an Academic Document, please note that it serves as the official record of your educational achievements and status at the time of application. If applications are submitted before grade release or pending graduation recommendation, processing will be withheld. No refunds or free replacements will be given for urgent requests ignoring this important point.
- The academic document will usually be ready for mailing within 7 working days\* counting from the date when your application is confirmed as successful with full payment and with no outstanding debts to the University\*\*. However, a much longer processing time may be required during peak times, such as after the Grade Release date, the BoE date, the AB date and the Graduation date.
  - \* *Non-local students should note that the Public Holidays in Hong Kong differ from your place of residence.*
  - \*\* *The University reserves the right to withhold issuance of any academic document to an applicant who has unpaid fees/other debts to the University.*
- Applicants may consider requesting an electronic copy instead of a paper copy of the academic document(s) for extremely urgent requests. Please indicate this clearly on the application form or email to [exam@eduhk.hk](mailto:exam@eduhk.hk). However, applicants should also note that some international or regional organizations may require the academic documents to be sent directly by the University. It is recommended that sufficient time be allocated to handling this issue to avoid delays in application for further studies or employment.
- If requiring a Testimonial for the support of IANG Visa application, please submit your application after the BoE date as the proof can only be issued after your graduation is recommended by BoE. Only graduands of the current academic year are eligible to apply for this proof.
- Providing a correct and complete postal address is crucial. Any inaccuracies may affect delivery and lead to loss or damage of the requested documents. No refunds or free replacements will be entertained for any lost or damaged post.
- Please allow at least 3 working days for ordinary postal delivery through Hongkong Post. For non-local delivery, the posting time typically takes two to three weeks, factoring in customs clearance assessments based on the destination region's security measures. For more details, please visit the Hongkong Post's website (<https://www.hongkongpost.hk>).