Arrangements for Suspension of In-person Counter Service of the Information Centre (IC) during the Graduation Ceremony

A. Services suspended

- Collection of Academic Document(s) and Award Certificate
- Application for Certified True Copy

B. Submission of Application Form during the Graduation Ceremony

- Paper Form can be downloaded via the link below or collected at the 24-hour self-service area of IC
- Submit by dropping it in the collection box inside at the 24-hour self-service area of IC
- Location of IC: Room A-G/F-11

	Application	Online	Paper Form
I	- Academic Documents (Transcript of Studies / Testimonial / ELAT) - Replacement of Certificate	Student Graduate	Student Graduate
II	Change of Personal Particulars [1] Path for updating the correspondence address and contact number: The Portal (https://portal.eduhk.hk) → e-SIS → e-SIS → Personal Information → View/Update Addresses and Phones	Link[1]	Link
III	- Change of Programme / Major / Minor / Mode of Study - Deferment of Studies - Withdrawal of Studies	×	Link
IV	Replacement of Student Card[2] [2] For the application received during the above period, students can only collect the new card from 11:00 a.m. on 24 November 2025 (Monday) onwards at IT Help Desk Service Counter, subject to change based on the arrangement of OCIO.	×	Link[2]
V	Credit Transfer [3] The original copy of the transcript submitted will be returned to you together with the letter of results.	×	Link[3]