

Guideline for application of your ELAT

I. What should I do before application?

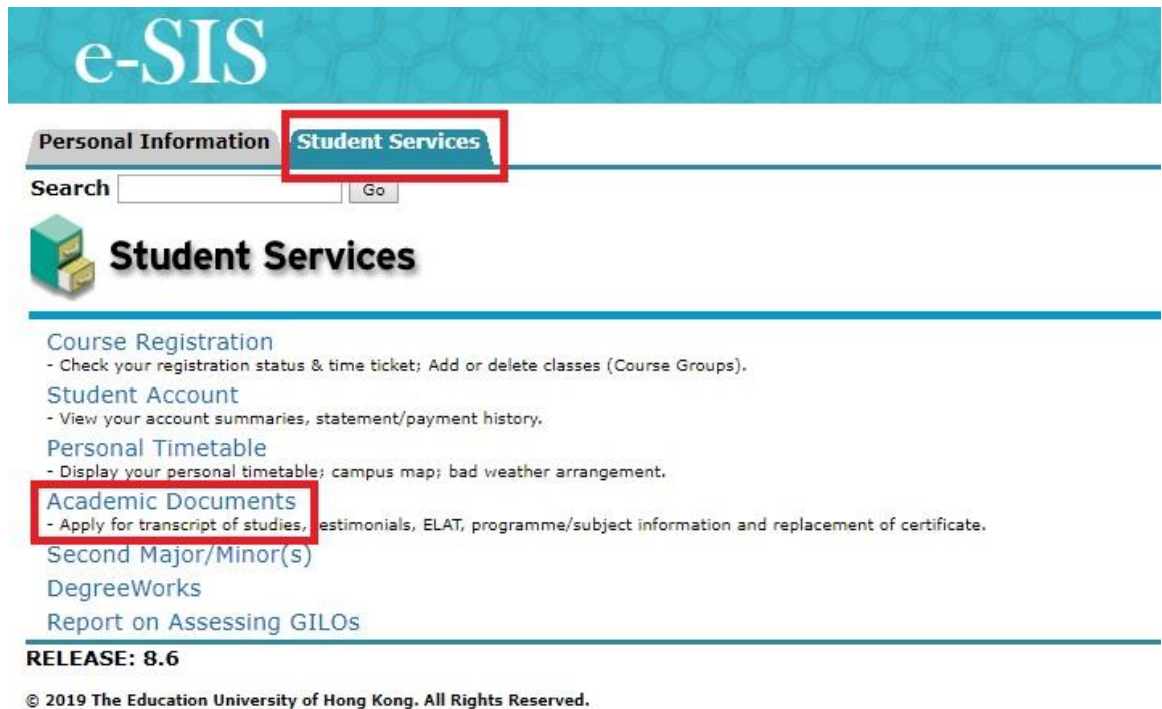
Please check your ELAT records before application of ELAT. You can refer to the [ELAT Checking Guideline](#). The sample copy of ELAT is shown in Appendix (P.3).

II. How can I apply for ELAT?

A. Online Application Procedure

Current Students

1. Login “the Portal” (<http://my.eduhk.hk>)
2. Select “e-SIS”
3. Click “Student Services”
4. Click “Academic Documents”



The screenshot shows the e-SIS Student Services interface. At the top, there is a teal header with the 'e-SIS' logo. Below the header, there are two tabs: 'Personal Information' and 'Student Services'. The 'Student Services' tab is highlighted with a red box. Below the tabs, there is a search bar with a 'Go' button. The main content area is titled 'Student Services' and lists several options: 'Course Registration', 'Student Account', 'Personal Timetable', 'Academic Documents', 'Second Major/Minor(s)', 'DegreeWorks', and 'Report on Assessing GILOs'. The 'Academic Documents' link is highlighted with a red box. Below the list, there is a 'RELEASE: 8.6' notice and a copyright notice: '© 2019 The Education University of Hong Kong. All Rights Reserved.'

For Graduates (Admitted at academic year 2005/06 and thereafter)

Please go to EdUHK Registry website

(<https://www.eduhk.hk/re/modules/content/item.php?categoryid=32&itemid=9>)

B. Paper Submission

You can download the [application form](#) and submit to Information Centre (**Address: Room A-G/F-11, Cho Kwai Chee Foundation Building, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong**).

III. How much do I need to pay for each copy of my ELAT?

It is **\$50 per copy** of ELAT plus additional postage fee (when applicable)

IV. How can I collect my ELAT after application?

You may collect your ELAT in the following ways:

1. in person/ through an authorized person at the EdUHK Student Affairs Office
2. through local mail (free of charge) or registered mail (an additional fee will be charged) with three additional working days for delivery.

Please note that you should take your transcript **within 3 months** after receiving the collection email. Otherwise, you need to re-apply for the ELAT after the due date of collection.



香港教育大學
The Education University
of Hong Kong

10 Lo Ping Road, Tai Po, New Territories, Hong Kong
香港新界大埔露屏路十號

EXPERIENTIAL LEARNING AND ACHIEVEMENTS TRANSCRIPT

經驗學習及成就報告表

STUDENT NAME: ██████████
STUDENT NUMBER: ██████████ HKID NUMBER: ██████████
PROGRAMME: ██████████
DATE OF ADMISSION: ██████████ MODE OF STUDY: 5-year Full-time

AWARD AND SCHOLARSHIPS

<2017-2018>

- WHOLE PERSON DEVELOPMENT CERTIFICATE

CONTRIBUTION TO UNIVERSITY AND STUDENT ORGANIZATIONS

<2018-2019>

- TEAM MEMBER OF VOLLEYBALL TEAM

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

HOURS

<2015-2016>

CAREERS AND PROFESSIONAL DEVELOPMENT

3.0

CITIZENSHIP AND CIVIC ENGAGEMENT

10.0

- ACTION BY CARE - MOVE FOR GOOD
- GLOBAL AND CULTURAL ENRICHMENT

56.0

- SHORT-TERM STUDY VISIT - EASTER PROGRAMMES

PERSONAL EFFECTIVENESS

4.5

<2016-2017>

CAREERS AND PROFESSIONAL DEVELOPMENT

1.5

PERSONAL EFFECTIVENESS

39.5

- LOW EVENT TECHNICAL CERTIFICATE (TC) AND ASSOCIATE INSTRUCTOR (LEVEL 1) CERTIFICATE (AI) COURSE

<2017-2018>

CITIZENSHIP AND CIVIC ENGAGEMENT

8.5

- JOCKEY CLUB STUDENT QUARTERS - HALL LIFE EDUCATION PROGRAMMES

PERSONAL EFFECTIVENESS

3.0

<2018-2019>

CAREERS AND PROFESSIONAL DEVELOPMENT

184.5

- SPECIAL SCHOOL PLACEMENT SCHEME 2019

GLOBAL AND CULTURAL ENRICHMENT

128.0

- LEADERSHIP ENHANCEMENT AND DEVELOPMENT (LEAD) PROGRAMME - EASTER GROUP - CAMBODIA

END OF TRANSCRIPT



Angie Yeon Yuk Mei

Angie Yeon Yuk Mei
Director of Student Affairs

TRANSCRIPT INVALID WITHOUT OFFICIAL STAMP AND SIGNATURE

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