

Guideline for application of your ELAT

I. What should I do before application?

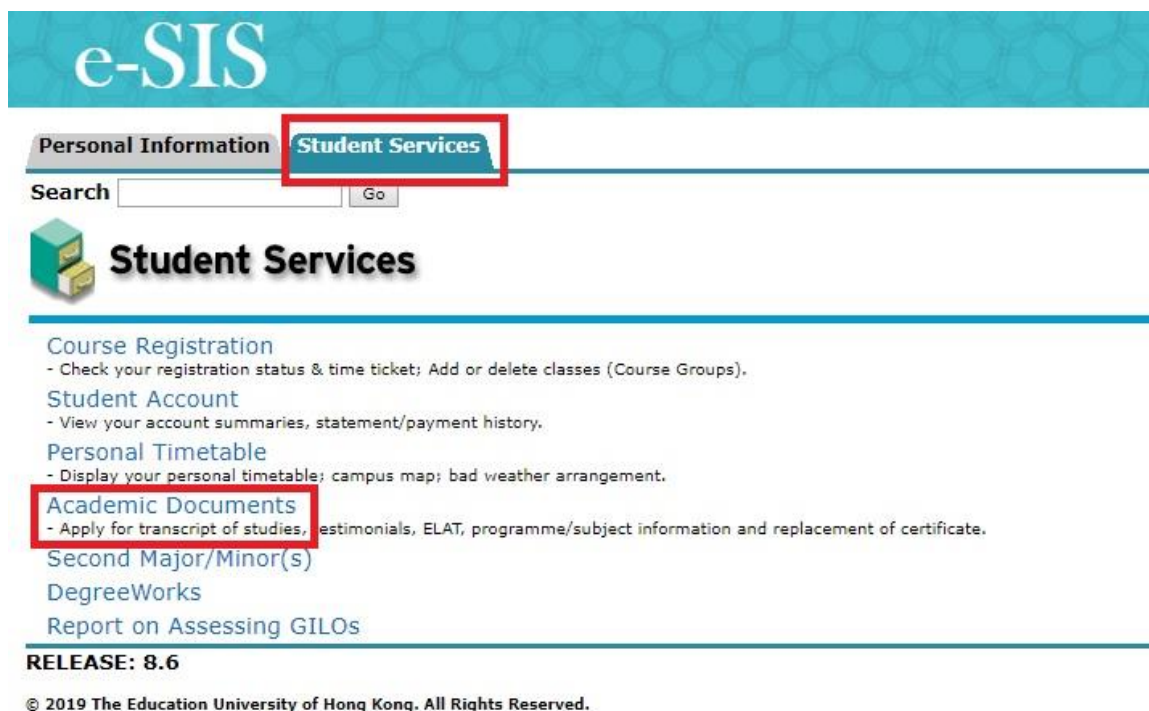
Please check your ELAT records before application of ELAT. You can refer to the [ELAT Checking Guideline](#). The sample copy of ELAT is shown in Appendix (P.3).

II. How can I apply for ELAT?

A. Online Application Procedure

Current Students

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



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.



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EXPERIENTIAL LEARNING AND ACHIEVEMENTS TRANSCRIPT

經驗學習及成就報告表

STUDENT NAME: [REDACTED]
STUDENT NUMBER: [REDACTED] HKID NUMBER: [REDACTED]
PROGRAMME: [REDACTED]
DATE OF ADMISSION: [REDACTED] 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
- SHORT-TERM STUDY VISIT - EASTER PROGRAMMES
- PERSONAL EFFECTIVENESS

56.0

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

128.0

END OF TRANSCRIPT



[Signature]

Angie Yeon Yuk Mei
Director of Student Affairs

TRANSCRIPT INVALID WITHOUT OFFICIAL STAMP AND SIGNATURE

Date of Issue: 31 March, 2020 10:23:42

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