The Education University of Hong Kong
香港教育大學
Top-up Degree Programmes
銜接學士學位課程

Procedures for Offer Acceptance and Provision of Documents for Programme Registration
確認接受學籍及提交註冊文件須知

This document is applicable to the following top-up degree programmes:
此文件適用於以下銜接學士學位課程:

Bachelor of Education (Honours) (Early Childhood Education) (Three-year Part-time)
Bachelor of Education (Honours) (Early Childhood Education) in Leadership and Non-Chinese Speaking Children (Four-year Part-time)
Bachelor of Education (Honours) (Early Childhood Education) in Leadership and Special Needs (Four-year Part-time)
Bachelor of Education (Honours) (Special Needs) (Three-year Part-time)
Bachelor of Education (Honours) (Professional and Vocational Education) (Three-year Part-time)
Bachelor of Health Education (Honours)

Step 步驟	Details and Relevant Information 詳情及相關資訊
1	Read your offer letter and all the attachments in details 詳細閱讀您的錄取通知書及相關的附件

> General information for all top-up degree programmes
> 以下附件適用於所有銜接學士學位課程
> (English version only 只提供英文版本)
> • Guidance Notes on Academic Honesty
> • Personal Information Collection Statement
> • Important Notes for Local Applicants with Admission Offers
>
> Please refer to your offer letter for other programme specific attachments for details
> 請詳細閱讀錄取通知書上其他與課程相關的附件

2	Pay the admission acceptance fee 繳付接受學籍的留位費

> Payment methods 繳付留位費方法:
> https://www.eduhk.hk/acadprog/payment_methods/
>
> Your personalised 8-digit Account Number for Electronic Payments (EPN) for individual programme has been printed on your offer letter
> 您的錄取通知書上已印有專屬該課程的8位數字的個人繳費編號

3	Login your online application account to accept the offer through online by the stipulated deadline stated on the offer letter. Upload the payment proof & HKID copy (including one-way permit/ visa, if applicable) onto your online application account. 申請人需於錄取通知書上的指定限期前於網上申請系統上選擇接受學位的意願，並將付款證明及香港身份證副本(包括單程證/簽証等，如適用)上傳至您的網上申請賬戶內。

> Please click **HERE** for guidelines to accept the offer through online, upload payment proof & personal identity
> 請參閱**此份指引**關於如何在網上申請系統上選擇接受學位、上傳付款證明及身份證明文件等

4.1   Submit official transcript(s) for Registration
提交註冊所需的學業成績表

Note: The required documents should be sent directly to EdUHK from the issuing universities / authorities for verification
請注意：所需文件必須由發證大學/機構**直接送交**香港教育大學核實

> Category I : **Graduated applicants**
> 組別一：**已經畢業的申請者**
>
> You should apply for official transcripts **to be sent directly to EdUHK** from the issuing universities / authorities **immediately after you accepted the admission offer**. Please note that the official transcript should shows your graduation status and final GPA.
> 您須於**接受學籍後立即**向發證大學／機構申請將正式的學業成績表**由該大學／機構直接發送**至本校。請注意，該學業成績表需顯示您已經畢業的狀況及畢業平均績點。

> Category II : **Final year students**
> 組別二：**現正就讀最後一年的學生**
>
> If you are currently in the final year of your sub-degree programme, please request the issuing university to send the official final transcript / testimonial showing your graduation status to EdUHK directly once available. In general, you are required to submit the official transcripts **before 31 July 2024**.
> 如您目前正修讀副學位課程的最後一年，請要求發證大學將顯示您成功畢業狀況的官方/正式最終成績單/證明書直接發送至本校。一般來說，您須於 2024 年 7 月 31 日之前提交有關証明。

> Category III : **Graduates / Final year students of HKIEd / EdUHK**
> 組別三：**香港教育學院 / 香港教育大學畢業生及現正就讀最後一年的學生**
>
> The University has your academic records if you are our graduate in 1995 or after. You do NOT need to submit any copies of academic transcripts or graduation certificates <u>issued by</u> HKIEd / EdUHK.
> 如您是本校於 1995 年或之後的畢業生，則無須提供任何<u>由香港教育學院 / 香港教育大學發出的</u>成績單或畢業證書副本。

4.2   Submit other supporting documents(s) for Registration (e.g. Deed Poll, HKCAAVQ, etc.)
提交註冊所需的其他文件 (例如：改名契、香港學術及職業資歷評審局的學歷評估報告等)

> You should submit the officially certified true copy for your other supporting document(s) by courier/post **immediately after you accepted the admission offer**.
> 您須於**接受學籍後立即提交**由以下機構/人士發出之經核證副本的官方文件，並以快遞/郵寄至本校：
> • a notary public (e.g. the District Offices in Hong Kong by Declaration); or
>   公證機構（如：香港民政事務總署「宣誓」）；或
> • your current employer (e.g. principal of your serving school / HR department of your serving organisation, etc). The documents should be officially signed and stamped.
>   您現職機構的僱主（如：現職學校的校長/現職機構的人力資源部門等）。有關文件需有學校/機構官方蓋章及簽署。

By Courier / Post: 快遞/郵寄:
The Registry (ARAP Section)
Room A-2/F-07, Cho Kwai Chee Foundation Building
The Education University of Hong Kong
10 Lo Ping Road, Tai Po, N.T. Hong Kong
Attn: Miss Candy Tam / (852) 2948 6886
[Ref: Application Number]
新界大埔露屏路十號 曹貴子基金會大樓 A-2/F-07 室
香港教育大學教務處 (入學及策劃組) 譚小姐收
(聯絡電話: 2948 6886) [註:申請編號]

By Email: (Electronic transcript only)
電郵: (僅適用於電子版成績單)

Electronic transcript should be sent to:
admission@eduhk.hk
Please quote your English full name, application number and programme applied for identification.
電子版成績單傳送至：admission@eduhk.hk
請提供您的英文全名、申請編號及申請課程以資識別。