

Information Centre - Student Records Service Desk

Services Provided

1. Handling enquiries related to student records
2. Receiving various kinds of applications, including:
 - Academic Documents* ([Current Students](#) / [Graduates](#))
 - [Credit Transfer](#)
 - [Change of Programme / Major / Minor / Mode of Study](#)
 - [Change of Personal Particulars](#)
 - [Deferment of Studies](#)
 - Replacement of Certificate* ([Current Students](#) / [Graduates](#))
 - [Replacement of Student Card](#)
 - [Withdrawal of Studies](#)
3. Providing a 24-hour-self-service area for submission of the above application forms

* Please use online application service instead of submitting paper forms, to support the University in becoming an environmentally sustainable campus.

Location

Room A-G/F-11, CKCF Building (Block A)

The Education University of Hong Kong

10 Lo Ping Road, Tai Po, New Territories, Hong Kong

Contacts

Telephone Number: 2948 6177

Fax Number: 2948 8273

E-mail: siec@eduhk.hk

Opening Hours

Mondays to Fridays	8:30 a.m. - 5:20 p.m.
Saturdays, Sundays and Public Holidays	Closed

Please refer to the "Special Announcement" below for opening hours on festival days or special occasions.

Special Announcement

The special opening hours of the Information Centre on festival days:

Festival	Date	Special Opening Hours
Lunar New Year's Eve	28 January 2025 (Tuesday)	8:30 a.m. - 12:30 p.m.

For enquiries, please contact us at 2948 6177. Thank you for your attention.

We are sorry for any inconvenience caused.

If you have any questions, please contact us at 2948 6177 or by email at siec@eduhk.hk.

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