

CIB-GN(6)

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Guidance Note on Documentary Proof of Educational Attainment for Registration's Purpose

According to Membership Regulation 3.5, the General Committee is issuing this Guidance Note on Documentary Proof of Educational Attainment for Registration's Purpose.

Background

Having attained an education standard of Form 5 (or equivalent) or higher is one of the Minimum Requirements for a person to apply for registration as Chief Executive or Technical Representative.

To substantiate their application, applicants are asked to provide copy of documentary proof of their educational attainment. The Secretariat has adopted in the past an administrative practice of informing applicants the acceptable types of documentary proof.

The Hong Kong Examinations and Assessment Authority has lately introduced a new standard-referenced reporting system for the subjects of Chinese Language and English Language for the Hong Kong Certificate of Education. Since the achievement in these two subjects will be reported in terms of Level, from 5* to 1, instead of in Grades (A to F).

The General Committee has adopted the matching methodology that "Level 2" of the two subjects attained under the new reporting system be comparable to "Grade E" of the old system, hence equivalent to a pass in that subject at the Hong Kong Certificate of Education Examination.

The specification of acceptable documentary proof is aligned accordingly and the full list of the acceptable documentary proof is publicized as follows:

Acceptable Documentary Proof for Having Attained the Requisite Education Standard

- (1) Form 5 or Secondary 5 or Secondary 6 or Secondary 7 graduation certificate or Form 5 or Secondary 5 or Secondary 6 or Secondary 7 final term academic report issued by a secondary school in Hong Kong;
- (2) Hong Kong Certificate of Education, with 5 passes (i.e. Grade E or above, or Level 2 or above) in any subject, attained in same year or in two consecutive years;
- (3) Certificate of Hong Kong Advanced Level Examination;
- (4) Certificate of completing the "Yi Jin" Project of Hong Kong;
- (5) Certificate of having completed a study offered by recognized tertiary institution in Hong Kong of which its completion is equivalent to Form 5;
- (6) Certificate or final-year transcript issued by tertiary institution, which is recognized at the place of its incorporation, of having attained or having completed study of a diploma, higher diploma, bachelor degree, postgraduate diploma, master degree, or doctorate degree of any discipline;

- (7) Proof of having attained any one of the Acceptable Insurance Qualification specified in the Membership Regulations;
- (8) Proof of having been admitted to a study of degree of any discipline by tertiary institution, which is recognized at the place of its incorporation, admission requirements of the study include the completion of Form 5 education or higher;
- (9) Graduation certificate of high school or school for specialized qualification training in the mainland China or Taiwan;
- (10) Certificate of having completed Year 11 or above for schools in Australia, Canada, UK, New Zealand, the United States of America or equivalent in other countries;
- (11) Sworn declaration of having attained education standard of Form 5 or its equivalent, giving details of the relevant educational institution including its full name and address, and of the year of attainment or graduation;
- (12) Hong Kong Diploma of Secondary Education, with any 5 subjects at Level 2 or above, attained in same year or in two consecutive years.

Notes for Incidental Matters

- (a) Document of any language other than Chinese or English shall be accompanied with a certified translation of it in either Chinese or English.
- (b) The sworn declaration can be made at the Public Enquiry Service Centres of the Home Affairs Department, HKSAR. Details of the Centres are available from the Department's website at http://www.had.gov.hk/en/public_services/public_enquiry_services/ctec.htm.
- (c) When the educational institution at which the applicant claims to have attained the requisite education standard cannot be located or identified, e.g. a Hong Kong secondary school not being registered with the Education Bureau, applicant may be asked to provide further documentary proof from relevant authorities, e.g. a letter from the Education Bureau confirming that the institution was but ceased to be a registered secondary school.

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