Vocational Training Council (VTC)
Guideline on Submission of Academic Qualification Documents
for Non-local Higher Diploma Programme Applicants
(Applicable to non-Mainland Applicant Admission for the 2027/28 Academic Year)
*** For Mainland applicants, please refer to the guideline provided on the Simplified Chinese version of our homepage)**

1. At the time of completing and submitting the online application form, all applicants must upload scanned copies or electronic versions of the academic qualification documents listed in Table 1 below to demonstrate they meet the entrance requirements. Uploaded documents must be clear, legible and consistent with the qualification information entered in the application form.

2. For certain qualifications, official documents must be sent directly by the issuing authority or awarding institution to VTC (see details in Table 1).

3. All admitted applicants must personally present the originals of all relevant academic qualification documents to staff at the offering campus on the day of on-site registration for verification. If you fail to provide relevant documents, your enrollment will be disqualified and the resultant registration will be cancelled. Any fees paid will not be refunded.

4. For official documents sent directly by the issuing authority or awarding institution, please ensure they reach the following contact point by **12 July 2027** or the deadline notified by the VTC Non-local Student Admission Team via email (whichever is earlier). Please clearly quote your application number and name.

   Email: hqas-nlsadm@vtc.edu.hk (only emails from official institutional email accounts are accepted; personal emails are not accepted.)

   Postal address:
   11/F, VTC Tower,
   27 Wood Road, Wan Chai, Hong Kong
   VTC Headquarters (Academic Services)
   Non-local Student Admission Team

5. If transcripts or certificates are not in English or Chinese, a complete English translation produced by a recognized translation service provider must be submitted together with the documents.

6. **All submitted documents will not be returned.** Please do not send any irreplaceable originals.

Table 1: Required Documents by Qualification Type

Graduate of Bachelor Degree or Sub-degree Programmes

- Senior secondary school graduation certificate
- Upload official graduation certificates and transcripts issued by the awarding body to the admission portal during the application submission process (proof of residential address at the time of study may be required if necessary); **You need to ask your university or college to send your official graduation certificates and transcripts directly to VTC by 12 July 2027 or the deadline notified by email (whichever is earlier), otherwise your application will not be processed.**

Expected to Graduate in 2027 from Bachelor Degree or Sub-degree Programmes

- Senior secondary school graduation certificate
- Upload the latest official transcripts (for the final year of your current studies) to the admission portal during the application submission process.
- **Upon completion of your current programmes, you need to ask your university or college to send your official graduation certificates and transcripts directly to VTC by 12 July 2027, otherwise your application will not be processed.** (Proof of residential address at the time of study may be required if necessary)

IAL / GCE A-level / IGCSE / GCSE (November 2026 series or earlier)

- Senior secondary school graduation certificate (proof of residential address at the senior secondary school maybe required if necessary).
- Upload official results certificate to the admission portal during the application submission process; **You must also request the Examination Board (e.g. Pearson, AQA) to send your official results certificate directly to VTC by 12 July 2027 or the deadline notified by email (whichever is earlier), otherwise your application will not be processed.** Please note that VTC does not accept Statement of Results as valid academic proof.
- VTC will not consider May/June 2027 series result. If you plan to sit the May/June 2027 series, you are welcome to apply in the next academic year (2028/29).

Other Qualifications

- Senior secondary school graduation certificate (proof of residential address at the senior secondary school maybe required if necessary).
- Upload official qualification documents, certificates or results proofs issued by the awarding body to the admission portal during the application submission process; **you must also request the awarding body to send your official results certificate directly to VTC by 12 July 2027, otherwise your application will not be processed** (Proof of residential address at the time of study may be required if necessary).

IELTS Academic / TOEFL iBT

- We only accept IELTS Academic or TOEFL iBT results dated within the past two years, subject to online verification.
- TOEFL iBT Home Edition、IELTS Online and IELTS Indicator results are not accepted