

Note for e-Form Submission

1. Refer to the website on exemption from the LPR (<https://www.edb.gov.hk/exemption>) when filling in the application form.
2. Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. Your application will not be considered if you fail to provide all information as requested.
3. Ensure the accuracy of the local postal address. The result of the application will be sent to the postal address provided.
4. An on-line application number will be generated after you have completed the on-line application form. Please quote this number in all future correspondence.
5. Please print **the entire application form which is downloadable upon submission in Step (8) "Acknowledgement"**. Send the following documents by post or in person to the Language Teacher Qualifications Team.

Hard Copy Submission Required

- i. **the certified photocopies ^{NOTE1} of all supporting documents;**
- ii. **a printout of the entire application form, with Sections C and D signed; and**
- iii. **a stamped self-addressed envelope (postage of a small letter weighing not over 30g) for the acknowledgement of receipt of your application.**

Office Address:

Language Teacher Qualifications Team, Education Bureau,
Room 1107, Wu Chung House, 213 Queen's Road East,
Wanchai, Hong Kong.

6. The supporting documents submitted together with the applications will not be returned to the applicants. Applicants are kindly advised to save a copy before sending them out.

NOTE1 The photocopies of the supporting documents should be certified by one of the following ways:

- Ask the school head of your serving school to certify your photocopies;
- Declare the photocopies are the true copies of the original documents in the Public Service Enquiry Centres of District Offices, Home Affairs Department; or
- Bring the original documents with photocopies to the office of the Language Teacher Qualifications Team.