

The Chinese University of Hong Kong  
Registration and Examinations Section  
Application for Sending Graduate Certificate by Speedpost under CUSIS  
(Notes for Application)

1. Graduates of Undergraduate Programmes whose degrees had been conferred, and those who applied for replacement of graduate certificate, after the respective year of the Congregation Ceremony, can request the University to send the certificate by Speedpost using an online application system under CUSIS. (Please see “[System Walkthrough for Application for Sending Graduate Certificate by Speedpost](#)”)
2. According to Clause 14.1 of the General Regulations Governing Full-time Undergraduate Studies, the degree certificate will be withheld if graduates have any outstanding debts to the University. Graduates should settle the outstanding items, e.g. unreturned library materials, late payment penalty with the relevant offices before submitting the application.
3. Applicants are required to upload a copy of the HKID card\* and pay the delivery fee. The fee for delivery of each degree certificate (Speedpost) is as follows.

Hong Kong	HK \$ 65
Mainland and other Asian countries/regions	HK \$200
Other countries	HK \$300

*\*If the applicant has lost/does not have a HKID card, please provide a copy of the passport. The name and date of birth printed thereon should be the same as in the registration record.*

4. The normal processing time is 3 - 5 working days upon receipt of the application. Applicants can enquire their application progress in CUSIS. The application status will be marked as “Completed” and a Speedpost Tracking Number will be shown when the processing has been finished. Applicants can use the Tracking number to check the delivery status of the certificate at [Speedpost Homepage](#).
5. Please refer to the website of [HongKong Post](#) for the estimated delivery time by Speedpost. Graduates who wish to use other courier services instead of Speedpost should collect the certificate by [authorization](#) and make their own arrangements for other courier services.
6. The University accepts no responsibilities for any loss/defacement and delay of the degree certificate during postal delivery by the Speedpost service.
7. Enquiries:  
For any questions, please contact the Registration and Examinations Section.  
Office address: 10/F, Yasumoto International Academic Park  
Telephone : 39439888  
E-mail : [ugadmin@cuhk.edu.hk](mailto:ugadmin@cuhk.edu.hk)

Appendix: [System Walkthrough for Application for Sending Graduate Certificate by Speedpost under CUSIS](#)

12 November 2020