

THE CHINESE UNIVERSITY OF HONG KONG

Graduate School

Application for Sending Graduate Certificate by Speedpost under CUSIS

(Notes for Application)

1. Graduates of Postgraduate 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 refer to “System Walkthrough for Application for Sending Graduate Certificate by Speedpost”).

2. Clauses 15.3 and 15.4 of the *General Regulations Governing Postgraduate Studies* stipulate that

“The Graduate Certificate shall be issued to a student after s/he has been conferred a degree at the Congregation. Graduate Certificates for graduates with outstanding debts to the University will be withheld until the accounts are settled. Graduate Certificates for graduates of Postgraduate Diploma/Certificate programmes with outstanding debts to the University will be withheld until the accounts are settled.”

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 graduate certificate (Speedpost) is as follows.

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

**The HKID card number should be the same as the registration record at the University. If the graduate 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 the registration record.*

4. The normal processing time is 5 – 7 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.

6. Graduates who wish to use other courier services instead of Speedpost should contact the Graduate School Office by sending an email to gradschool@cuhk.edu.hk. The Office will provide advice on the relevant procedures.

7. The University accepts no responsibilities for any loss/defacement and delay of the graduate certificate during postal delivery by the Speedpost service.

8. For enquiries, please contact the Graduate School Office:

Address: 7/F, Yasumoto International Academic Park
The Chinese University of Hong Kong
Shatin, N.T.
Hong Kong
Tel.: 3943-8976
E-mail address: gradschool@cuhk.edu.hk

9. Graduates of the Postgraduate Diploma in Education and Advanced Postgraduate Diploma in Education should enquire at Faculty of Education.