

THE CHINESE UNIVERSITY OF HONG KONG
Graduate School
Application for Sending Graduate Certificate by Speedpost

(Notes for Applicants)

1. Applications for sending graduate certificate and replacement certificate by Speedpost will be accepted only from graduates whose degree/academic qualifications concerned had been conferred upon them by the University. Fresh graduates can only apply after the start date of the certificate collection period as announced by the Graduate School Office.
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 by the University. 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 delivery fee, once paid, is non-refundable and non-transferrable. 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 University student record.

- 4 The normal processing time is 5-7-working days upon the receipt of a valid 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. 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 programmes should enquire at Faculty of Education.