

# THE CHINESE UNIVERSITY OF HONG KONG

## Registration and Examinations Section

### Replacement of Degree Certificate for Undergraduate Programmes

#### (Notes for Application)

1. The degree certificate of the University is a unique document. No duplicate copy will be issued. However, a graduate may apply for a replacement certificate in case of loss or damage of the original certificate. Application for replacement due to change of name after graduation will NOT be accepted.
2. A graduate shall only be in possession of **ONE** valid copy, including the replacement copy, of the certificate, for each degree at any given time. If a certificate that previously reported lost was subsequently found, the graduate concerned is required to return any extra copy to the University for destruction.
3. A replacement certificate shall follow the current format of the degree certificate\*, with an additional statement “This certificate is reissued on (DD/MM/YYYY)” [本證書於YYYY年MM月DD日補發], and the replacement shall bear **the signatures of the current University officers.**  
  
(\* If only the degree name (but not the Major programme name) was shown on the original certificate, the replacement certificate shall also show the degree name only.)
4. Please note the following application periods in 2022-23.

Application period	Certificate reissued date	Replacement certificate distribution date
2 October 2022 to 1 March 2023	31 March	15 May 2023
2 March to 1 July 2023	31 July	15 September 2023
2 July to 1 October 2023	15 October	15 November 2023

5. Please submit the application for replacement of degree certificate on the online application system under [CUSIS](#) using Alumni ID and MyCUHK password to login MyCUHK. Before application, please browse the “[System Walkthrough for Application for Replacement of Degree/Graduate Certificate](#)” for details. Applicants are required to upload documents that specified in CUSIS. Please refer to the following videos for how to obtain the Alumni ID/password, if necessary. The application fee is HK\$800 for each replacement certificate.

*How to use MyCUHK functions?*

<https://youtu.be/PibIxqaZX2c>

*How to log in to MyCUHK?*

<https://youtu.be/Ksx0PKed2aE>

*@Link Alumni Email Service*

[https://youtu.be/YE\\_ER1qeJXY](https://youtu.be/YE_ER1qeJXY)

6. The replacement certificate can be collected in person or by an authorized person. If the applicant requests the certificate to be sent by Speedpost, please refer to detailed information on [RES homepage](#) or [CUSIS](#) and submit separate application.

7. For enquiries, please contact the Registration and Examinations Section:

Address: 10/F, Yasumoto International Academic Park  
The Chinese University of Hong Kong  
Shatin, N.T.  
Hong Kong  
Tel.: 3943-9888  
e-mail address: [ugadmin@cuhk.edu.hk](mailto:ugadmin@cuhk.edu.hk)

12 December 2022