

12. Credentials

12.1 Academic results

Students can check their academic results (grades and GPA of the courses taken in each term) on CUSIS. Relevant information about academic results, such as the schedule for releasing grades for each term and the guide to the grading system, is available online via the GS Platform (Students). Students may also generate an unofficial transcript via CUSIS. However, it is not an official document and is intended for students' reference or records of their academic results. If a student or a graduate needs a formal document as proof of his/her academic achievements, he/she should apply for a transcript to be issued by the Graduate School.

12.2 Transcripts

A transcript is an official proof of a student/graduate's academic achievements. It is a formal document listing the student/graduate's personal data, all the courses taken (including those before and after programme transfer, if applicable), grades achieved, GPAs and remarks such as period of leave taken, programme transfer, academic exchange, penalty, etc. In short, it is a full record of the academic activities and achievements of the student/graduate during his/her period of study at the University.

Applications for transcripts can be made online via the Graduate School website at a fee.

12.3 Letter of Certification

The Letter of Certification is a letter to certify a student's current status in the University with details of date of admission, programme of study, expected date of graduation, etc. For graduates, the Letter of Certification also states the conferred degree and the graduate certificate print date.

Applications for Letters of Certification can be made online via the Graduate School website at a fee. Applicants are advised to state the purpose of their applications and specify the required details in the remarks section to ensure the information is accurately included in the Letter.

12.4 Report on Curriculum Details

The Report on Curriculum Details sets out the study scheme and course descriptions of a student/graduate's Programme. It is usually requested by bodies of accreditation or institutions which need to verify the level of academic attainments of the student/graduate. Applications for Reports on Curriculum Details can be made online via the Graduate School website at a fee.

12.5 Graduate Certificate

The Graduate Certificate is an official proof of the conferment of degree. There is no need for students/graduates to apply for it upon degree conferment. The certificate will be made available for collection at the University specified times as announced by GSO.

The award certificate is an important document. Please keep it in a safe place after collection. Any award certificates uncollected for seven years from the award year will be destroyed without further notification.

The CUHK e-Certification System is available to CUHK graduates of the year 2022-23 and thereafter. Electronic certificates will normally be available in the e-Certification System two working days before the hardcopy award certificates are ready for collection. No application is required for this free service.

12.6 Replacement of Graduate Certificate

In case of loss or damage of the original Graduate Certificate, a graduate may apply for a replacement Certificate from the Graduate School at a fee. However, an application for replacement due to change of name after graduation will not be accepted.

A graduate shall only be in possession of one valid copy of the Certificate, including the replacement copy, for each degree and/or diploma at any given time. In other words, if a Certificate previously reported as lost is subsequently found, the graduate concerned is required to return the invalid original copy to the Graduate School.

A replacement Certificate shall follow in general the current format of the Graduate Certificate, with an additional statement "This certificate is re-issued on (DD/MM/YYYY)" [*in Chinese:*"本證書於 YYYY 年 MM 月 DD 日補發"], and the replacement shall also bear the signatures of the current University Officers.

For details of the application procedures, please visit the Graduate School website at <https://www.gs.cuhk.edu.hk/page/ReplacementofGraduateCertificates>.

12.7 Certified true copy of the Graduate Certificate

As no duplicate copy of the Graduate Certificate will be issued, graduates may find it helpful to apply for a certified true copy of the Graduate Certificate for various purposes. Graduates or their representative will need to present the true copy of the Graduate Certificate at the Graduate School and a certified true copy can be prepared immediately at a fee.