

## 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, s/he 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, GPA's 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.

There are two versions of transcript for different purposes: official copy and student copy. A student who wishes to apply for admission to another educational institution or for employment may apply for an official transcript. The official copy shall not be issued to a student or any private individual. It shall be sent directly to the institution or prospective employer. The student copy is issued to students directly. Students may request an official copy or a student copy, or both, to serve different purposes.

Applications for transcripts can be made online via the Graduate School website or in paper form, 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 degree/diploma awarded and the date of conferment.

Applications for Letters of Certification can be made online via the Graduate School website or in paper form, at a fee. Applicants are advised to state the purpose of their applications so that the required information can be 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 or in paper form, at a fee.

### **12.5 Graduate Certificate**

The Graduate Certificate is an official proof of the conferment of degree/diploma. There is no need for students/graduates to apply for it, which will be distributed to graduates after the graduation ceremony. Graduates are advised to keep it in a safe place.

### **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 normally not be accepted.

A graduate should only possess one valid copy, including the replacement copy, of the Certificate, for each degree at any given time. In other words, if a Certificate previously reported lost is subsequently found, the graduate concerned is required to return the replacement Certificate to the Graduate School.

A replacement Certificate follows in general the current format of the Graduate Certificate, with an additional statement "This certificate is re-issued on [DD/MM/YYYY]", and the replacement will also bear the signatures of the current University Officers.

For details of the application procedures, please visit the Graduate School website at [www.gs.cuhk.edu.hk](http://www.gs.cuhk.edu.hk).

### **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.