



Non-JUPAS Local Admissions

Information on submitting official documents for document verification (2025 Entry)

To facilitate your registration at the University, **official or officially certified true copies*** of results or documents of the following must be submitted for verification. Only students who have completed the document verification procedures will be invited to perform student registration.

What to submit

- (1) Results or documents indicating that you have satisfied the University and/ or programme's entrance requirements as stipulated on your offer notification; AND
- (2) Results or documents as listed in your application (see **Examples of Required Documents**) of which the official or officially certified true copies have not been submitted to our Office (as applicable)

What is Official True Copy / Certified True Copy

Official True Copy

Results or documents issued and sent by schools / examination boards directly to the University will be considered as "Official True Copy".

How to submit Official True Copy

- (1) Invite school / examination board to send the results or documents to the University directly, or
- (2) Present the Official True Copy in person. Applicants may be required to login to the relevant examination portal / school platform to verify the relevant results and documents.

Certified True Copy

Applicants who do not have the official true copy of their results or documents must certify the results or documents via a notary or local authority. Results or documents that has been certified by a notary or local authority (e.g. [Home Affairs Enquiry Centre](#), solicitor, certified public accountant, consular officer, etc...) will be accepted.

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| Step 1 | Photocopy the required results / documents. |
| Step 2 | Present both the Original and Photocopy to the notary or local authority. |
| Step 3 | Obtain an official stamp and signature on the photocopy from the notary/ local authority. |
| Step 4 | The photocopy is now certified, and can be submitted as a certified true copy. |

How to submit Certified True Copy

- (1) by post/ courier; OR
- (2) in person

IMPORTANT

Copies submitted by the applicant, by email or by uploading to the application account, are considered as "Copy" only and will not be accepted for verification purposes.

Other important point to note

- **DO NOT post your original document (e.g. graduation diploma or transcript) if that is the only original you have.** The University is not responsible for any documents lost in the post.
- **Documents once submitted to our Office will not be returned.** Students are advised to keep all original of their academic credentials for possible future uses. These documents will be destroyed if application is unsuccessful.
- **Remember to mark your application number on each page of your documents.**
- All documents must be accompanied by an official English translation if not originally issued in English or Chinese.

Submission deadline

Firm offer acceptance:

The required document(s) should reach our Office within two weeks of acceptance or by the date stipulated in your admission offer notification, whichever is earlier.

Conditional offer acceptance:

You must submit result(s) indicating that you have satisfied the University and programme's entrance requirements and conditions:

Step 1 Upload copies of the result(s) to your application account and send them by email to ugapp@cuhk.edu.hk within three days from the result release date.

Step 2 Official original(s) or officially certified true copies of these result(s) – by post or in person, should reach the Office of Admissions and Financial Aid for verification by the submission deadline as stipulated in the offer notification.

Office of Admissions and Financial Aid

Address

Office of Admissions and Financial Aid
Room 1202, Yasumoto International Academic Park,
The Chinese University of Hong Kong, Shatin, N.T., Hong Kong

Office Hours

Monday to Thursday:

8:45 am - 1:00 pm and 2:00 pm - 5:30 pm

Friday: 8:45 am - 1:00 pm and 2:00 pm - 5:45 pm (Closed on Saturdays, Sundays and Public Holidays)

Still have questions? Please submit an online enquiry at www.cuhk.edu.hk/adm/nonjupas/enquiry.

Examples of Required Documents	
English test - TOEFL	- Results issued by the examination board. The code for CUHK is 0812
English - IELTS	- Results issued by the examination board
GCE/ International Advanced-Level or Advanced Subsidiary-Level	- Statement of results (with final cash-in grades) issued by the examination board; OR - Final overall grades with all unit grades from the school directly sent from the school's official email address
Singapore GCE Advanced-Level	- Results issued by the Ministry of Education
GCSE/ IGCSE/ GCE (O-Level)/ Singapore GCE (O-Level)	- Certificate issued by the examination board
IB Diploma	- Applicants should authorise the University to access their IB results from IBO (electronic format); OR - Submit final total score and scores of each subject with level indicated issued by IBO or the school
HKDSE/ HKALE / HKCEE	- Results issued by the Hong Kong Examinations and Assessment Authority
SAT/ ACT/ AP	- Results by the examination board. The code for CUHK is 5690 (SAT/ AP) and 7050 (ACT); and - High school graduation diploma/ certificate; and - Final high school transcript with school results from Grade 10/ Form 4 to final year
Bachelor's Degree Programme/ Sub-Degree/ Associate Degree or Higher Diploma Programme	- Official transcript issued by university/ community college with latest/final examination results obtained by August of the year admission is sought; and - Degree/ Sub-Degree Certificate awarded (if applicable)
For high school curriculum of:	
<i>Australia</i>	- ATAR or UAI; and - High school graduation diploma/ certificate; and - Final high school transcript with school results from Grade 10/Form 4 to final year (if applicable)
<i>Canada</i>	- Graduation diploma/ certificate with final high school result of Grade 10 to 12 (if applicable) issued by the Ministry of Education; and - High school graduation diploma/ certificate
<i>India</i>	- Class XII and Class X results issued by CBSE or the State Board; and - High school graduation diploma/ certificate or School Leaving Certificate; and - Final high school transcript with school results from Class X to Class XII (if applicable)
<i>Indonesia</i>	- SMA Ujian Sekolah and Ujian Nasional; and - High school graduation diploma/ certificate; and - Final high school transcript with school results from Grade 10/Form 4 to final year (if applicable)
<i>Macau</i>	- High school graduation diploma/ certificate; and - Final high school transcript with school results from Grade 10/Form 4 to final year (if applicable)
<i>Malaysia</i>	- STPM or UEC; and - SPM (if applicable); and - High school graduation diploma/ certificate; and - Final high school transcript with school results from Grade 10/Form 4 to final year (if applicable)
<i>New Zealand</i>	- NCEA Level 3 results; and - High school graduation diploma/ certificate; and - Final high school transcript with school results from Grade 10/Form 4 to final year (if applicable)
<i>Taiwan</i>	- GSAT results 學測考生成績通知單(中文版本); and - Department Required Test/ Advanced Subjects Test (AST) 指考 results (if applicable); and - High school graduation diploma/ certificate; and - Final high school transcript with school results from Grade 10/Form 4 to final year (if applicable)
<i>Others</i>	- Public matriculation examination results by the issuing authority (if applicable); and - High school graduation diploma/ certificate; and - Final high school transcript with school results from Grade 10/Form 4 to final year (if applicable)