

DOCUMENT VERIFICATION

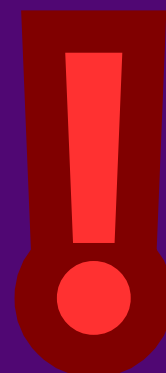
Official documents or officially certified true copies are required to be submitted to facilitate your registration at CUHK

WHAT?



- After accepting the admission offer online, you will receive an email titled "Welcome to CUHK", indicating the required documents you have to submit.
- Please submit to us the documents indicating that you have satisfied the relevant entrance requirements as stipulated in your admission offer for document verification.

[Physical] official or certified true copies
Not just the **[Electronic version]**



WHEN?

Firm offer acceptance

The official or certified true copy of the documents should reach the Office of Admissions and Financial Aid (the Office) **in person or by post**

- within 2 weeks of acceptance **OR**
- by the date as stipulated in your admission offer whichever is earlier

Conditional offer acceptance

Step 1: Submit electronic copy of the document

- send them to ugapp2@cuhk.edu.hk **OR** upload them to your application account
- within 3 days from the result release date

Step 2: Submit official or certified true copy of your results

- submit them to our Office **in person or by post** by the date as stipulated in your admission offer



DO NOT

DO NOT
submit a copy of
the notarised copy



DO NOT
submit any
original
documents
without keeping a
copy yourself

DO NOT
submit the
certified true
copies through
email



Submitted
documents
WILL NOT
be returned

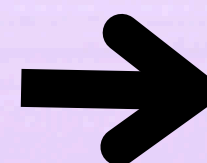
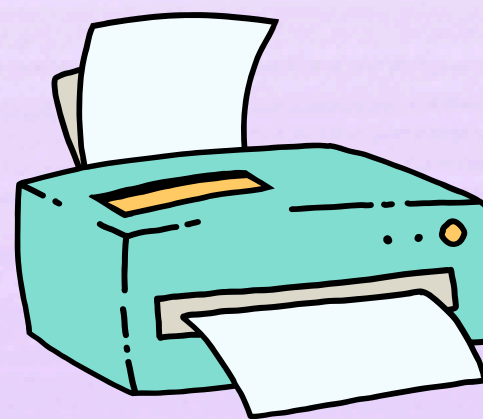
Go to page 2 for a step-by-step guide on how to get a
certified true copy

STEP-BY-STEP GUIDE

"What are Certified True Copies?"

01

Photocopy your documents



02

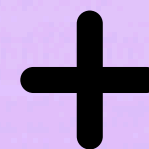
Get the copies certified by an authority

See page 3 for authorities you could approach for certification

STAMPED AND SIGNED BY AN AUTHORITY

(Every page must also be stamped and signed, not just the first page)

WRITE YOUR APPLICATION NUMBER ON EACH PAGE



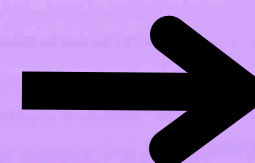
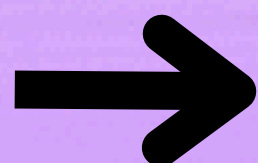
03

Get the officially certified translation in English (if applicable)

Certificates and transcripts, which are not in English or Chinese, should be accompanied by an official certified translation in English. See page 3 for authorities you could approach.

04

Send the certified copies by post or courier



Office of Admissions and Financial Aid (OAFA)

Room 1202, Yasumoto International Academic Park

The Chinese University of Hong Kong, Shatin, N.T., Hong Kong

FREQUENTLY ASKED QUESTIONS

Q: What does a certified true copy look like?

A: It is an **exact copy** of the original document. Additionally, it must be **stamped and signed** by an **authority** to be considered certified. Every page must also be certified, not just the first page.

Q: I have submitted my official documents **electronically**. Is that sufficient?

A: No. Apart from submitting your documents and results online via the application portal or email, our office needs to receive the original or certified true copies of your results in **hard copies**.

Q: Who can I go to for the certification of my documents?

A: You may approach any **notary or local authority** to certify your documents. This might include but is not limited to:

- A notary public
- Your school
- A certified public accountant

Some providers like notary publics might have a fee for their service.

Q: Who can I go to for certified translation?

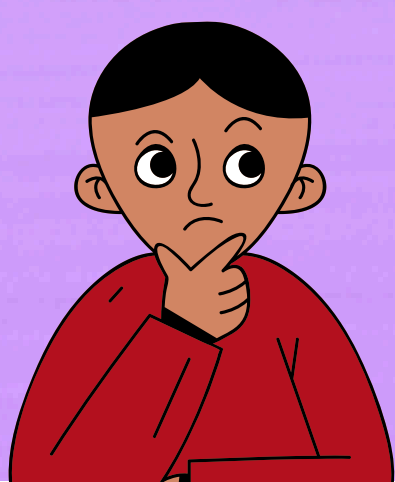
A: The official translation should be certified as a true translation by a sworn translator, court translator, authorised public translator, certified translator, expert translator or official translator.

Q: How does the certification process go?

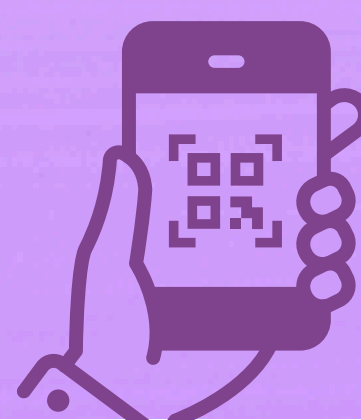
A: When you are getting your copy certified, you will have to bring both the original document and the copy for the authority to check and compare that they are exactly the same before certifying them. You are thus advised to follow the step-by-step guide for the details on the entire process.

Q: How do I know that my documents are accepted?

A: In the event that the submitted documents are not accepted or insufficient, CUHK will contact you via email with further instructions.



What if I still
have questions?





For the **following qualifications**, applicants are required to authorise CUHK to obtain the official copies/original results from the respective examination board in order to complete the verification process before admission.
(Certified true copies are not accepted for document verification)

TOEFL

- Contact ETS to order official copy
- CUHK Institution Code: 0812

IELTS

- Contact IELTS to order official copy
- Provide CUHK address to IELTS

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

IB Diploma

- Contact IBO to add CUHK as your official result recipient

SAT / AP / ACT

- Contact College Board to order official copy
- CUHK Institution Code: 5690
- Contact ACT to order official copy
- CUHK Institution Code: 7050

Canadian High School Transcripts and Diploma

- Order high school transcripts and graduation diploma from the institution