

DOCUMENT VERIFICATION

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

what

- Documents listed in "Welcome to CUHK" email &
- Documents indicating that you have satisfied the relevant entrance requirements as stipulated in your admission offer

see page 4 for examples of required documents

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

Firm offer acceptance

The official or certified true copy of the documents should **reach** the Office

- within 2 weeks of acceptance OR
- by the date stipulated in your admission offer

whichever is earlier

by when

Conditional offer acceptance

Within 3 days of result release date:

- send the electronic copy to ugapp2@cuhk.edu.hk AND
- upload them to your application account

These are **NOT** official or certified true copies.

The official or certified true copy of the documents should reach the Office by the date stipulated in your admission offer.



note:

Documents not issued in English or Chinese must be accompanied by an **official** English translation.



What if I still have questions?

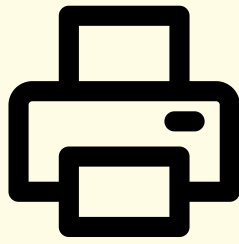
Submit an online enquiry here:
www.cuhk.edu.hk/adm/intl/enquiry

go to page 2 for a step by step guide on how to produce a **certified true copy**

STEP BY STEP GUIDE

What makes a **Certified True Copy**

Original



Copy



01 Photocopy your documents



+



STAMPED AND SIGNED BY **AN AUTHORITY**

02 Get the copy certified

see page 3 for authorities you could approach for certification

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1234567A



WRITE YOUR APPLICATION NUMBER ON EACH PAGE



03 Send the certified copy



Office of Admissions and Financial Aid (OAFA)

Room 1202, Yasumoto International Academic Park,

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



DO NOT

submit a **copy** of the notarised copy



DO NOT

submit the certified true copies through email



DO NOT

submit any original documents without leaving a copy to yourself



Submitted documents

WILL NOT be returned

FREQUENTLY ASKED QUESTIONS

Q: What does a certified true copy look like?



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?



No. Apart from submitting your documents and results online via the application portal or email, our Office needs to receive hard copies of your results, that is, the original or their certified true copies.

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

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
- A solicitor
- A consular officer
- A government official

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

Q: Can my current school certify documents issued by my previous school?



If you have transferred schools throughout high or secondary school, the certificates or documents issued by your previous school or documents that you have received while you were there can be certified by another school such as your current.

Q: How does the certification process go?



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.

go to page 4 for the list of examples regarding
required documents

IB Diploma

- Contact IBO to add CUHK as your official result recipient

TOEFL

- Contact ETS to order official copy
- 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

GCE / International A-Level / AS-Level

- Statement of results with cash-in grades issued by examination board, **OR**
- Final overall grades with all unit grades from the school

Singapore GCE A-Level

- Results issued by MOE

O-Level / GCSE / IGCSE / Singapore GCE O-Level

- Certificate issued by Exam Board

SAT / AP / ACT

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

Post-Secondary:

Bachelor's Degree / Sub-Degree / Higher Diploma / Associate Degree Programs

- Official transcript with latest examination results obtained by August of your year of entry, **AND**
- Degree/Sub degree certificate awarded (if applicable)

Others

- Public matriculation examination results, **AND**
- High school graduation diploma/certificate, **AND**
- Final high school transcript from Grade 10/Form 4 to final year*

Local High School Curricula:



- ATAR or AUI, **AND**
- High school graduation diploma/certificate, **AND**
- Final high school transcript from Year 10 to final year*

*if applicable



- Graduate diploma/certificate with final high school transcript from Grade 10 to 12 issued by the Ministry of Education*, **AND**
- High school graduation diploma/certificate



- Abitur, **AND**
- High school graduation diploma/certificate, **AND**
- Final high school transcript from Grade 10 to 12*



- 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 from Class X to Class XII



- SMA Ujian Sekolah and Ujian Nasional, **AND**
- High school graduation diploma/certificate, **AND**
- Final high school transcript from Year 10 to final year*



- Certificate of Secondary Education (Attestat/Svidetel' Stvo o Srednem Obrazovanii), **AND**
- Final high school transcript from Grade 9 to final year*, **AND**
- Unified National Testing



- Certificate of Secondary Education (Attestat o Srednem Obrazovanii), **AND**
- Final high school transcript from Grade 9 to final year*, **AND**
- Kyrgyz National Scholarship Testing (Obsherespublikanskoe testirovanie)



- STPM or UEC, **AND**
- SPM*, **AND**
- High school graduation diploma/certificate, **AND**
- Final high school transcript from Form 4 to final year*



- High school graduation diploma/certificate, **AND**
- Final high school transcript from Form 4 to final year*



- GSAT results, **AND**
- Department required test/ Advanced Subjects Test (AST) results*, **AND**
- High school graduation diploma/certificate, **AND**
- Final high school transcript from Form 4 to final year*