

The Chinese University of Hong Kong
Registration and Examinations Section
Application for Sending Degree Certificate by Speedpost under CUSIS
(Notes for Application)

1. Applications for sending certificate by Speedpost and replacement certificate will be accepted only from graduates whose degree concerned had been conferred upon them by the University. Fresh graduates can only apply after the start date of the certificate collection period as announced by the Registration and Examinations Section.
2. According to Clause 14.1 of the General Regulations Governing Full-time Undergraduate Studies, the degree certificate will be withheld if graduates have any outstanding debts to the University. Graduates should settle the outstanding items, e.g. unreturned library materials, late payment penalty with the relevant offices before submitting the application.
3. Applicants are required to upload a copy of the HKID card* and pay the delivery fee. The fees for delivery of each degree certificate (Speedpost) are as follows.

Hong Kong	HK \$ 70
Mainland and other Asian countries/regions	HK \$250
Other countries	HK \$350

**If the applicant has lost/does not have a HKID card, please provide a copy of the passport. The name and date of birth printed thereon should be the same as in the registration record.*

4. The normal processing time is 5 - 7 working days upon receipt of the application. Applicants can enquire their application progress in CUSIS. The application status will be marked as “Completed” and a Speedpost Tracking Number will be shown when the processing has been finished. Applicants can use the Tracking number to check the delivery status of the certificate at [Speedpost Homepage](#).
5. Please refer to the website of [HongKong Post](#) for the estimated delivery time by Speedpost. Graduates who wish to use other courier services instead of Speedpost should collect the certificate by [authorization](#) and make their own arrangements for other courier services.
6. The University accepts no responsibilities for any loss/defacement and delay of the degree certificate during postal delivery by the Speedpost service.

7. Enquiries:

For any questions, please contact the Registration and Examinations Section.

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Appendix: [System Walkthrough for Application for Sending Degree Certificate by Speedpost under CUSIS](#)