

THE UNIVERSITY OF HONG KONG
APPLICATION FOR CERTIFICATE OF GRADUATION

Please read these notes carefully before submitting your application.

NOTES TO APPLICANTS

A Certificate of Graduation is an official document which certifies that a student has successfully completed the requirements for the conferment of a degree and does NOT replace the degree diploma, transcript or testimonial. The Certificate does NOT give details of honours classification, grades or distinction, if any, and will state the date of the Congregation at which the degree will be formally conferred.

Applications for a Certificate of Graduation can be made at any time:

- ✓ after you have been informed that you have satisfied all the requirements for conferment of the degree;
- X but NOT within the six weeks preceding the date of the Congregation ceremony at which you will be formally conferred the degree,
- X and NOT after the Congregation ceremony at which you have been formally conferred the degree.
- X A student who has been issued the degree diploma or who has completed a non-degree programme is NOT eligible to apply for the Certificate of Graduation.

Applicants will be informed by e-mail if they are not eligible to apply for a Certificate of Graduation.

Unless indicated otherwise, your name as it appears on your HKID card will be printed on the Certificate of Graduation. Should you wish your name to appear differently (e.g. first name followed by middle name and surname), please indicate this clearly on the online application form: you are strongly advised that your name as it appears on the Certificate of Graduation should be exactly the same as your name as it appears on the degree diploma. You are required to provide the necessary documents in support of a request for any other changes to your name.

The University reserves the right to withhold issuance of a Certificate of Graduation to a student who has not settled fees or other debts owed to the University, or who has failed to discharge all obligations towards the University.

SUBMITTING THE APPLICATION

All applications and payment should be made online at <http://www.hku.hk/regform>.

Applicants who request the Certificate of Graduation to be posted by registered mail are required to attach a copy of their HKID Card/Passport with the online application form. All documents of personal identification will be destroyed after the Certificate is collected by or posted to the applicant.

PROCESSING TIME

The normal processing time required after receipt of the application and confirmation of payment is **10** working week-days. Requests will be processed in order of receipt and applicants will be notified by e-mail when the Certificate of Graduation is ready for collection.

COLLECTION METHODS

Certificates of Graduation will be ready for collection two working week-days after the e-mail notification and may be:

- (1) collected in person or by an authorized person at your home Faculty Office (for undergraduates and taught postgraduates) or the Graduate School (for research postgraduates) within the first two months from the date of the application for a Certificate. If another person is authorized to collect the Certificate of Graduation on behalf of the applicant, the applicant must state clearly on the online application form, the name and the HKID Card/Passport no. of the authorized person. Photocopies of the applicant's HKID Card/Passport and the authorized person's HKID Card/Passport will need to be produced for verification when collecting the Certificate. If the Certificate is collected after two months of the application first being made, applicants should proceed to the Academic Services Office. Certificates of Graduation which are not collected by the date of the Congregation indicated on the Certificate will be destroyed for security reasons.
- (2) posted by registered mail as indicated by the applicant on the online application form. The University however cannot accept responsibility for any loss of or damage to the document(s) during postal delivery.

Applicants are strongly advised to collect the Certificate in person.

Please state your collection instructions for (1) or (2) clearly as requests for alternative arrangements cannot be entertained once the online application form is submitted.

APPLICATION CHARGES AND PAYMENT METHOD

A fee of HK\$50 will be charged for one copy of the Certificate. You may request multiple copies of the Certificate.

A fee of HK\$40 will be charged for each registered mailing of up to 2 copies of the Certificate.

All payment should be made online. **All fees paid are NOT refundable.**

Applicants are advised to retain these Notes for future reference.