

THE UNIVERSITY OF HONG KONG

APPLICATION FOR CERTIFICATE OF GRADUATION

Please read these notes carefully before submitting the 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 *before* the issuance of the graduation certificate. The Certificate does NOT give details of honours classification, grades or distinction, if any, and will state the year 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 three 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 registered in the University's record will be printed on the Certificate of Graduation. Should you wish your name to appear differently (e.g. first name followed by surname), please indicate this clearly on the online application form. 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.ase.hku.hk/asoffice>>.

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

Certificate 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 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 number 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. Certificate of Graduation which is not collected by the date of the Congregation indicated on the Certificate will be destroyed for security reasons.
- 2) posted by registered mail (regular registered air mail or registered surface mail for overseas address depending on the availability of mail delivery services) via Hong Kong Post as indicated by the applicants on the online application form. You may check the Hong Kong Post website at https://www.hongkongpost.hk/en/about_us/whats_new/notices/index.html for the latest update. Please allow extra mailing time for the CoG to be sent by post. Longer mailing time is required for overseas address especially to the United States and Canada; and/or during peak seasons in January/February and in July/August.

The University however cannot accept responsibility for any loss of or damage to the document(s) during postal delivery. To avoid postal error, applicant must give clear and complete address(es) of the recipient(s) on the application form.

If you are in urgent need of the CoG, please consider to collect it/them in person/by an authorized person. In case you have any questions, please send email to asoffice@hku.hk

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.**

Academic Services Office, Room G-04, G/F, Run Run Shaw Building, The University of Hong Kong,
Pokfulam Road, Hong Kong.

(Office hours: Mon-Fri 9:00a.m.-5:30p.m., Sat 9:00a.m.-12:30p.m.)

Tel: (852)2859 2433 Fax: (852)2540 1405 Email: asoffice@hku.hk