

THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN

Replacement of Degree Certificate for Undergraduate Programmes

(Notes for Application)

1. The degree certificate of the University is a unique document. No duplicate copy will be issued. However, a graduate may apply for a replacement certificate in case of lost or damage of the original certificate. Application for replacement due to change of name after graduation will **NOT** be considered.
2. A graduate shall only be in possession of **ONE** valid copy, including the replacement copy, of the certificate, for each degree at any given time. If a certificate that previously reported lost was subsequently found, the graduate concerned is required to return any extra copy to the University for destruction.
3. A replacement certificate shall follow the current format of the degree certificate, with an additional statement “This certificate is reissued on (DD/MM/YYYY)” [本證書於 YYYY 年 MM 月 DD 日補發], and the replacement shall bear **the signatures of the current University officers.**
4. Replacement certificates are to be issued each year by CUHK. The application will be closed on **10 September** each year.
5. To apply for a replacement certificate, please submit, preferably in person, the application form to the Registry Office within the specified application period; and the graduate should provide the supporting documents:
 - a) The original copy of ID card/passport;
 - b) If the original certificate is damaged, please return it to the Registry Office;
 - c) If the original certificate is lost, the original of the relevant documentary evidence, e.g., police report / notarized statement are needed.
 - d) The PRC ID card number should be the same as the registration record at the University.

The application fee is HK\$800 for each replacement certificate. For fees enquiries, please consult the Registry Office directly.

6. If you cannot submit the application at the Registry Office in person, applications via courier are allowed. The copies of the supporting documents listed above (in point 5) should be submitted together with the application.
7. A graduate can collect the replacement certificate in person, or by an authorized person after receiving notification by the Registry Office for collection. The graduate or the authorized person is required to present his/her PRC ID card/passport for inspection. The authorized person should show an authorization letter signed by the graduate, and bring along a copy of the graduate’s PRC ID card/passport for the inspection in the Registry Office.

12 September, 2023