

Guidelines on Submission of Required Documents for Qualification Verification

Degree Qualifications from Hong Kong and Overseas

1. Degree Certificate

- Please request your institution to send the electronic degree certificate directly to PolyU (ar.rpg@polyu.edu.hk) via their own or designated secure web platform (e.g. [Academic Certificate Verification Platform](#) (ACVP), [Gradintelligence](#), [MyCreds.ca](#), [My eQuals](#), [Parchment](#), [National Student Clearinghouse](#), etc.); OR
- Please submit an Overseas Credentials Evaluation Report 国(境)外学历学位认证 issued by Chinese Service Center for Scholarly Exchange (CSCSE) 中国留学服务中心 (only applicable to Mainland Chinese Residents). Click [here](#) for details; OR

2. Academic Transcript

- Please request your institution to send your electronic transcript directly to PolyU (ar.rpg@polyu.edu.hk) via their own or a designated secure web platform (e.g. [Academic Certificate Verification Platform](#) (ACVP), [Gradintelligence](#), [MyCreds.ca](#), [My eQuals](#), [Parchment](#), [National Student Clearinghouse](#), etc.).

Remarks:

- *For PolyU students/graduates, PolyU will retrieve your degree qualifications from our records, excluding those obtained from PolyU-SPEED and HKCC.*
- *For CityU students/graduates, PolyU will retrieve your degree qualifications from CityU, excluding those from Joint University programmes and qualifications from CityU-SCOPE and CCCU.*
- *Certificate/transcript not in English or Chinese must be accompanied by an official certified English translation. The translator must sign and stamp on both the translation and the original document, certifying that the translation is accurate and complete.*
- *If an electronic degree certificate/transcript cannot be provided through the designated secure web platform, you may request the Registry or a central unit of your institution to send the electronic degree certificate/transcript via official email directly to PolyU (ar.rpg@polyu.edu.hk).*

Guidelines on Submission of Required Documents for Qualification Verification

Degree Qualifications from Mainland China

1. Degree Certificate 学位证书 and Qualification Certificate 学历证书

- Please provide the Online Verification Code 在线验证码 for both Degree Certificate 学位证书 and Qualification Certificate 学历证书 as issued by the China Higher Education Student Information (CHSI) 中國高等教育學生信息網. Click [here](#) for details.

Please ensure the Online Verification Code remains valid until the end of the online programme registration period. Note that the code will expire 180 days after issuance, please extend its validity if necessary. Click [here](#) for details.

2. Academic Transcript

- Please submit the Verification Report of China Higher Education Student's Academic Transcript 中国高等学校学生成绩验证报告 issued by the Center for Student Services and Development, Ministry of Education, P.R. China (CSSD) 教育部学生服务与素质发展中心. Click [here](#) for details.

Please remember to submit your transcript along with an explanation of the grading system to CSSD when you apply

International English Language Testing System (IELTS)

PolyU will verify your IELTS Test Report Form (TRF) via IELTS TRF Verification Online Platform.

Graduate Management Admission Test (GMAT)

Graduate Record Examination (GRE)

Test of English as a Foreign Language (TOFEL)

PolyU will verify your GMAT/GRE/TOEFL score report via the respective designated online platform. Please inform the relevant test provider to release your score report to PolyU.

| | Institutional Code |
|-------|--------------------|
| GMAT | CB8 |
| GRE | 3404 |
| TOFEL | 0732 |

PolyU reserves the right to request applicants to arrange for submission of any official documents, such as transcript or degree award certificate, if deemed necessary.