

THE CHINESE UNIVERSITY OF HONG KONG

Registration and Examinations Section

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 loss or damage of the original certificate. Application for replacement due to change of name after graduation will NOT be accepted.
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. The loss or damaged copy of the original degree certificate is considered void once a replacement copy is issued. If a certificate that previously reported lost was subsequently found, the graduate concerned is required to return the invalid original 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.**

(* If only the degree name (but not the Major programme name) was shown on the original certificate, the replacement certificate shall also show the degree name only.)

4. Please note the following application periods in 2024-25:

Application period	Certificate reissued date	Replacement certificate distribution date
2 October 2024 to 1 March 2025	31 March	9 April 2025
2 March to 1 July 2025	31 July	8 August 2025
2 July to 1 October 2025	15 October	23 October 2025

5. Please submit the application for replacement of degree certificate on the online application system under [CUSIS](#) using Alumni-ID@link.cuhk.edu.hk as login ID and alumni password (MyCUHK password) to login MyCUHK. Graduates may refer to the homepage of the Alumni Affairs Office (AAO) (<https://alumni.cuhk.edu.hk/en/link-faq.html>) for details of the Alumni ID. Before application, please browse the “[System Walkthrough for Application for Replacement of Degree/Graduate Certificate](#)” for details.
6. The required supporting documents for applying a replacement certificate are:
 - (a) a copy of HKID card[^] / passport*;
 - (b) if the original certificate is damaged, please return it to RES for record;
 - (c) if the original certificate is lost, please provide the relevant documentary evidence, e.g., police report / notarized statement.

[^] The HKID card number should be the same as the registration record at the University.

* If the graduate 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 the registration record.

The application fee is HK\$800 for each replacement certificate.

7. The replacement certificate can be collected in person or by an authorized person. If the applicant requests the certificate to be sent by Speedpost, please refer to detailed information on [RES webpage](#) or [CUSIS](#) and submit separate application.

8. For enquiries, please contact the Registration and Examinations Section at:

Address: 10/F, Yasumoto International Academic Park
The Chinese University of Hong Kong
Shatin, N.T. Hong Kong

Tel.: 3943-9888

e-mail address: ugadmin@cuhk.edu.hk

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