Guidelines on Submission of Required Documents for Qualification Verification

1. QUALIFICATIONS FROM HONG KONG OR OVERSEAS INSTITUTIONS

Applicants holding degree or above qualifications from Hong Kong or overseas institutions must submit their transcript(s) and certificate(s) respectively via **one** of the following methods:

A. Electronic Submission (Preferred)
Please request your institution to send the **Degree Certificate** and **Academic Transcript** directly to PolyU [polyu.tpgverify@polyu.edu.hk] by official email or via a designated secure web platform. For example:

> Academic Certificate Verification Platform (ACVP), Gradintelligence, MyCreds.ca, My eQuals, Parchment, National Student Clearinghouse, etc.

B. Overseas Credentials Evaluation Report (For Mainland Residents)

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 (applicable to Mainland Chinese Residents). Click here for details;

Important Remarks:

- **PolyU Graduates:** Records will be retrieved from PolyU automatically (excludes PolyU-SPEED and HKCC).
- **CityU Graduates:** Records will be retrieved from CityU (excludes Joint University programmes, CityU-SCOPE, and CCCU). If your records cannot be retrieved, please request an official final transcript from CityU.
- **Translation:** Non-English/Chinese documents require 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.
- **Alternative:** If secure platforms are unavailable, please request the Registry or a central unit of your institution to send the electronic degree certificate/transcript via official email directly to PolyU (polyu.tpgverify@polyu.edu.hk).
- **Resubmission:** 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.

Guidelines on Submission of Required Documents for Qualification Verification

2. QUALIFICATIONS FROM MAINLAND CHINA

PolyU has implemented a system for the direct retrieval of official documents via the **China Higher Education Student Information (CHSI)** (中國高等教育學生信息網) for applicants holding mainland qualifications. This service is free of charge.

Document Submission Steps:

1. Log in to CHSI (学信档案) and follow the instructions to submit the following documents directly to PolyU through the CHSI platform:
    - Degree Certificate (学位证书)
    - Qualification Certificate (学历证书)
    - Academic Transcript (中国高等学校学生成绩验证报告)
2. Input your **PolyU eAdmission Email Address** and **Application Number** in CHSI for accurate record matching.
    - Click here for User Manual
    - Click here for Demo Video
    - Click here for FAQs

Please Note:

- You must select **both Chinese and English versions** in the CHSI platform to proceed. Please make sure that you have applied both Chinese and English version of the required documents before transferring data to us.
- Please only submit documents **ONCE** unless there is a revision in the content of the documents submitted. You may refer to FAQs for further details.
- 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.

Guidelines on Submission of Required Documents for Qualification Verification

3. INTERNATIONAL TESTS

A. International English Language Testing System (IELTS)

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

B. 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

Important Remarks:

- 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.