

The Hong Kong Polytechnic University
School of Professional Education and Executive Development
Guidelines on Submission of Required Documents for Qualification Verification

Qualifications from Hong Kong and Overseas

1. Degree / Graduation Certificate

- Please request your institution to send the electronic degree / graduation certificate directly to PolyU SPEED (sp.verify@speed-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 SPEED (sp.verify@speed-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-SPEED and PolyU-HKCC awards students/graduates, PolyU SPEED will retrieve your qualifications from our records in PolyU CPCE.*
- *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 SPEED (sp.verify@speed-polyu.edu.hk).*
- *You may be requested to present your passport as supplementary documentation to verify that you have completed the programme at the overseas university as claimed in your application.*

Qualifications from Mainland China

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

- Please provide the Verification Report 验证報告 for both Degree Certificate 学位证书 (if applicable) 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; **AND**

Please ensure the Verification Report remains valid until the end of the programme registration period. Note that the report 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.

English Tests

PolyU SPEED will verify your English test results via online verification platforms:

English Test	Verification Platform
IETLS Test Report Form (TRF)	IELTS Results Service
TOEFL	ETS Data Manager
College English Test (CET) 4 / 6	National Education Examinations Authority (NEEA) website

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