

Award Certificate

(Before completing the following form or collecting the award certificate, please be reminded to settle all outstanding fees/charges/library liabilities and return all loan items to the respective unit. Your academic documents (including award certificate) will be withheld by the University if there are outstanding fees or other items to be returned.)

1. Upon successful completion of a programme of study, you will be issued an award certificate according to the schedules determined by the University, which is available at the [Registry website](#); (under 'Graduates' → 'Award Certificate');
2. With the University's priority of health and safety, delivery of award certificates will be handled exceptionally this year by dispatching your award certificate via postal delivery. Therefore, you **do not need to return to the University to collect your award certificate** as what has been done in our established practice. Delivery of award certificate in **registered mail** will be free of charge for the following graduates* who were approved by AB before the end of October 2020 to graduate with Graduation Date of '31 October 2020'.

**Graduation date refers to the approval date of AB presented in your 'Statement of Results'. Information on 'Graduation Date' is available at the Registry website (under 'Graduates' → 'Award Certificate') for reference.*

3. For graduates with Graduation Date of '31 October 2020'
 - It is important that you would kindly provide us with an up-to-date mailing address by completing the [on-line registration form](#) **on or before 29 November 2020 (Sunday)**. Late registration after 29 November 2020 will not be entertained;
 - Based on your updated mailing address provided in the form, the award certificates will be sent to you by registered mail during the posting period **between 7 and 23 December 2020**;
 - Kindly note that award certificate will only be issued **once** to a graduate. The University bears no responsibility for any loss or damage of the award certificate during postal delivery. Should you have any queries, please feel free to contact Academic Regulations and Records Section by phone at (852) 2948 6710 or in writing at arrcong@eduhk.hk;
 - If you do not receive the award certificate **by 8 January 2021**, please write to Registry (arrcong@eduhk.hk) for enquiry; and
 - In case there is loss or damage of the award certificate during postal delivery, you can apply for Replacement of Certificate. Application form for Replacement of Certificate can be obtained from the [Registry website](#). Please read the important notes on the form and follow the application procedures.

Updated on 13 November 2020