

Application for Delivery of Award Certificate by Registered Mail (for Master's graduates only)

Notes to Applicants

1. An award certificate is the official credential issued by the University for each academic qualification it confers. Graduates are permitted to retain only ONE award certificate for each academic qualification the University has conferred upon them. The University does not issue duplicate copies of award certificates under any circumstances.
2. Applicants are responsible for any risks associated with the delivery of their award certificates via registered mail. The University will not be liable for any loss or damage that may occur to the award certificates during the delivery process, and will not issue replacement award certificates under such circumstances.
3. The application fees, once paid, are non-refundable and non-transferrable.
4. Applicants who are unsure whether their original award certificates have been collected are advised to check with the Chow Yei Ching School of Graduate Studies (SGS) before submitting an application.
5. Applicants must clear all outstanding matters with the University (e.g. tuition fees, books or fines with the library, etc.) before the award certificate will be mailed.
6. The University reserves the right to withhold the delivery of award certificates to graduates who have not settled fees or fines owing to the University, or who have failed to discharge their obligations towards the University.
7. Please input the address in **Chinese** if your mailing address is in Chinese Mainland.
8. The award certificate will be sent **by registered mail via Hongkong Post**. Please check the HongKong Post website for updates on postal services and estimated delivery time before submitting an application. **No P.O. Box address will be accepted.**
9. The application will be processed within **7 working days**, excluding mail delivery time. During peak periods in July and November, more time may be required for processing. For applicants who graduate in the current semester/term, applications will only be processed when the relevant award certificates are available for distribution to all graduates.
10. A mail tracking number will be posted to the application page on AIMS once the original award certificate has been dispatched.

How to Apply Online Through AIMS

For Alumni

1. Login to [AIMS](#) with your EID and password.
2. Select the **Alumni Services** menu.
3. Click the **Application for Award Certificate**.
4. Select the **Programme**.
5. Select the **Document Type** - Award Certificate (Original Copy delivered by Registered Mail).
6. Fill in the form according to the instructions, pay online and press **Confirm** to submit your application.
7. An email will be sent to your alumni account to acknowledge receipt of your application.

Note

- Do NOT click backspace or BACK button of the web browser, refresh or close the web browser, or leave the web page anytime during the payment process, as your transaction might not be processed properly.
- Do NOT submit duplicate applications. **No application fee is refundable and transferrable under any circumstances.**
- If you do not receive an acknowledgement email after payment, please contact the Chow Yei Ching School of Graduate Studies (Email: tpenquir@cityu.edu.hk) immediately for assistance.

Fees Chargeable

Depending on the location of the recipient's address, the application fees for delivery of award certificate by registered mail are as follows:

- Hong Kong, China : HK\$50
- Chinese Mainland / Macao, China : HK\$100
- Others : HK\$120