

非本地學生申請學歷證明 (Testimonial) 注意事項

適用於 2023 年起之畢業生

同學可按其需要向學校申請學歷證明 (Testimonial) 。請先確認自己的修讀情況，並在決定申請學歷證明前注意以下事項：

一般情況

1) e-Graduation Letter

如同學的所有成績已公佈並符合畢業要求 (graduation requirements) ，同學的成績將安排提交至教務議會會議。成功通過教務議會批准畢業的同學，學校將會在 **2 個工作天**內將有關的電子畢業證明信 (e-Graduation Letter) 上傳至電子學歷證明系統 (Digital Credential System) 並以學校電子郵箱向同學發出通知。同學如欲申請非本地畢業生留港就業安排 (IANG) 簽證，請使用 SSOid 登入電子學歷證明系統下載該證明文件並自行遞交至入境事務處辦理。

電子畢業證明信是**免費**的，也**不需要額外申請**。

同學可掃描以下二維碼或以連結進入電子學歷證明系統：



(<https://credential.hkbu.edu.hk/>)

提前申請

2) Testimonial (For IANG Application)

如同學的所有成績已公佈並符合畢業要求，但需要在教務議會前辦理 IANG 簽證，同學可申請一份 Testimonial (For IANG Application) 。同學的畢業資格經核實後，研究院會簽發一封證明信讓同學自行遞交至入境事務處辦理簽證。

費用為**港幣\$50**，需時 **10 個工作天**辦理申請。

3) Testimonial (Certification of Student/Graduation Status)

如同學成績未完全公佈，趕不及該學年 **6 月份**的教務議會會議畢業批准，便可能需要延簽 **3 個月**學生簽證以便等待成績公佈，同學可申請一份 Testimonial (Certification of Student/Graduation Status) (即 Testimonial Type = Regular) 並自行遞交至入境事務處辦理延簽。

費用為**港幣\$50**，需時 **7 個工作天**辦理申請。

Important Notes for Non-Local Students on Testimonial Application

For Graduates of 2023 and thereafter

Students can apply for Testimonials if needed. Before applying for their Testimonials, students are reminded to confirm their study status, and read the following notes.

Normal Situation

1) e-Graduation Letter

If all the grades of the student have been announced and the student has fulfilled all graduation requirements, the student's academic record will be presented in the Senate Meeting. Upon approval of graduation status by the Senate, the University will upload an **e-Graduation Letter** to the **Digital Credential System within 2 working days and notify students via the University email**. If students would like to apply for Immigration Arrangements for Non-local Graduates (IANG) Visa, they can download the e-Graduation Letter from the Digital Credential System by logging in with SSOid, and submit this document to the Immigration Department as supporting documents.

The e-Graduation Letter is **FREE of charge** and **NO application is needed**.

Students can enter the Digital Credential System by scanning the below QR code or via the link below:



[\(https://credential.hkbu.edu.hk/\)](https://credential.hkbu.edu.hk/)

Application in Advance

2) Testimonial (For IANG Application)

If all the grades of the student have been announced and the student has fulfilled all graduation requirements, and needs to apply for IANG Visa BEFORE the Senate Meeting, the student may apply for **Testimonial (For IANG Application)**. Upon verification of graduation status, Graduate School will issue a Completion of Study letter for the student as supporting document for their IANG application.

Fee for this document is **HK\$50**, and processing time is **10 working days**.

3) Testimonial (Certification of Student/Graduation Status)

For students **whose grades will not be announced until a later time**, their academic records will not be presented to the Senate **in June of that Academic Year**. As a result, they **may need to apply for extension of stay for 3 months** to wait for their grades. Students may apply for **Testimonial (Certification of Student/Graduation Status) (i.e. Testimonial Type = Regular)** as supporting document for their extension of stay application.

Fee for this document is **HK\$50**, and processing time is **7 working days**.