
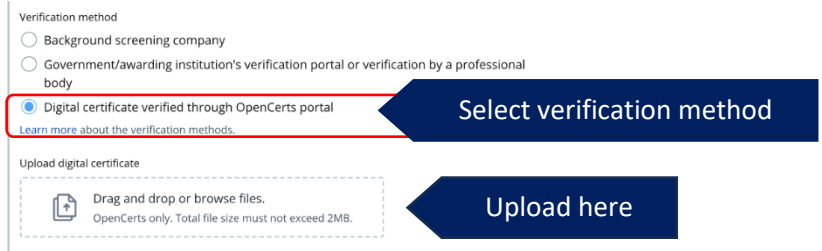


Guide to submit verification proof - Digital certificates verified through OpenCerts portal

<p>1. Read the guidelines before you submit the verification proof.</p> <p style="text-align: center;">Read this</p>	<p>Qualification</p> <p>Declaring a qualification is not mandatory unless</p> <ul style="list-style-type: none"> The Employment Pass candidate needs points from the C2, Qualifications criterion to pass COMPASS. The Employment Pass candidate is applying for a job in the shortage occupation list that requires the declaration of qualifications. Check the SOL Employer Guide to know if you need to declare your candidate's qualification. <p>If you decide to declare a qualification</p> <ul style="list-style-type: none"> Ensure that you meet the verification requirements for an Employment Pass. Certificates and school letters are not acceptable verification proof. Check if the awarding institution is in this form's list. If it is not, you will need to provide verification proof that the declared qualification is authentic, and that the institution is accredited (i.e. recognised by the local government).
<p>2. If the institution name on your educational certificate or verification proof is not available in the dropdown menu, please enter the institution's most recent name where applicable. You may also choose not to declare the qualification if you are unable to find it on the list.</p>	<p>Qualification 1 Remove</p> <ul style="list-style-type: none"> Enter the information exactly as shown on the candidate's certificate and verification proof. Select from the drop-down list of accredited awarding institutions whenever possible. <p>Awarding institution ⓘ</p> <p>The Chinese University Of Hong Kong Select the institution when it appears</p>
<p>3. Enter the qualification level as per the educational certificate. Enter the faculty as per transcript if it is not found in the educational certificate.</p>	<p>Qualification 1 Remove</p> <ul style="list-style-type: none"> Enter the information exactly as shown on the candidate's certificate and verification proof. Select from the drop-down list of accredited awarding institutions whenever possible. <p>Awarding institution ⓘ</p> <p>The Chinese University Of Hong Kong</p> <p>Country/Region of awarding institution Hong Kong SAR</p> <p>Qualification level ⓘ</p> <p>Bachelor's Degree</p> <p>For 'degree equivalent' professional qualifications, select the recognised qualification level.</p> <p>Faculty</p> <p>Accountancy</p> <p>Verification method</p> <p> <input type="radio"/> Background screening company <input type="radio"/> Government/awarding institution's verification portal or verification by a professional body <input checked="" type="radio"/> Digital certificate verified through OpenCerts portal </p> <p>Learn more about the verification methods.</p>

4. Ensure the digital certificate has been verified through OpenCerts portal. Refer to the below for more details how to verify.

5. Upload the  .opencert document.



Verification method

Background screening company

Government/awarding institution's verification portal or verification by a professional body



Digital certificate verified through OpenCerts portal

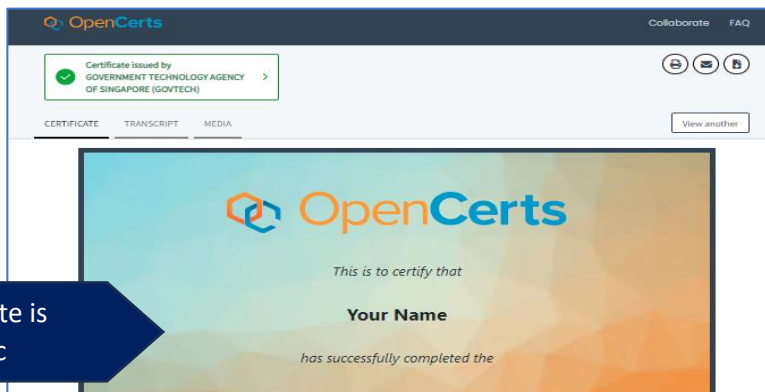
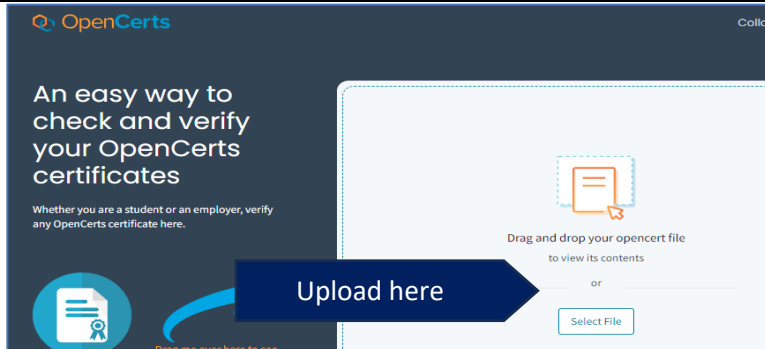
[Learn more about the verification methods.](#)

Upload digital certificate

Drag and drop or browse files.
OpenCerts only. Total file size must not exceed 2MB.

How to verify digital certificates with OpenCerts

- Go to [OpenCerts](#) portal.
- Upload the  .opencert document.
- Check that the  .opencert document has been **verified** through the OpenCerts portal as authentic.



Check that the certificate is verified as authentic