

Guide to submit verification proof from government/awarding institution's verification portal or a professional body

<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 ×</p> <p style="text-align: center;">Select the institution when it appears</p>
<p>3. Enter the qualification level as per the verification proof or educational certificate. Enter the faculty as per transcript if it is not found in the verification proof or 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</p> <p><input checked="" type="radio"/> Government/awarding institution's verification portal or verification by a professional body</p> <p><input type="radio"/> Digital certificate verified through OpenCerts portal</p> <p>Learn more about the verification methods.</p>

4. Save screenshots of your verification proof from a government/awarding institution. Refer to sample screenshots for details to be included in the screenshots.
5. Upload screenshots with the required details into your application form.

Verification method

Background screening company

Government/awarding institution's verification portal or verification body

Digital certificate verified through OpenCerts portal

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

Upload verification proof from government/awarding institution's verification portal or verification by a professional body

Drag and drop or browse files.
Jpeg, png or pdf only. Total file size must not exceed 2MB.

Select verification method

Upload here

Example screenshot from government's verification portal

1. Only **official English version** of the online verification reports by CSSD will be accepted.
2. Ensure the full page is displayed.
3. The screenshot should include the following candidate's information:
 - Full name
 - Date of birth
 - Date of graduation
 - Student number (if applicable)

Sample screenshot from Center for Student Services and Development (CSSD)

Online Verification Report of Higher Education Degree Certificate

Date of Renewal: Jul. 04, 2022 Date of Expiry: Jul. 03, 2023

Name	ZHANG SAN	
Sex	Male	
Date of Birth	Jul. 23, 1982	
Degree Awarding Date	Jun. 11, 2009	
Degree-conferring Unit	Nanjing University	
Degree Awarded	Bachelor of Science	
Major	Physics	
Certificate No.	XXXXXXXXXXXXXXXXXX	

Online Verification Code **X0EN00000SAMPLE**

① Online authentication of the report can be made at <https://www.chsi.com.cn/xlcx/en/>

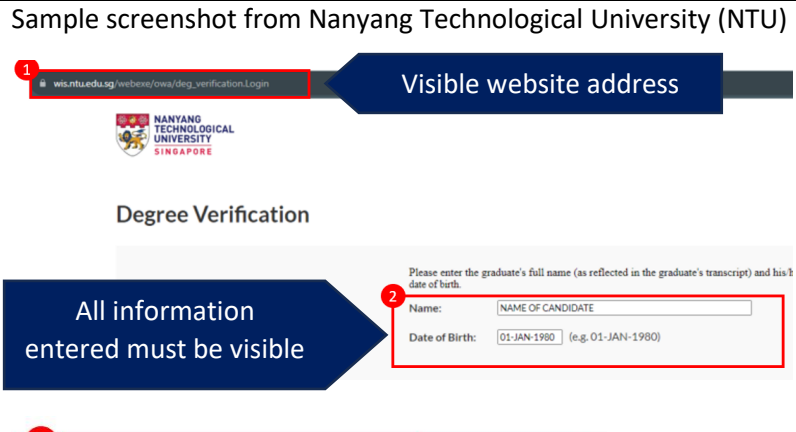
② or scan the QR code by 学信网 App.

Notes:

1. The report is subject to change. Please use the latest version of the report.
2. The report shall not be used for other purposes without the consent of its owner.
3. The online verification validity of the report is 1 year and can be extended before the report is expired by the report owner.



Example screenshot from awarding institution's verification portal

<p>1. Verification page</p> <ul style="list-style-type: none"> The screenshot should include the following: ✓ Visible verification portal's website address ✓ All information entered in the verification portal must be visible such as: <ul style="list-style-type: none"> Name Date of birth 	<p>Sample screenshot from Nanyang Technological University (NTU)</p> 
<p>2. Verified page</p> <ul style="list-style-type: none"> The screenshot should include the following: ✓ Visible verification portal's website address ✓ Final page showing that the candidate was awarded the educational qualification must be visible <p>3. Both verification page and verified page screenshot should be uploaded</p>	