Submitting Official Documents from Institutions in China

Students who have completed credentials from China can provide verification reports of their documents to clear their condition(s) of admission (degree certificate, graduation certificate, and transcripts) from the **Center for Student Services and Development (CSSD)** *(formally known as the China Higher Education Student Information and Career Center (CHESICC))*.

CSSD verifies the following credentials:

- Higher Education Student's Academic Transcript
- Higher Education Qualification Certificate (Refers to Graduation Certificate)
- Bachelor's Degree Certificate
- Master's Degree Certificate
- Doctoral Degree Certificate

Note: The initial verification process can take approximately 20 business days.

To view the cost of the CSSD verification process please review the following website below.

https://www.chsi.com.cn/en/help/pricing_report.jsp

Step-by-step process on verifying your credentials and requesting verification reports

Part A: Applying for Academic or Degree Verification Online Report

Step 1: Log in to the CHSI website. https://my.chsi.com.cn/archive/index.jsp

Step 2: If your degree information is not already linked with your account, go to the "Higher Education Information" section, choose "Attempt to Bind Educational Credentials/Degree."

And enter the certificate number located at the bottom left corner of your graduation or degree certificate to complete the binding.

(If you have bound academic information, please skip this step.)

Step 3: In the "Online Verification Report", select "Apply" for educational credential or degree verification reports.

The CSSD issues two different types of degree verification reports depending on the degree awarding dates:

- For degrees awarded after September 2008, students can check their degree information in their CHSI account and apply for an [Online Verification Report of China Higher Education Degree Certificate](#).
- For degrees awarded before September 2008, students can apply online for a written/paper verification report: [Verification Report of China Higher Education Degree Certificate](#). This also includes degree certificates issued by military institutions that are not registered in the academic degree information submission system.

Step 4: After completing the application in this part, you can view the Chinese version of the report.

Step 5: In the "Sending Reports Abroad" section, click the "English Translation" option. Choose the report you want to translate and click "Confirm."

Step 6: Pay the translation fee and confirm the information.

Step 7: Once the translation is complete, you can view the English version of the authentication report.

Part B: Applying for Transcript Authentication

Step 1: Log in to the CHSI website https://www.chsi.com.cn/wssq/

Step 2: Click on the application system and "start a new application" for yourself.

Step 3: In the "Verification Purpose" section, select "Other: Study Abroad," and specify "Canada" and "University of Alberta."

You have selected: Applying for myself

* Verification Purpose: --其他留学 ▾ ⑦

Country/Region: Canada   Institution or Organization: University of Alberta

Step 4: Depending on needs, choose the Chinese or English version of the "Higher Education Transcript."

* Verification Items:	HE Qualification Certificate	☐ Chinese (Free) The Scope of Acceptance		To verify graduation certificate at the junior college, undergraduate and post-graduate levels	Application Materials
	SE Qualification Certificate	☐ Chinese (150.00 RMB/piece)	☐ English (150.00 RMB/piece)	Regular High School Diploma	Application Materials
	HE Transcript	☑ Chinese (150.00 RMB/piece)	☑ English (150.00 RMB/piece)	To verify transcript at the junior college, undergraduate and post-graduate levels	Application Materials
	Gaokao Scores	☐ Chinese (150.00 RMB/piece)	☐ English (150.00 RMB/piece)	To verify Gaokao scores	Application Materials
	Huikao Results	☐ Chinese (150.00 RMB/piece)	☐ English (150.00 RMB/piece)	To verify Huikao results	Application Materials

Next

Step 5: Fill the information about your graduating institution, including relevant details in English.

首页 Home	申请认证 Start an Application	我的认证 My Verification	我的发票 My Invoice	我的消息 My Message	我的咨询 My Enquiry

Application Process: Language: 中文 | English

选择项目 Select	填写信息 Apply	上传电子附件 Upload	填写申请人信息 Personal Details	提交申请 Submit	确认/支付 Confirm/Pay
①	②	3	4	5	6

HE Transcript (Chinese /English) ⊕

Serial Number	Transcript Holder	Institution Name	Education Level	Major Name	Transcript Information	Operate
			HE Transcript has not been added! Add ●			

Note: all verification items must be completed.

Back   Next

Add HE Transcript

Major Orientation:	Fill in Major Orientation ✅
* Date of Enrollment:	2012-09 ▦ ✅
* Date of Graduation:	2016-06 ▦ ✅
* Major/Minor:	主修 ▾ ⑦✅
GPA:	Kindly provide us with your GPA stated in th
* Display diploma information on verification report:	⦿ Yes ○ No
* Qualification Certificate Number:	Kindly provide us with your qualification cer It cannot be empty
* Display degree information on verification report:	⦿ Yes ○ No
* Discipline Category:	Select ▾ ⑦
* Degree Types:	Select ▾ ⑦
* Degree Certification Number:	Kindly provide us with the certification num

English Information

* English Name:	English name on the passport if applicable
* English Institution:	Fill in English Institution
* English Major:	Fill in English Major

Step 6: Input transcript information online or upload an Excel file as required.

Add HE Transcript - Fill in Chinese transcript information ✕

Fill in personal information — Fill in Chinese transcript information — Fill in English transcript information

① ② ③

* Kindly indicate if you would like to display the "Subject and Grade Assessment" information in the report: ⦿ Yes ○ No

As you have chosen to display the "Subject and Grade Assessment" inform ation in the report, please fill in the **total credits** due correctly. Total credits due can be checked from the cultivation scheme under the same college, s ame grade and same major. Please ask the academic affairs department b y yourself to provide the **cultivation scheme** and then **upload** it. Click for **c ultivation scheme sample**.

If you can't provide, please choose "No", and then "Subject and Grade Ass essment" information won't be displayed in the report. This item won't aff ect verification result or other contents in the report.

Click for **report sample** with the "Subject and Grade Assessment" informati on.

* Total credits: [   ]   Total credit hours: [   ]

* Semester-based: ⦿ Yes ○ No   Note: Semester information should be in line with the original tr anscript. (Whether it is semester-based)

* Select filling modes: [Select ▾]   It can not be empty

Select
Online Filling
Excel Upload

Total credit hours attended: 0

These are summation based on the numerical content you have entered. Only pure number of credits are counted. Only pure number of credit hours and unit are "Credit Hour" as well as "Week" are counted.

[Save]

Step 7: Fill the English translations for course names and grades.

Step 8: Upload the necessary scanned documents as proof.

Step 9: Fill in applicant information and make the required payment to complete the application for the transcript authentication report and its translation.

## Part C: Sending the Authentication Reports to clear your admission conditions

1. Students can email a PDF copy of the CSSD verification reports as an attachment directly to grad.transcripts@ualberta.ca. Ensure that each credential verification report is valid at the time of submission. The verification reports must include an active Online Verification Code and/or a QR Verification Code.

2. Students can request the verification reports sent by email through the CSSD website directly to the Faculty of Graduate & Postdoctoral Studies (GPS). To request these reports by email Log onto the CHSI Archive, click on the Online Verification Report, click the envelope shape button, enter grad.transcripts@ualberta.ca, and click send. See the example below.

3. Students can request the verification reports sent by MyCreds

Step 1: Once the online verification report and its translation are ready, go to the CHSI website https://my.chsi.com.cn/archive/index.jsp.

Step 2: Select "Sending Reports Abroad" and click on "Send Report." On this page, you can view the institution information of the MyCreds.ca.
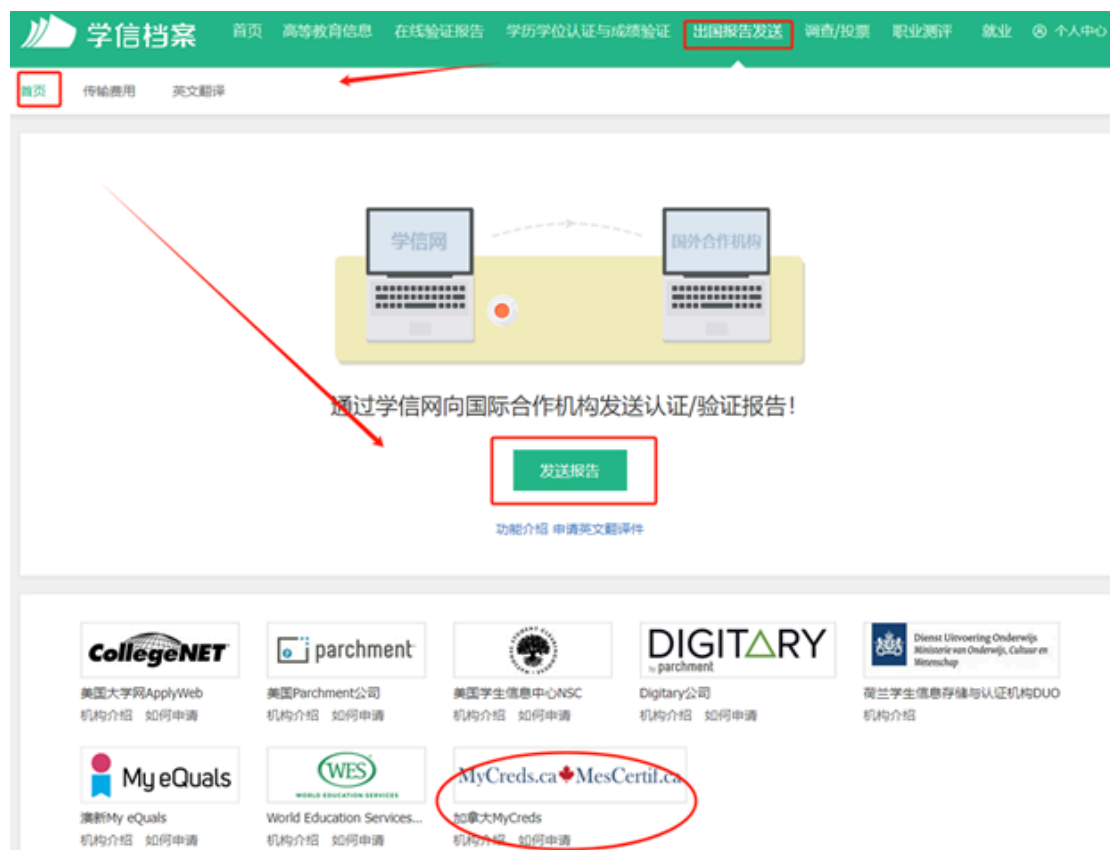
Step 3: In the section for the international institution or university to which you want to send the report, choose "Foreign University," "Canada," and "University of Alberta." Then, select "Pay Transmission Report Fee."

出国报告发送 > 发送报告

选择机构和大学

选择机构和大学 〉 选择报告 〉 确认报告

1、请选择需要发送报告的国际机构或大学

国外大学 ∨　加拿大（Canada）∨　阿尔伯塔大学（University of Alberta）▾

2、国际合作机构

MyCreds

3、支付传输费用

使用MyCreds国际合作渠道，您需要支付传输费用！ 支付传输费用

Step 4: After completing the payment, choose the report you want to send and confirm the selection. This concludes the entire process.

高等教育学籍验证报告

高等教育学历认证/验证报告

高等教育成绩单验证报告

中等教育学历验证报告

您目前尚未申请或尚未绑定报告翻译件，请先申请或绑定!

高考成绩单验证报告

您目前尚未申请或尚未绑定报告翻译件，请先申请或绑定!

高等教育学位认证/验证报告

Email: info@chsi.com.cn
Website: http://www.chsi.com.cn/en/help/howtoapply_e_p.jsp
English website: http://www.chsi.com.cn/en/