

## 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](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."

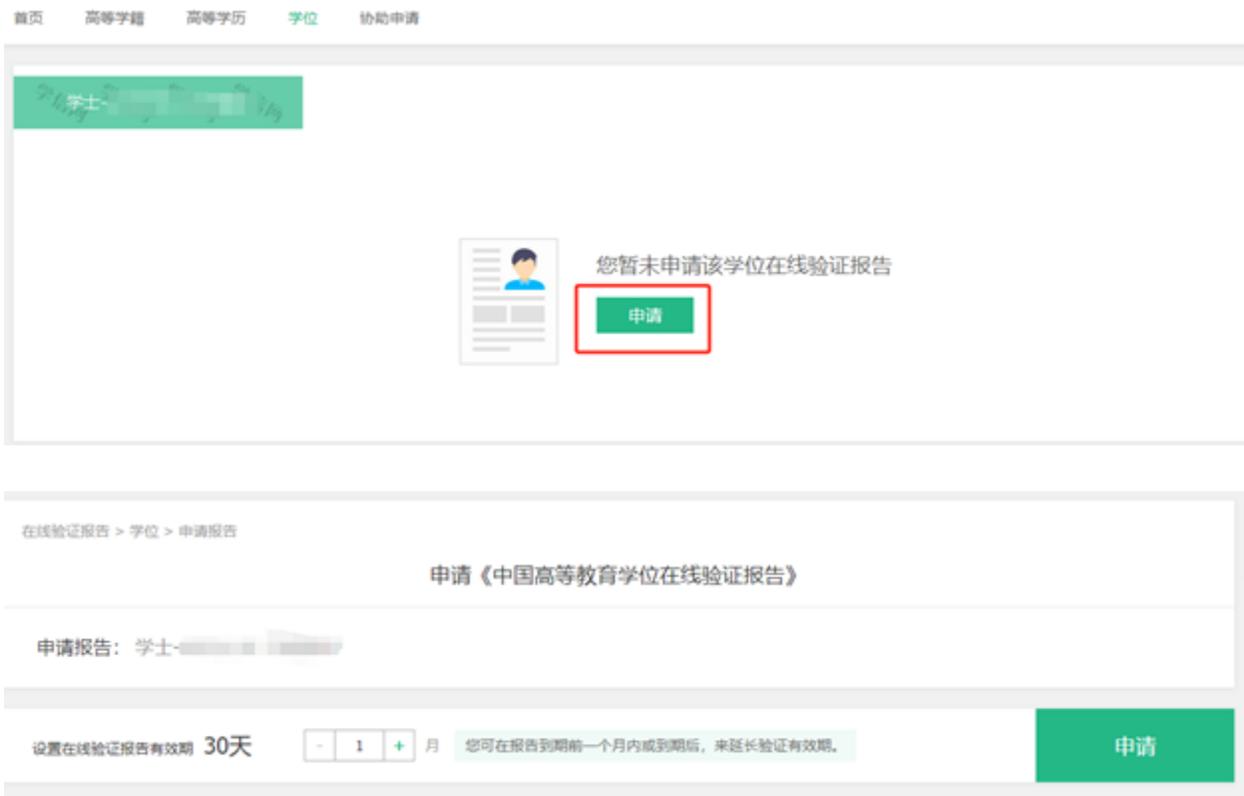


And enter the certificate number located at the bottom left corner of your graduation or degree certificate to complete the binding.



(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.

语种	有效期	状态	操作
中文	2024-02-28	有效	<a href="#">查看</a> <a href="#">延长验证有效期</a> <a href="#">关闭</a>

学籍/学历/学位在线验证报告查询

报告语种 [中文](#) [英文](#)

该报告尚无对应的翻译件（英文），您可登录 [学信档案](#) 进行申请。

**中国高等教育学位在线验证报告**

更新日期：2024年1月30日

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.



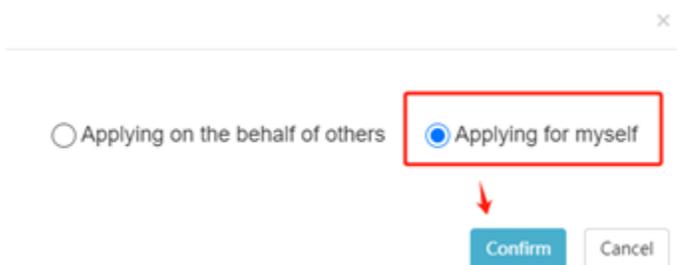
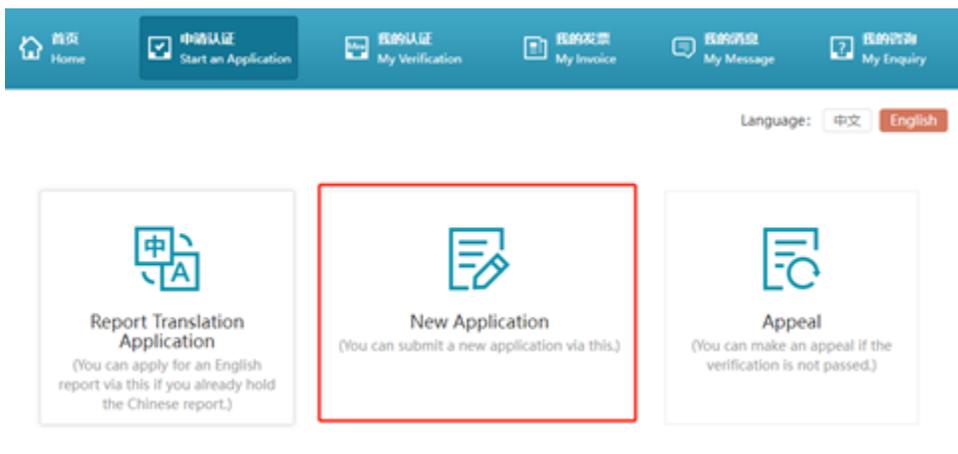
Step 7: Once the translation is complete, you can view the English version of the authentication report.



## 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 ?

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	<input type="checkbox"/> Chinese (Free)	To verify graduation certificate at the junior or college, undergraduate and post-graduate levels		Application Materials
SE Qualification Certificate	<input type="checkbox"/> Chinese (150.00 RM B/piece)	<input type="checkbox"/> English (150.00 RM B/piece)	Regular High School Diploma	Application Materials
HE Transcript	<input checked="" type="checkbox"/> Chinese (150.00 RM B/piece)	<input checked="" type="checkbox"/> English (150.00 RM B/piece)	To verify transcript at the junior college, undergraduate and post-graduate levels	Application Materials
Gaokao Scores	<input type="checkbox"/> Chinese (150.00 RM B/piece)	<input type="checkbox"/> English (150.00 RM B/piece)	To verify Gaokao scores	Application Materials
Huikao Results	<input type="checkbox"/> Chinese (150.00 RM B/piece)	<input type="checkbox"/> English (150.00 RM B/piece)	To verify Huikao results	Application Materials

Next

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

Home Start an Application My Verification My Invoice My Message My Enquiry

Application Process: Language: 中文 English

1 Select 2 Apply 3 Upload 4 Personal Details 5 Submit 6 Confirm/Pay

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:  ✓

\* Date of Enrollment:  ✓

\* Date of Graduation:  ✓

\* Major/Minor:  ? ✓

GPA:

\* Display diploma information on verification report:  Yes  No

\* Qualification Certificate Number:  It cannot be empty

\* Display degree information on verification report:  Yes  No

\* Discipline Category:  ?

\* Degree Types:  ?

\* Degree Certification Number:

## English Information

\* English Name:

\* English Institution:

\* 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" information 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, same grade and same major. Please ask the academic affairs department by yourself to provide the **cultivation scheme** and then **upload** it. Click for [cultivation scheme sample](#).

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

Click for [report sample](#) with the "Subject and Grade Assessment" information.

\* Total credits:     Total credit hours:

\* Semester-based:  Yes  No    Note: Semester information should be in line with the original transcript. (Whether it is semester-based)

\* Select filling modes:  It can not be empty

Total credit hours attended:0

These are summation based on the number of courses 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.

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

**Add HE Transcript - Fill in English transcript information** ✕

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

1      2      3

Notice for English transcript and courses input:

- 1.The number of courses and each item on English transcript should be in line with Chinese transcript. We only accept English transcript.
- 2.Please provide us with the full names of each course type if they are abbreviated on the transcript. E.g., R, please input Required.
- 3.When "良好", "及格" and other similar items appear in Chinese score column, please fill in English score according to the English transcript.and other similar items appear in Chinese score column, please fill in English score according to the English transcript.
- 4.The first letter of each word in the course name should be capitalized, exclusive of prepositions and conjunctions.

\* Issuing Body of the English transcript:  Institutions or education examinations authorities (offices of self-taught higher education examinations)  Translation Agencies

\* Select filling modes:

Your file size should not exceed 1M. [Click here to download Excel Upload instruction document.](#)

[Click here to download Excel](#) (Chinese transcript information is included in this excel file, and you should complete and upload English transcript information (course name and score).)

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Step 8: Upload the necessary scanned documents as proof.

选择项目      填写信息      上传电子附件      填写申请人信息      提交申请      确认/支付

Select      Apply      Upload      Personal Details      Submit      Confirm/Pay

1      2      3      4      5      6

Upload Document Requirements:

The size of each picture should be within 2MB Only jpg/png is accepted; The resolution should be more than 200\*200 so as to make sure the picture is legible; Both sides of the ID card; The seal on the certificate should be complete and legible; The item with \* must be uploaded; All the following documents should be scanned clearly. [Scanning Requirements](#) .

**HE Transcript Attachments**

\* Transcript-Chinese (at most 10 pics)

+

Transcript-English (at most 10 pics)

+

\* ID (at most 2 pics)

+

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

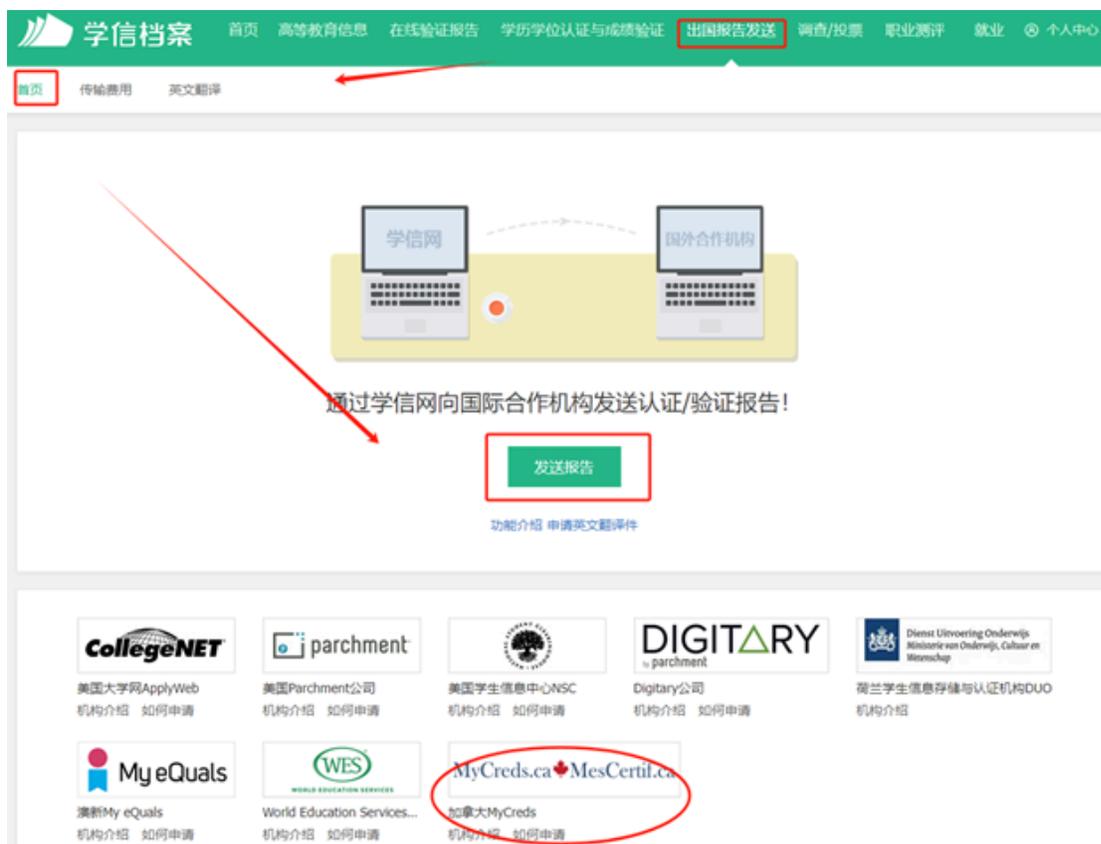
1. Students can email a PDF copy of the CSSD verification reports as an attachment directly to [gradadm@ualberta.ca](mailto:gradadm@ualberta.ca). Ensure that each credential verification report is valid at the time of submission. The verification reports must include an active Online Verification Code 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 [gradadm@ualberta.ca](mailto:gradadm@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
- 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!

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](mailto:info@chsi.com.cn)

Website: [http://www.chsi.com.cn/en/help/howtoapply\\_e\\_p.jsp](http://www.chsi.com.cn/en/help/howtoapply_e_p.jsp)

English website: <http://www.chsi.com.cn/en/>