

## Important Notes on Diploma Delivery (For 2021 Graduates of Postgraduate Programmes)

- Courier delivery of diplomas at the University's cost is a one-off special arrangement applicable only to graduates of 2021 in view of the current circumstances.
- The diploma will NOT be posted if you have any outstanding fees (e.g. library fines) or items owed to the University.
- An acknowledgement email will be sent to graduates in batches after they submit the online form about diploma delivery arrangements. The following is the approximate processing and mailing timeline:

Submission Date of Online Form	Expected Mailing Date
Until 28 November 2021	Before 15 December 2021
Until 15 December 2021 (Closing Date of Online Form)	By 31 December 2021

### Notes:

- The online form will be available until 15 December 2021; thereafter, courier service at the University's cost may not be available and the details of the arrangement will be announced later.
- Collection of the Diploma at Graduate School by yourself or your authorised representative will not be available.
- Tracking numbers will be posted on GS website after mailing of the diplomas. As stipulated by the shipper SF Express, graduates with delivery addresses in **Mainland China** will be required to upload a copy of both sides of the **recipient's Mainland China Resident ID Card** to the SF Express system. Mailing orders with insufficient identification document will be denied. A link to the SF Express system and more details will be posted along with the tracking numbers.

根據順豐速運公司規定，寄件到**中國內地**，需將**收件人**（注意：收件人不一定是畢業生本人）**內地居民身份證之正面及背面副本**，上傳到順豐的網上系統作清關用途，否則寄件要求將不獲受理。有關詳情，本院稍後在研究院網站發佈包裹追蹤號碼時，會一併詳述。

- All diplomas (each with a folder) that are delivered require a signature by the receiving party. Please note that courier services will not ship to P.O. Boxes.
- The courier may hold the package for a few days before returning it undelivered, which will be subject to further charges for another delivery. It will be the graduate's responsibility to arrange and pay for another delivery for any diplomas that are returned.
- If a diploma is lost due to delivery problems not caused by the graduate, it will be re-issued and re-delivered to the graduate concerned for free. Otherwise, the graduate can request re-issuance of it at a fee of HK\$600 and will need to pay the re-delivery fee where applicable.
- Diplomas not collected will be held by the Graduate School for three years following their issuance date and will be disposed of thereafter.