Verification Process for Transcripts and Degrees from China

This overview of the admission’s process for Chinese graduate students is provided for graduate departments by the Office of Admissions. It contains details regarding the verification of official documents for students who obtained undergraduate degrees in China (excluding Taiwan, Hong Kong, and Macau).

1. During the Application Process:

For admission, applicants must arrange to have official copies of ALL work completed (undergraduate and, if applicable, graduate transcripts and degrees), in both Chinese and English, be sent to their departments by their Chinese institutions.* Some Chinese universities issue one transcript with both languages on it, rather than two separate documents; either way is fine. A diploma-style document called a graduation certificate is often submitted by applicants, but although this indicates that a student completed their degree program, it does not constitute proof that the bachelor’s degree has been conferred; it is not required by MSU, and does not meet our proof of degree requirement. If the student’s degree has been conferred, an official copy of that degree (a diploma-style document) in both Chinese and English must be submitted.

*IMPORTANT NOTE: Departments should save the envelopes in which the documents arrive.

2. When Admitting:

During the admission process, departments should be certain that admitted applicants are made aware that MSU will require CDGDC verification of their final undergraduate transcripts and degrees from China (the university only requires verification of undergraduate programs, the department can request verification of graduate transcripts/degrees at their discretion). This applies only to students who are admitted. Here’s the suggested wording:

Attention Chinese Graduate Applicants: MSU requires that all admitted Chinese graduate students arrange for verification of their final bachelor’s degree transcripts (大学成绩单) and bachelor degree (本科学位证书) from China through the CDGDC. Students will receive detailed information on obtaining this verification upon admission to MSU. Failure to comply with this policy could compromise the student’s continuing enrollment at MSU. Students may wish to check with their graduate program to see if their department may provide funds to cover this cost after they arrive on campus.

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The Office of Admissions will review Chinese graduate applicants recommended for admission based on documents sent to the department from the students’ universities. On an exception basis, MSU may ask for CDGDC verification in advance of admission if we are unable to determine institutional recognition status or find something unusual on the transcript we receive.

3. After Admission (Accepted Students):

Upon admission, the Office of Admissions will initiate an automated email from the Graduate School to ALL accepted applicants who studied in Chinese universities indicating that the student must arrange for CDGDC verification of the following documents no later than March 1st for Spring enrollees, July 1st for Summer enrollees, and October 15th for Fall enrollees:

1. Bachelor’s Degree Verification Sheet (issued by the CDGDC in English, verifying the student obtained their degree)
2. Institutional recognition and undergraduate program completion information (e.g., 2008 – 2012) in English
3. Copy of final bachelor’s degree transcript in Chinese/English or English

Enrollees need to make sure they request a CDGDC report packet with these components in English, per MSU policy. Please see the sample copy of a perfect CDGDC report packet. This can be used to explain to students what they need to request.

Please Note: The Office of Admissions will verify the bachelor degree only. In order to minimize expenses, our role is to ensure they have the equivalent of a US bachelor degree. If departments wish CDGDC verification of a master’s degree, they should request that from applicants up front.

The transcripts and degree verification reports should be sent to the Office of Admissions directly from the CDGDC. The Office of Admissions will open them, scan them, match them to the student and link them in SIS. Also at the time of admission, the Office of Admissions will place a hold on students with a start date of March 1st/July 1st/October 15th. This hold will be released when the student has satisfied the requirement of supplying their official documents (as listed above).

Applicants will be expected to pay for the CDGDC verification, but departments may, at their discretion, provide fellowship dollars to be paid to students upon arrival that will cover some or all of this expense. We strongly encourage departments willing to provide a fellowship to make that very clear on their websites so that applicants know this early in the process. This should also be clearly stated in the department recommendation for admission. Students should be told, in writing, that failure to provide the CDGDC documentation will result in revocation of admission.
4. After Enrollment

*The Graduate School* will send reminder notices to students who have not complied before the deadline (February 1st for Spring; June 1st for Summer; September 15th for Fall) warning that their admission may be cancelled for non-compliance.

On or near the deadline for submitting CDGDC verification (March 1st for Spring; July 1st for Summer; October 15th for Fall), the Office of Admissions will post a report of students who have not complied in GAMS. Email notification that the report has been posted will be sent to the Department, College Associate Deans, and the Dean of the Graduate School. The Office of Admissions will require time to process documents received just before the deadline.

A second report will be posted after the CDGDC deadline (April 1st for Spring; August 1st for Summer; November 15th for Fall). Again, email notification will be sent to the Department, College Associate Deans, and the Dean of the Graduate School.

At this point, departments need to take action with non-compliant students and dismiss them from the major.

If the Office of Admissions finds any issue with documents coming from the CDGDC, they will notify departments and allow for possible explanation and resubmission of documents. If any issue of inauthenticity is discovered, students may have their admission cancelled by the Dean of the Graduate School. NOTE: Since the students are enrolled at this point, this practice must follow the policies of the institution (e.g., GSRR).

**TIMELINE**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Submission of All Transcripts and Degrees to the Department</th>
<th>Deadline for CDGDC Verification Report Sent to Office of Admissions</th>
<th>First Report Posted in GAMS</th>
<th>Second Report Posted in GAMS</th>
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<tbody>
<tr>
<td>Spring</td>
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<td>March 1</td>
<td>April 1</td>
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<td>Summer</td>
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<td>October 15</td>
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