Dear **Members**

We have been advised by the Office of the Commissioner of Insurance to introduce the following vetting procedures to prevent use of forged academic certificates issued by mainland education institutes for registration as insurance intermediaries.

The additional requirements are:
Where an academic certificate provided by the applicant in support of his completion of education to a level of Form 5 or equivalent is issued by a Mainland educational institute, the following additional information/document shall be provided:

1. a copy of the verification report on the academic certificate issued by the China Higher Education Student Information and Career Center ("CHESICC") (全國高等學校學生信息諮詢與就業指導中心) or China Academic Degrees & Graduate Education Development Center ("CDGDC") (學位網); OR

2. a copy of the notarial certificate issued by an admitted notarial institution in accordance with the Notarization Law of the PRC for certifying the authenticity of the academic certificate together with the required confirmation by the Ministry of Foreign Affairs of the PRC or its authorized institution;

Application for the verification report must be made by the applicant through:
(1) Online application at the China Higher-education Student Information ("CHSI") website (學信網) (www.chsi.com.cn/) which is maintained by CHESICC; or
(2) Paper application submitted through local agencies specified at the CHSI website; or
(3) Online application at China Academic Degrees & Graduate Education Information ("CDGI") website (www.chinadegrees.cn/) is maintained by CDGDC

Attached please find the following documents for your reference.
- Notes on Application Procedures via CHSI
- Basic Steps for Online application for a CHESICC Verification Report
- Notes on Application Procedures via CDGI
- Basic Steps for Online application for a CDGI Verification Report

It is the responsibility of the Chief Executive to ensure and endorse the validity of the copy of the verification report (with a `verification number') and attach it when submitting such CE/TR registration application forms to us. Please note that CIB is not responsible for the expenses incurred in obtaining the verification report.

The additional requirements would come into effect **immediately**.

Kind regards
Margarette Tan
Secretary-General and Registrar
The Hong Kong Confederation of Insurance Brokers
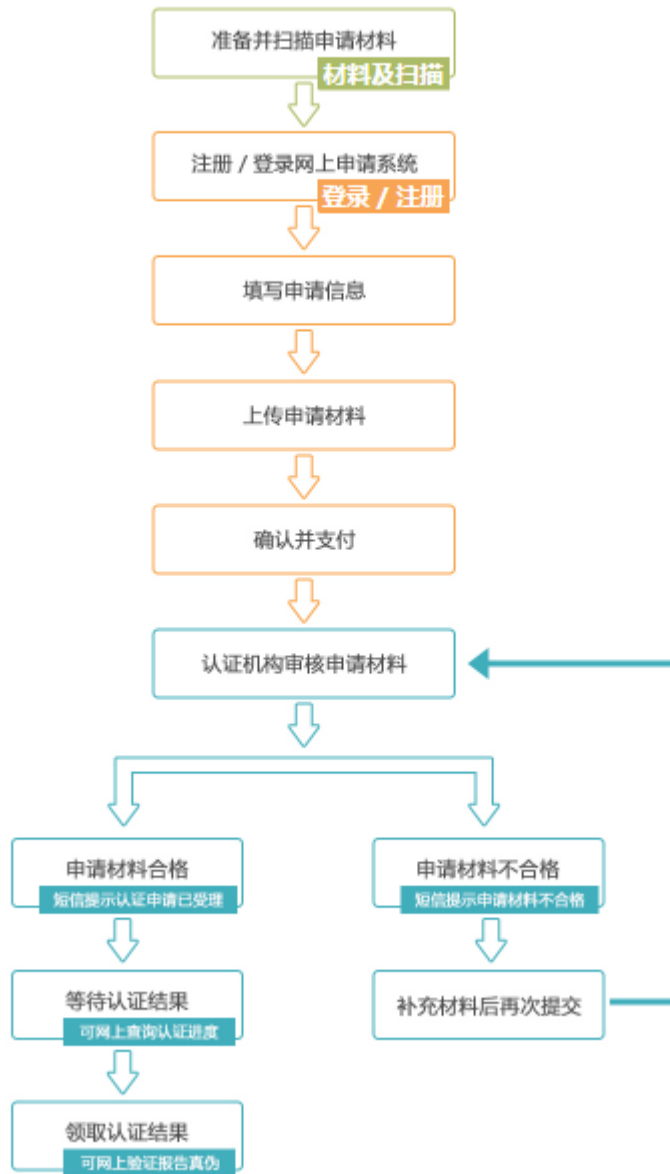
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Notes on Application Procedures via CHSI

General Information

1. The China Higher-education Student Information ("CHSI") (學信網) website (www.chsi.com.cn/) is maintained by CHESICC (全國高等學校學生信息諮詢與就業指導中心), which is the institution designated by the Ministry of Education for verification of qualification in China.

2. Verification results are available for public online inspection

3. Verification services (upon application) cover:

    (i)   Secondary education qualification

    (ii)   Higher education qualification (No application is required for qualifications issued from 2001 onwards.)

4. Application for verification must be made by the applicant through:

    (i)   Online application (It may take 5 to 20 working days, fee is required)

    (ii)   Paper application submitted through local agencies (It may take around 2 months, fee is required)

5. After obtaining a verification report issued by CHESICC, authenticity of certificate can be verified online by inputting of verification report number and details of academic certificate.

6. For further details or enquiry, you may refer to "常见问题" at CHSI website (http://www.chsi.com.cn/xlrz/help.jsp) or call its hotline at 8610-62166727 or 8610-61139123

Basic Steps for Online application for a CHESICC Verification Report

1.   Flowchart for Application

认证流程示意图

准备并扫描申请材料
材料及扫描

注册 / 登录网上申请系统
登录 / 注册

填写申请信息

上传申请材料

确认并支付

认证机构审核申请材料

申请材料合格
短信提示认证申请已受理

申请材料不合格
短信提示申请材料不合格

等待认证结果
可网上查询认证进度

补充材料后再次提交

领取认证结果
可网上验证报告真伪

2. Register and log onto the CHSI Archives

    (https://account.chsi.com.cn/account/preregister.action?from=archive)

3. Click on the online verification button ("学 历 与 成 绩 认 证") at
    http://www.chsi.com.cn/ and apply for verification

4. Receive a CHESICC verification report

Sample 1: 中国高等教育学历认证报告

教育部公告【教学[2004]25号】："中国高等教育学生信息网"（网址：http://www.chsi.com.cn）是我国高等教育学历证书查询的唯一网站，"全国高等学校学生信息咨询与就业指导中心"是教育部授权开展高等教育学历认证工作的专门机构。

中国高等教育学历认证报告

报告编号：**5100001**
打印日期：**2014-03-31**

姓　　名：样例
性　　别：女
出生日期：1983年1月1日
学历类别：普通
层　　次：本科
院校名称：中国政法大学
专业名称：民商法学
学习形式：普通全日制
学　　制：四年
入学日期：2002年9月
毕业日期：2006年7月
毕　结　业：毕业
证书编号：11111111111111111111
以上学历情况属实，专此认证。

认证报告在线验证网址：
http://www.chsi.com.cn/xlrz/

全国高等学校学生信息咨询与就业指导中心

Sample 2: 中国中等教育学历认证报告

教育部公告【教学[2004]25号】："中国高等教育学生信息网"（网址：http://www.chsi.com.cn）是我国高等教育学历证书查询的唯一网站，"全国高等学校学生信息咨询与就业指导中心"是教育部授权开展高等教育学历认证工作的专门机构。

中国中等教育学历认证报告

报告编号：5100001

打印日期：2014-07-10

姓　　名：样例

性　　别：女

出生日期：1991年01月01日

院校类别：中等职业技术学校

院校名称：北京戏曲艺术职业学院

毕业日期：2008年07月

毕 业 业：毕业

证书编号：1111111111

以上学历情况属实，特此认证。

（以下无正文）
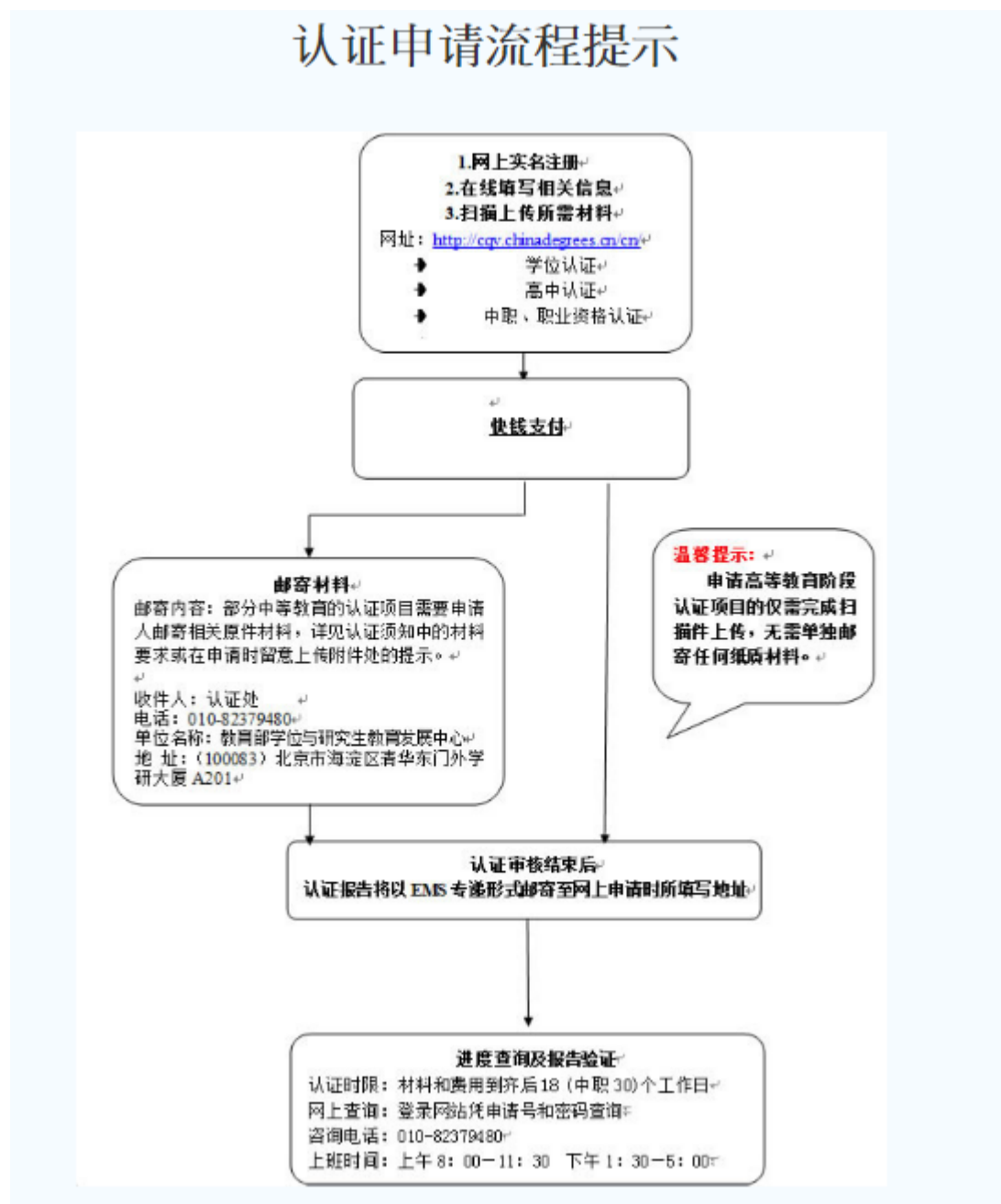
认证报告在线验证网址：
http://www.chsi.com.cn/xlrz/

全国高等学校学生信息咨询
与就业指导中心

Notes on Application Procedures via CDGI

General Information

1. The China Academic Degrees & Graduate Education Information ("CDGI") (學位網) website (www.chinadegrees.cn/) is maintained by CDGDC (教育部學位與研究生教育發展中心), which is an administrative department directly under the Ministry of Education.

2. Verification results are available for public online inspection

3. Verification services (upon application) cover:

    (i) Certificate of secondary vocational education

    (ii) Certificate of degree (No application is required for degree certificates issued from 1 Sep 2008 onwards.)

4. Application for verification must be made by the applicant through online application (It may take 18 to 30 working days, fee is required)

5. After obtaining a verification report issued by CDGDC, authenticity of certificate can be verified online by inputting of application number and file number of the verification report

6. For further details or enquiry, you may refer to "常见问题" at CDGDC website (http://cqv.chinadegrees.cn/cn/) or call its hotline at 010-82379480

Basic Steps for Online application for a CDGI Verification Report

1. Flowchart for Application

认证申请流程提示

1.网上实名注册
2.在线填写相关信息
3.扫描上传所需材料
网址：http://cqv.chinadegrees.cn/cn/
- 学位认证
- 高中认证
- 中职、职业资格认证

↓

快钱支付

邮寄材料
邮寄内容：部分中等教育的认证项目需要申请人邮寄相关原件材料，详见认证须知中的材料要求或在申请时留意上传附件处的提示。

收件人：认证处
电话：010-82379480
单位名称：教育部学位与研究生教育发展中心
地 址：（100083）北京市海淀区青华东门外学研大厦 A201

温馨提示：
申请高等教育阶段认证项目的仅需完成扫描件上传，无需单独邮寄任何纸质材料。

认证审核结束后
认证报告将以 EMS 专递形式邮寄至网上申请时所填写地址

进度查询及报告验证
认证时限：材料和费用到齐后18（中职30）个工作日
网上查询：登录网站凭申请号和密码查询
咨询电话：010-82379480
上班时间：上午 8：00—11：30 下午 1：30—5：00

2. Register and log onto the website (http://cqv.chinadegrees.cn/cn/), click the blue button "认证申请".

3. Use your email address to create an account. Fill in the Application Form as required. Then attach electronic supporting documents to your application webpage. The information cannot be changed once you submit.

4. After submitting your application and payment, you will get an application number. With the registered email address and the password, you can track your verification status.

5. The verification report will be sent by EMS to the address you fill in during online application.