

Chinese Credential Verification

The university has entered into an agreement with the National Student Clearinghouse and the Center for Student Services and Development (CSSD) [formerly the China Higher Education Student Information and Career Center (CHESICC)] to transmit and verify academic records from China. If you are admitted, we will ask that you contact CSSD and request that your transcript(s) and degree certificate(s), if applicable, be sent to UT Austin.

Customer Service Information *(Note that the University is not able to give specific support on the CSSD website):*

CSSD:
info@chsi.com.cn
+86(10)68352057

CSSD order Link:
<http://my.chsi.com.cn/archive/index.jsp>

CSSD How to Apply Link:
http://www.chsi.com.cn/en/help/howtoapply_n.jsp

Frequently Asked Questions:

1. What documents are needed?

Answer: *You will need to provide the transcript credentials regardless of whether you earned a degree. If you earned a degree, you will also need to request the EduDegree credential. We do not accept the StudentRecord or the EduQualification credentials.*

2. I graduated and/or stopped attending classes more than six months before I will enroll at UT, but am having trouble getting my credentials sent in time. Will I be able to register if I provide official paper documents?

Answer: *No. You will only be permitted to register once the verified credentials are received. To ensure ample time for processing of your academic credentials, we strongly recommend that you make the request for submission of your documents as early as possible.*

3. I am attending classes/graduating within six months of when I will enroll at UT. What do I do if I am unable to have my credentials verified in time?

Answer: *Because of the time constraints, in order to register for your first semester you will need to provide the official paper credentials (transcript showing coursework completed to date and degree certificate, if applicable). Note that you will still be required to submit the credentials via CSSD before you will be permitted to register for your second semester. If you fail to do so, you will not be allowed to register and continue in your program.*

4. Do I need an application number or NSC number to verify my credentials?

Answer: *You should not need any application or ID number besides your UT EID.*

5. What mailing or email address do I use for sending my credentials?

Answer: *Verifications are sent electronically through the National Student Clearinghouse. No mailing address or email address is required.*

6. Do I have to get the verification even if I only attended for one or two years and/or did not get a degree in China?

Answer: *Yes, you must get the verified transcript from CSSD even if you did not get a degree in China.*

7. Until when do I have to submit the verifications?

Answer: *Please see questions 1 and 2, above. Note that we are not able to advise on when you are scheduled to register.*

8. How long do verifications take to arrive?

Answer: *A fairly long time. A minimum of two weeks usually, often closer to a month. During the late summer when many Chinese universities shut down, it is difficult to obtain verification. Please plan accordingly.*

9. How can I know if the verified documents have been received?

Answer: *The Office of Graduate Admissions holds on your Registration Information Sheet will disappear.*

10. I attended institutions in countries other than China. How do I verify credentials from non-Chinese institutions?

Answer: *Transcripts and degree certificates from non-Chinese institutions should be sent as official paper documents via the postal service.*

Contact the Office of Graduate Admissions with further questions via email at INTL.ADMISSIONS.INFO@austin.utexas.edu or by phone at (512) 475.7391.