



WES-CSSD*

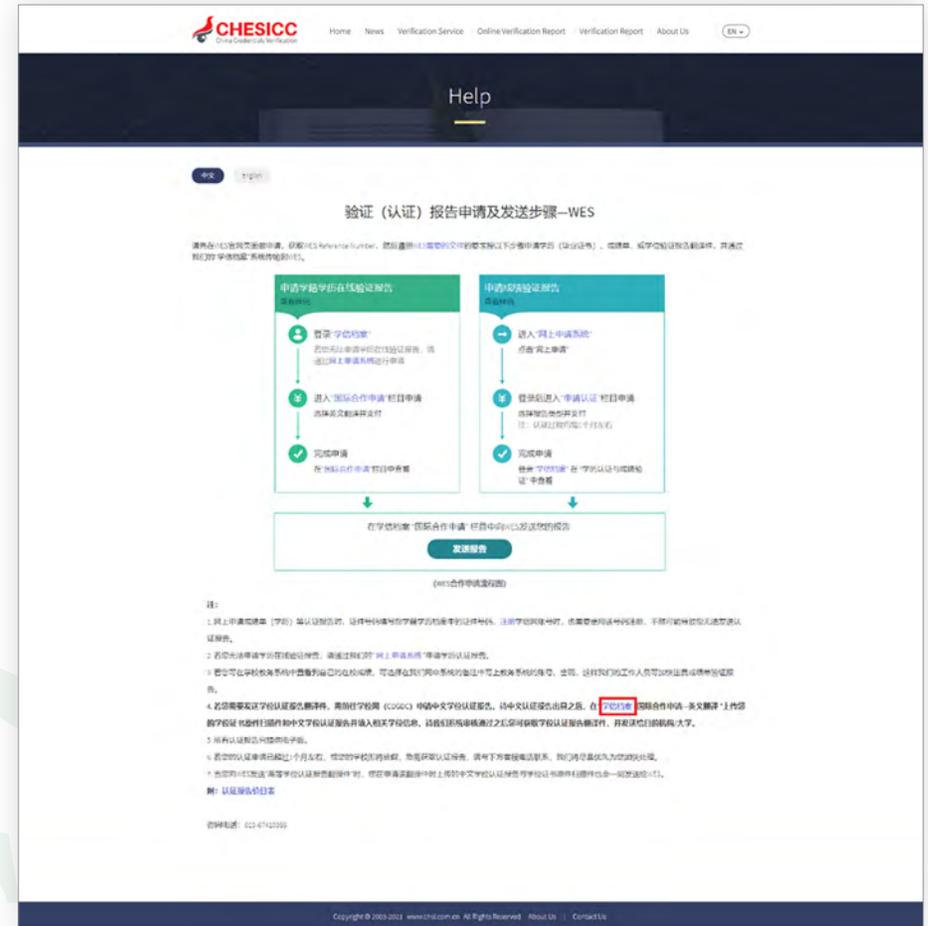
Degree Verification Application Process
Step-by-Step Instructions

* formerly CHESICC

1. Apply for an Electronic Verified Report (Degree) (CHN) First

若需要在学信网中发送学位认证报告中文件、翻译件、学位证，需首先前往学位网 (CDGDC) 注册并申请中文学位证报告。

If you need to send the Electronic Verified Report (Degree) (CHN), CSSD Translation of Electronic Verified Report (Degree) (CHN), and Degree Certificate (CHN) via CHSI Archive, please access the CDGDC website to register and apply for the Electronic Verified Report (Degree) (CHN) first.



2. Register and Log in to the CDGDC Website

请注册并登录学位网 (CDGDC), 点击“学位认证申请”进行学位信息的查询和中文学位认证报告的申请。申请结果完成后报告会发送至您的邮箱。收到报告后请登录学信档案进行下一步操作。

Please register and log in to the [CDGDC website](#). Then click on “学位认证申请”. Apply for Electronic Verified Report (Degree) for degree information inquiries and Electronic Verified Reports (Degree) application. Your Electronic Verified Report (Degree) will then be sent to your email address for you to review and save.



3. Log in to the CHSI Archive after Obtaining the Electronic Verified Report

待中文学位证报告获取后, 登录学信网 (CSSD) [学信档案](#) 进行下一步操作。

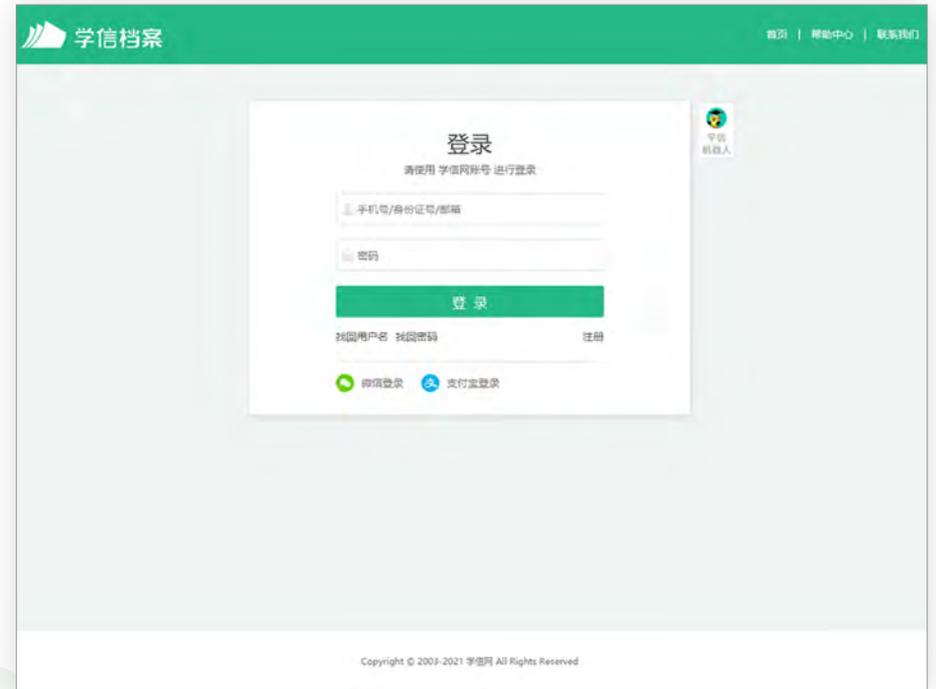
After obtaining the Electronic Verified Report (Degree) (CHN), log in to the [CHSI Archive](#) to proceed to the next step.



4. Use Your Existing CHSI Account to Log In

请使用您已有的学信网账号进行登录，这样可以发送此前出具的学信网认证报告。若无学信网账号，请[注册](#)。

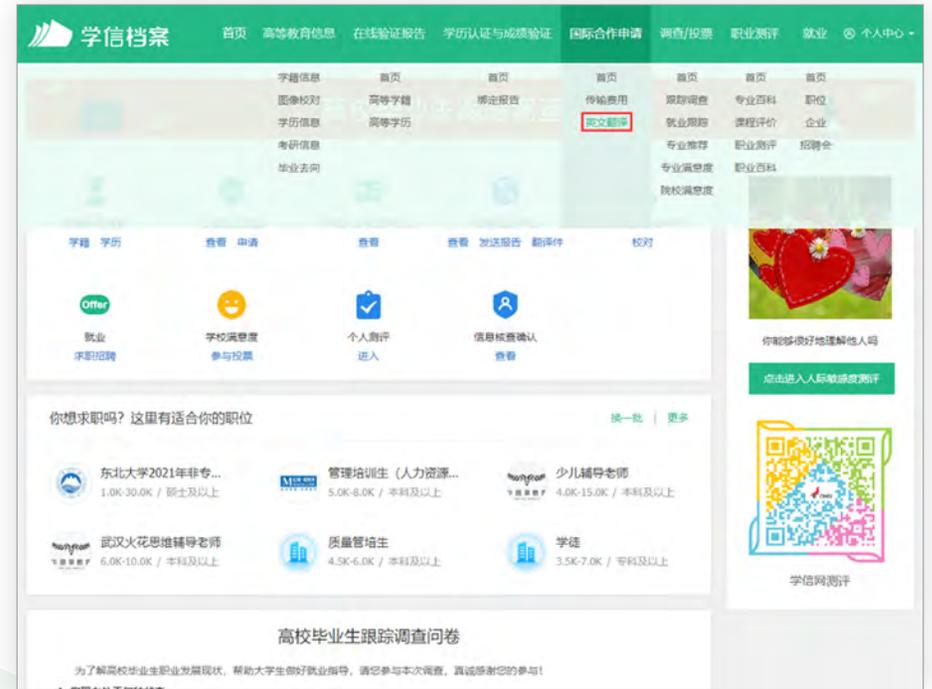
If you already have a CHSI account, please use it to log in, so that you can send previously issued CHSI verification reports. If you don't have a CHSI account, please [register](#).



5. Click on “国际合作申请” (International Cooperation Application)

登录后, 请点击“国际合作申请” — “英文翻译。”

After logging in, please click on “国际合作申请” (International Cooperation Application) - “英文翻译” (English translation).



6. Select “Translation of Electronic Verified Report (Degree)”

选择“高等学位认证报告翻译件”并点击确定。

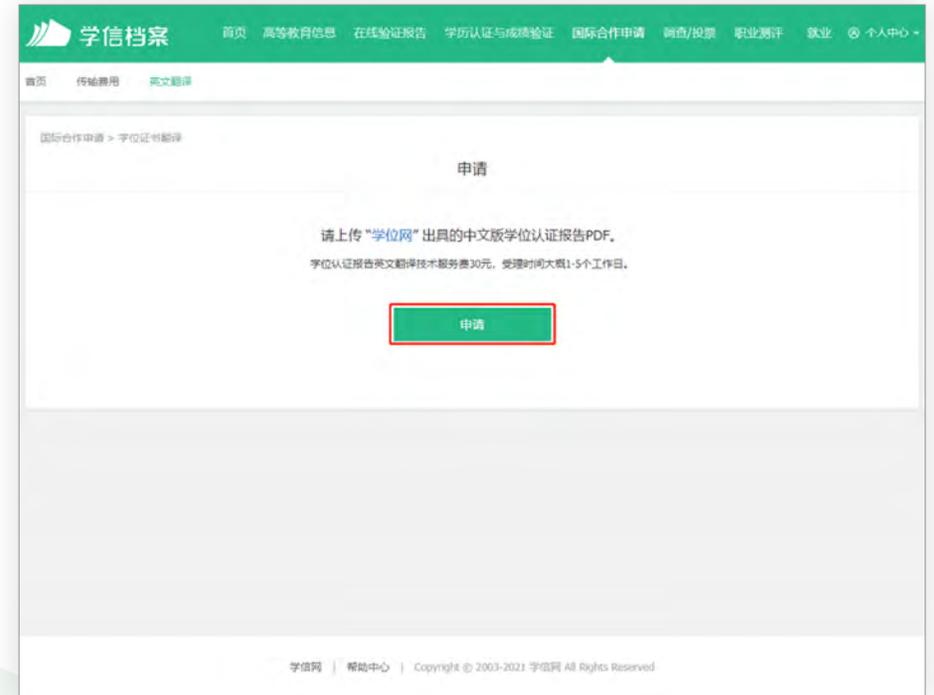
Select “高等学位认证报告翻译件” “Translation of Electronic Verified Report (Degree)” and click OK.



7. System Notification to Upload

此时系统会提示上传“学位网”(CDGDC) 出具的中文版学位认证报告PDF。点击“申请”。

The system will then notify you to upload the Electronic Verified Report (Degree) (CHN)—as a PDF issued by CDGDC. Click “**申请**” (Apply).



8. Upload the Electronic Verified Report

选择并上传PDF格式的学位网中文学位认证报告。

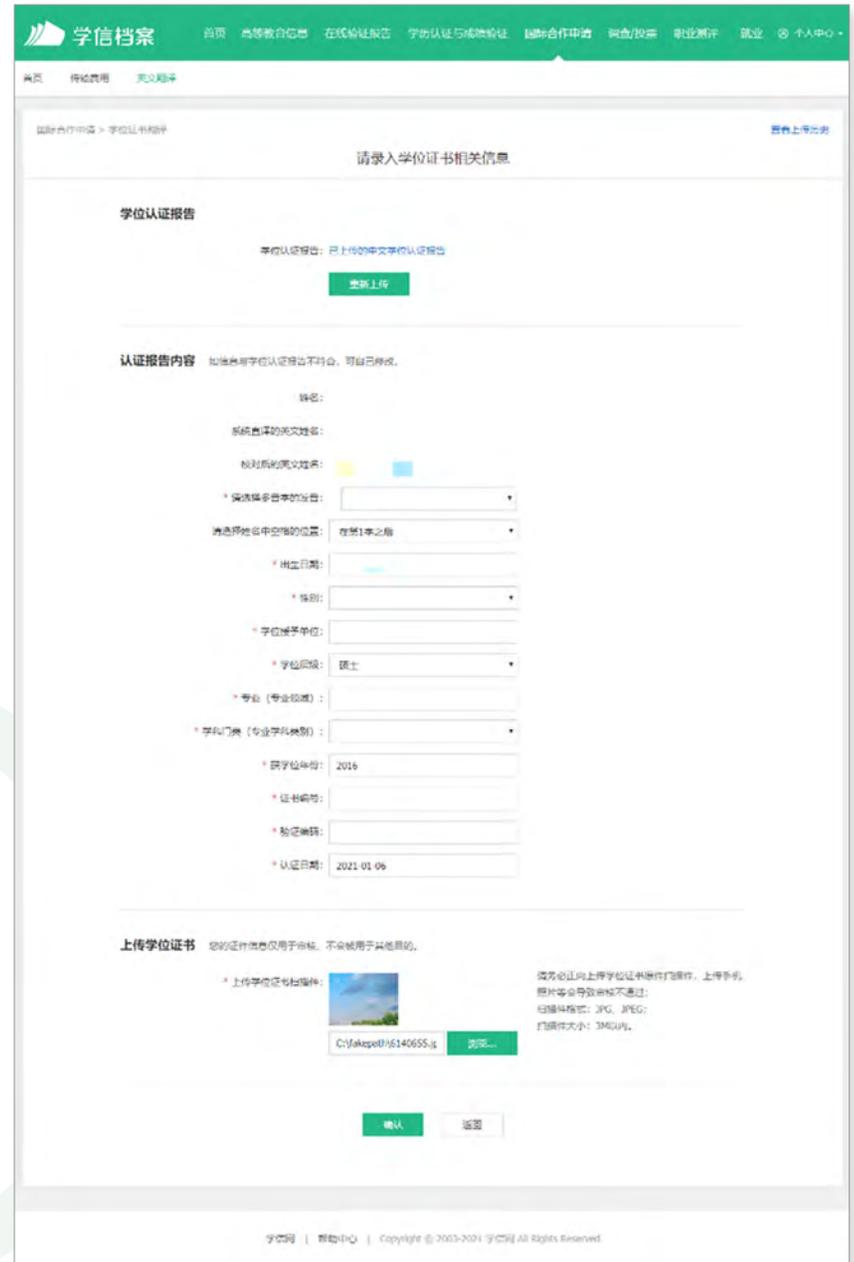
Select and upload the Electronic Verified Report (Degree) (CHN) as a PDF.



9. Upload the Original Chinese Degree Certificate

上传完成后需校对学位信息，并上传学位证原件扫描件。

After uploading the Electronic Verified Report (Degree) (CHN) as a PDF, you need to proofread the degree information and then upload a scanned copy of your original Chinese degree certificate.



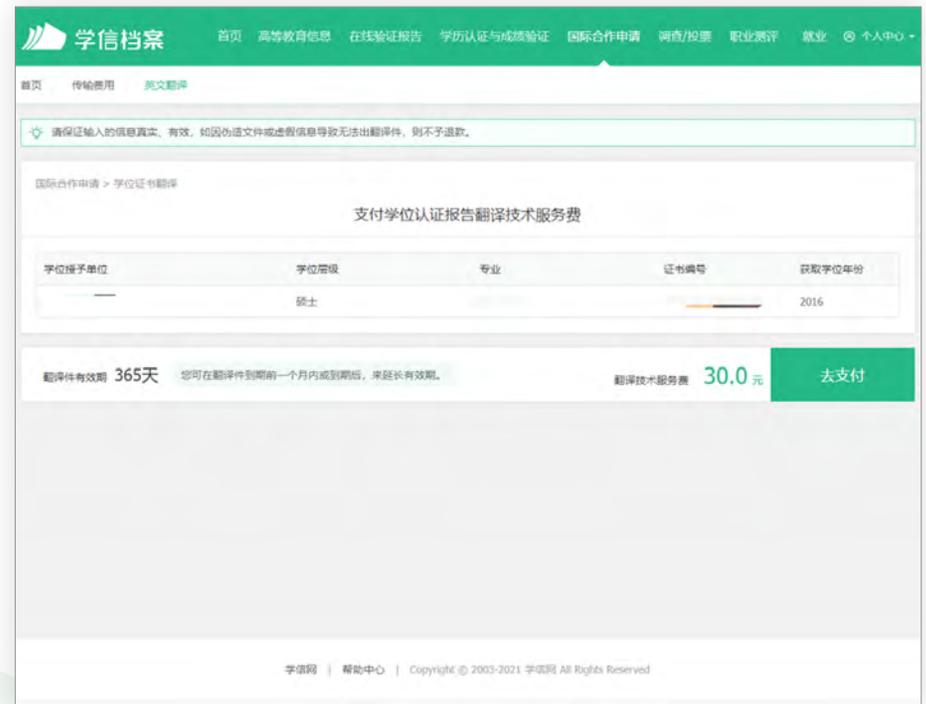
10. A Translation Service Fee of RMB 30 Is Required

核实完所有信息之后需支付翻译技术服务费人民币30 元。

注意，翻译件有效期为一年，逾期可手动免费申请延期。请确保您向WES 发送相应文件时，文件在有效期之内。

After you verify all the information, a translation service fee of RMB 30 is required.

Note: The translation is valid for one year. You can apply for an extension at no cost to you using the CHSI Archive. Please make sure when you send the corresponding documents to WES that they are within the validity period.



11. Payment Method

付款方式可选择支付宝、微信、国内银行卡、国内外信用卡。

You can choose Alipay, WeChat, a domestic bank card, or a domestic or foreign credit card as the payment method.

The screenshot displays the 'XueXinWang Payment Platform' interface. At the top, there is a navigation bar with the platform logo, user name, and links for 'View Order' and 'Help Center'. Below this is a table listing the items to be purchased:

商品名称	单价 (元)	数量	金额 (元)
学位报告翻译技术服务费	30.0	1	30.0

Below the table, the order number is displayed, along with the total amount: '商品金额总计: 30.0 元, 您需支付: 30.0 元'. The main section is titled '选择支付方式' (Select Payment Method) and offers four options: Alipay (支付宝), WeChat Pay (微信支付), UnionPay Domestic Bank Card/Credit Card (首信易 (国内银行卡、信用卡)), and UnionPay Foreign Credit Card (首信易 (国外信用卡)). A '确定' (Confirm) button is located at the bottom of the selection area. The footer contains contact information: '客服热线: 010-67410388 客服邮箱: kefu#chsi.com.cn (将#替换为@) Copyright © 2003-2021 学信网 All Rights Reserved'.

12. Send the Report and Transfer Degree-Related Files

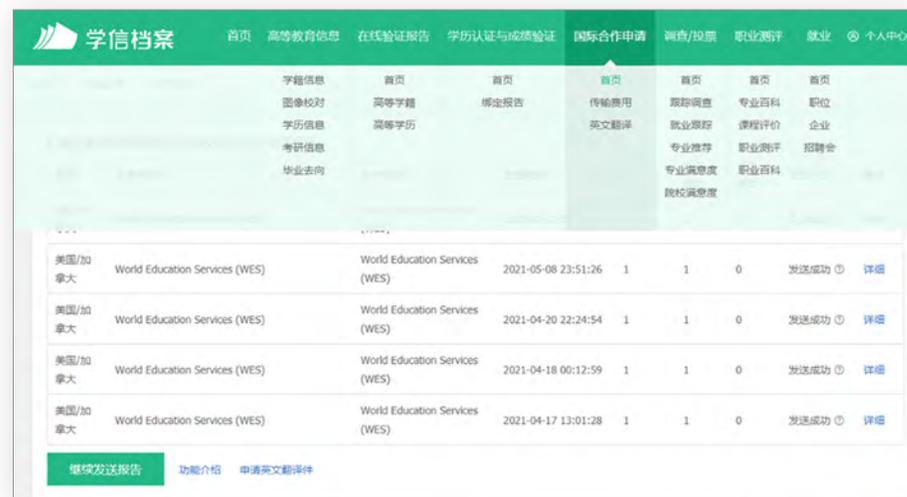
在翻译件出具后，点击“国际合作申请”—“发送报告/继续发送报告”，选择“World Education Services (WES)”进行学位相关文件传输。

注意：在选择发送报告时，您只会看到“高等学位认证报告翻译件”这一个选项，勾选并发送，我们会同时收到您的中文学位认证报告、学位认证报告翻译件以及学位证书扫描件。请耐心等待WES处理，无需告知我们系统中没有中文学位认证报告和学位证书扫描件的发送选项。处理时间通常需要5-7个工作日。当您的材料被审核之后，您会收到邮件和MyAccount的通知。

After the translation is issued, click “International Cooperation Application”-“Send Report/Continue to Send Report,” and select “World Education Services (WES)” to transfer degree-related files.

Note: When you choose to send the report, you will only see the option of “Translation of Electronic Verified Report (Degree).” Check and send it, and we will receive your Electronic Verified Report (Degree) (CHN), a photocopy of the Chinese Degree Certificate at the same time that we receive the translation of the Electronic Verified Report (Degree) (CHN).

Please wait for WES to process your documents. Processing usually takes 5–7 business days. There is no need to inform us that there is no option to send the Electronic Verified Report (Degree) (CHN) and Photocopy of Chinese Degree Certificate in the system. As soon as WES has processed the documents, you will receive an email notification and your My Account page will be updated.



The China Higher Education Student Information and Career Center (CHESICC) has been renamed the Center for Student Services and Development, Ministry of Education, P. R. China (CSSD), in accordance with the instructions of the General Office, MOE. This change took effect February 16, 2022.

The Degree Verification Application Process Step-by-Step Instructions provided by World Education Services (WES) are applicable to the current CSSD process. Note that both the CSSD process and the instructions are subject to change.

For more details, please visit the websites below:

http://www.moe.gov.cn/srcsite/A04/s7051/202202/t20220218_600462.html

<https://chesicc.chsi.com.cn/zxgw/zxjs/202202/20220222/2167606141.html>

<https://www.chsi.com.cn/>