

student Graduation Certificate

Dual authentication Service by Sri Road

Upon graduation from a Chinese university, each student will receive the following three standard documents.

1. Graduation Certificate (毕业证书)
2. Degree Certificate (学士学位证书)
3. Transcript (成绩单)

What does dual authentication mean? (双认证 Shuāng Rènzhèng)

Usually, all the aforementioned documents are issued in Chinese Language. Therefore, the recipient must submit them to the **local Public Notary Office (公证处 Gong Zheng Chu)** for notarization, which includes translating and verifying the details in the original Graduation Certificates.

Once notarized (公证 Gong Zheng), the document bearer (person on behalf them) should submit them to the Foreign Ministry in Beijing or the relevant Foreign Ministry in the respective province, as well as to the Sri Lankan Embassy in Beijing or the relevant consulate, for further authentication. This process is known as "**Dual Authentication 双认证**"

Non-Criminal Record (无犯罪记录证明 Wú Fànzùì Jìlù Zhèngmíng)

Obtaining a non-criminal record for students varies. While some universities may assist students in acquiring this document, it's not mandatory for all.

If a student doesn't request it, the university might not provide it. In cases where the university doesn't issue the record, students must independently apply at their local Public Security Bureau (公安局 Gōng'ān Jú) using a university-provided request letter.

Students residing off-campus are responsible for obtaining their own non-criminal record. They can do this by directly visiting the Public Security Bureau with the necessary documents, either independently or with university assistance.

Sri Road Dual Authentication Service (双认证 Shuāng Rènzhèng)

Sri Road provides dual authentication services for Sri Lankan students who are unable to travel to Beijing due to long distances or because they are currently outside mainland China. This service is particularly beneficial for students who face challenges in completing the authentication process for their documentation.

Category 01 : Normal Dual Authentication Service (30 working Days)

Required documents:

- Original Notary books 公证书 of the relevant original graduation certificate
- Full front page scanned copy of Passport of the applicant (Colored)
- 1 power of attorney for the Sri Lankan Embassy (Letter format will be provided)

Fees :

- Fees are subject to change based on Chinese institutional policies and mainland Chinese law.
- Prices listed do not include domestic courier charges

| Standard Document (3 Documents 毕业证书, 学士学位证书, 成绩单) | | |
|--|-------------|-----------------|
| Foreign Ministry, Beijing (Normal Document) | 135 RMB * 3 | 405 RMB |
| Sri Lankan Embassy in Beijing (Normal Document | 85 RMB * 3 | 255 RMB |
| Non Criminal Report | | |
| Foreign Ministry, Beijing (Non-Criminal Report) | | 378 RMB |
| Sri Lankan Embassy in Beijing (Non-Criminal Report) | | 195 RMB |
| Sri Road Service | | |
| Category 01 service fee (Per person) | | 200 RMB |
| Courier Service | | |
| Courier to Sri Lanka - Under 1Kg (Guangzhou to Colombo office) | | 130 RMB |
| Estimated Total | | 1123 RMB |

Category 02 : Local Notarisation Special Service (50 working Days)

Special service refers to the local notary service provided by Beijing Sri Road on behalf of the student upon request. This service is carried out after the students themselves have obtained the relevant documents from their university.

Fees :

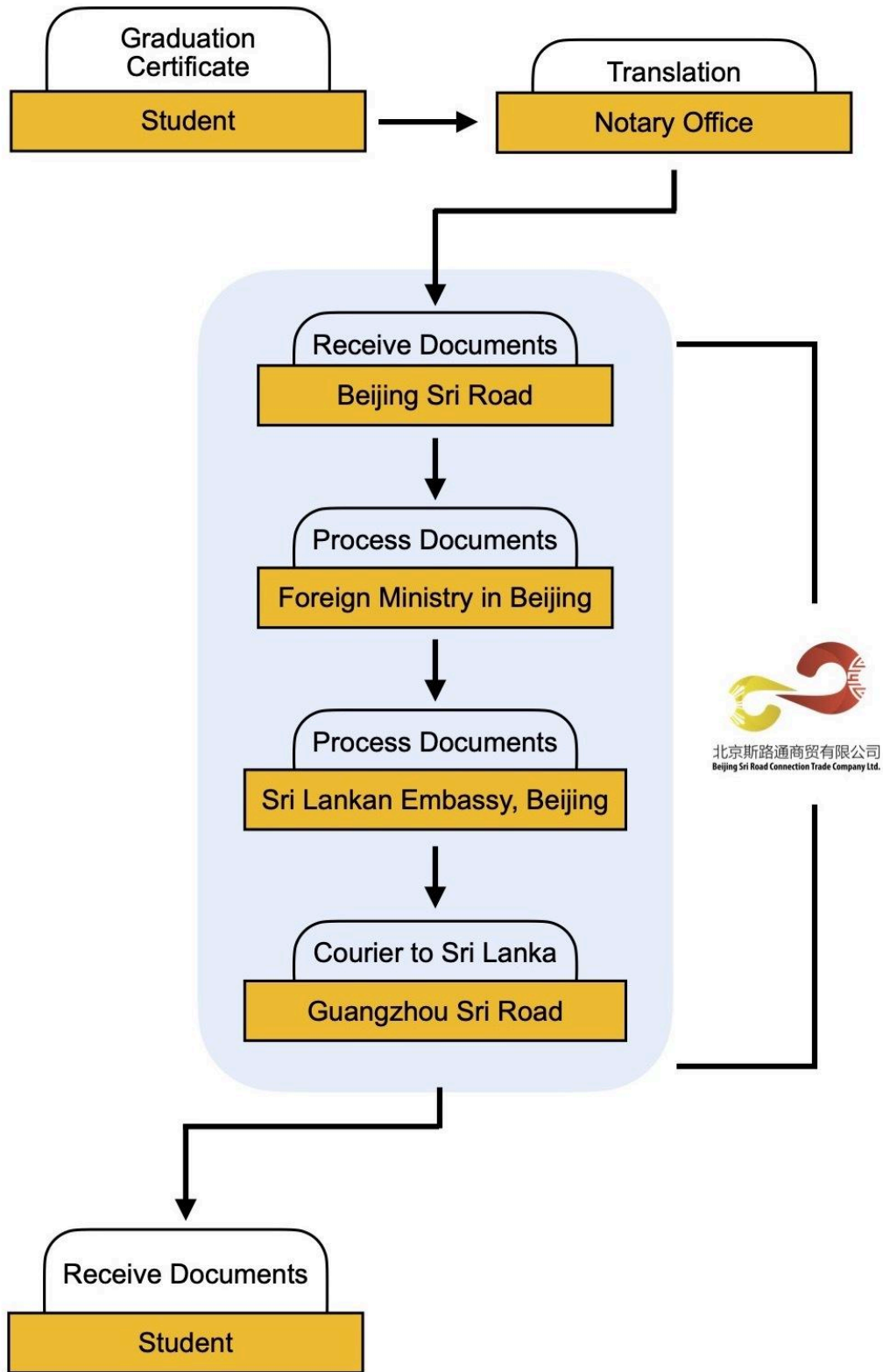
- Fees are subject to change based on Chinese institutional policies and mainland Chinese law.
- Prices listed do not include domestic courier charges

| Local Notarization | | |
|--|-----------------|---------|
| Notary Office - (3 Standard documents) | 790 RMB | |
| Standard Document (3 Documents 毕业证书, 学士学位证书, 成绩单) | | |
| Foreign Ministry, Beijing (Normal Document) | 135 RMB * 3 | 405 RMB |
| Sri Lankan Embassy in Beijing (Normal Document | 85 RMB * 3 | 255 RMB |
| Non Criminal Report | | |
| Foreign Ministry, Beijing (Non-Criminal Report) | 378 RMB | |
| Sri Lankan Embassy in Beijing (Non-Criminal Report) | 195 RMB | |
| Sri Road Service | | |
| Category 01 service fee (Per person) | 200 RMB | |
| Courier Service | | |
| Courier to Sri Lanka - Under 1Kg (Guangzhou to Colombo office) | 130 RMB | |
| Estimated Total | 2353 RMB | |

Required documents:

- Original graduation certificates, including:
 - Graduation Certificate (毕业证)
 - Degree Certificate (学位证书)
 - Transcript (成绩单)
- Full front page scanned copy of passport
- Two power of attorney documents for the notary office and the embassy accordingly
- Any other relevant documents upon request
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Process Flowchart



Informations on Estimated Time Duration

Terms and Conditions

Please carefully review the following terms and conditions:

- Sri Road does not cover inland or international courier fees for receiving or delivering documents. The applicant is responsible for paying all courier fees.
- Applicants will receive information about the criteria and standards for the required documents upon submitting them to Sri Road.
- After inspecting the documents, an estimated bill will be issued to the applicant.
- The authentication process will begin once full payment is received by Sri Road.
- If notarized documents submitted by students are rejected by any Foreign Ministry or Sri Lankan Embassy due to not meeting their standards, the students will be informed and will need to make the necessary modifications themselves.
- Sri Road is not responsible for rejections of documents due to translation errors or document formatting issues at the Foreign Ministry or Sri Lankan Embassy. The applicant must collaborate with Sri Road to make the required changes, resubmit the documents if needed, and cover any additional costs.
- Sri Road is not liable for any damage to the documents during delivery to or from Beijing Sri Road or the students via courier service or personnel.
- The processing duration begins from the day payment is completed, not from the day of receipt of the documents.

Special Attention - Reasons for Document Rejection

1. The size of the original graduation certificate does not match the photocopy attached in the notary book.
2. The name and passport numbers mentioned in the notary book do not match the applicant's passport copy.
3. The graduation dates listed in the notary book do not match those on the original graduation certificates.

Contact Details

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