THE CHINESE UNIVERSITY OF HONG KONG
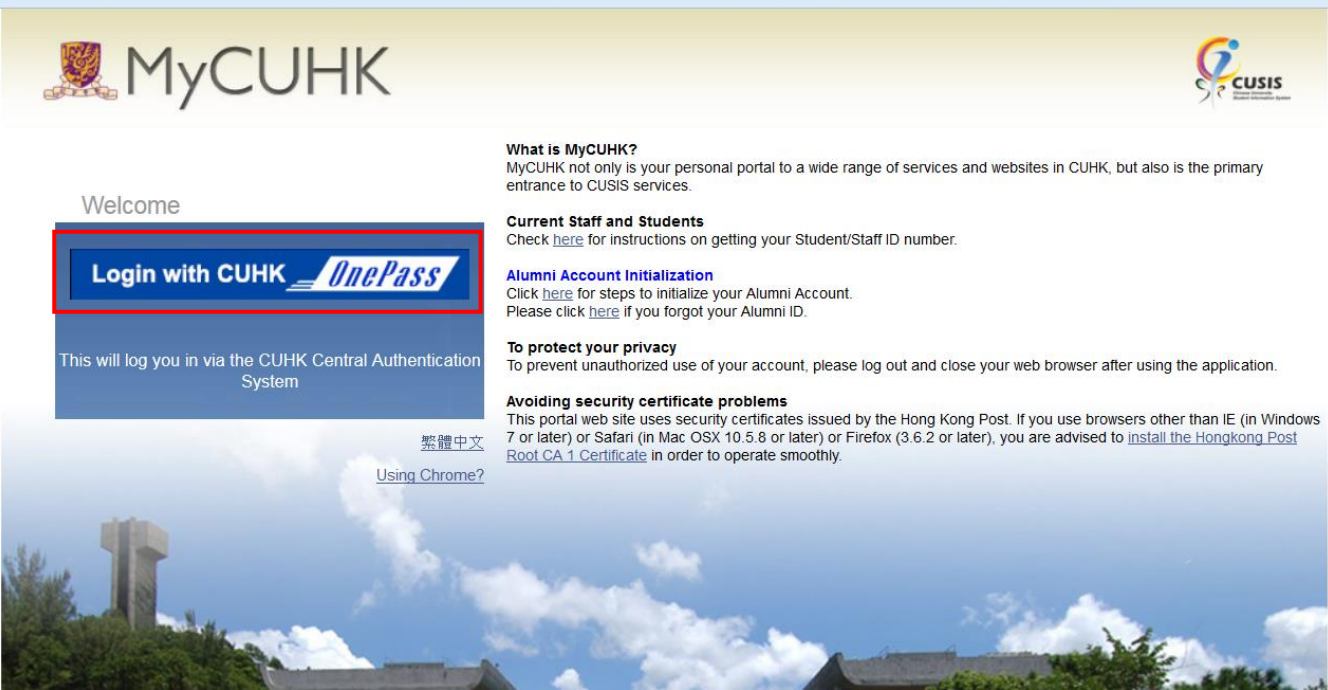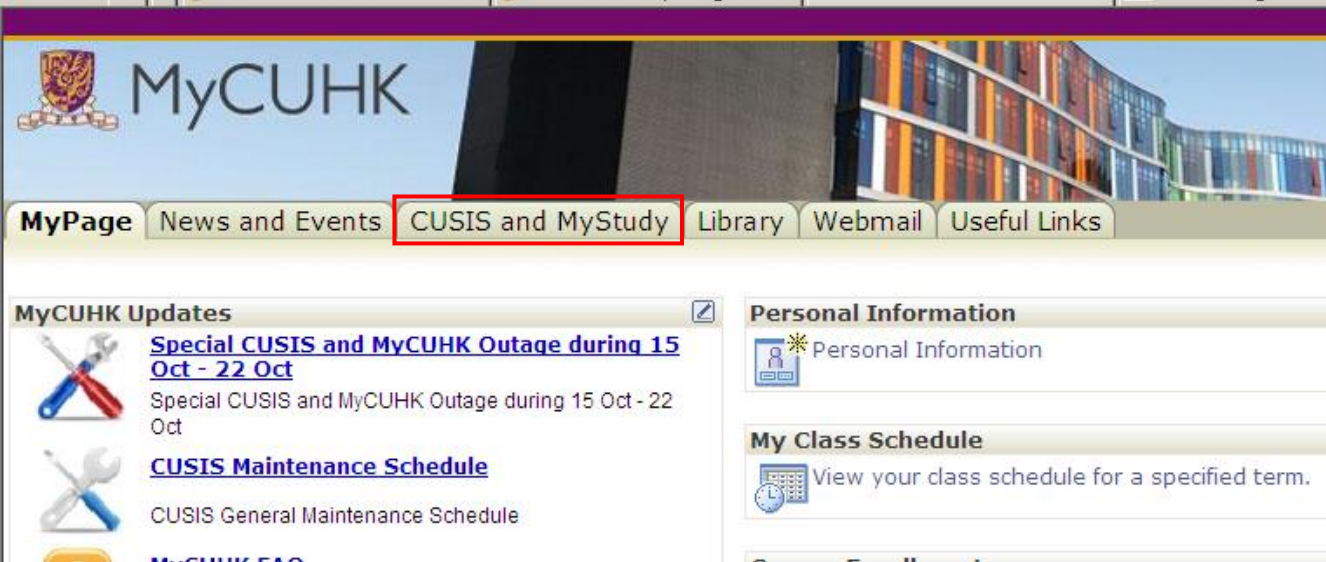## Graduate School
Guideline for Online Registration
(For Postgraduate Students)

Step	Description
1	Login MyCUHK at https://portal.cuhk.edu.hk/ via "OnePass" with the "Online Registration Login ID" and the "Online Registration Password" printed on the "Admission Notification".

Step	Description
1	 For current students holding a valid OnePass account will be rejected from login using R account (see screen captured below). Please login using your existing student account and OnePass password via MyCUHK portal.

Step	Description
2	Select "CUSIS and MyStudy"
3	Select "Registration" and read the registration guidelines.
4	- Verify your "personal information" (e.g. name, gender, date of birth and identity number). - If the information should be updated, submit the change via "amendment request". - Click "Save". *Note:* - *A student shall register in the name which appears in his/her Hong Kong Identity Card. Therefore, you are not advised to request for change between traditional and simplified Chinese characters of your name at this stage.* - *As there are some special Chinese characters and symbols (user defined character) stored in CUSIS which is not included in a standard installation of Windows, a set of CUHK specific Chinese fonts has to be installed to supplement to standard Chinese fonts. Please refer to http://www.cuhk.edu.hk/cusis/cuhkfont.html for details.*

Step	Description

QHDK, Jlz Ydx Fmwly 中文名

| Registration | Personal Information | Credentials | Participation |

| guidelines | personal information | addresses | phone numbers | emergency contacts | upload document | amendment request | declaration |

Personal Information

ID 10████████

Primary Name ████████████

Gender Female

Date of Birth (DD/MM/YYYY) ████████

National Identification Number	2222	
Country	**National ID Type**	**National ID**
Hong Kong	ID No2	████████(█)

* Mandatory field
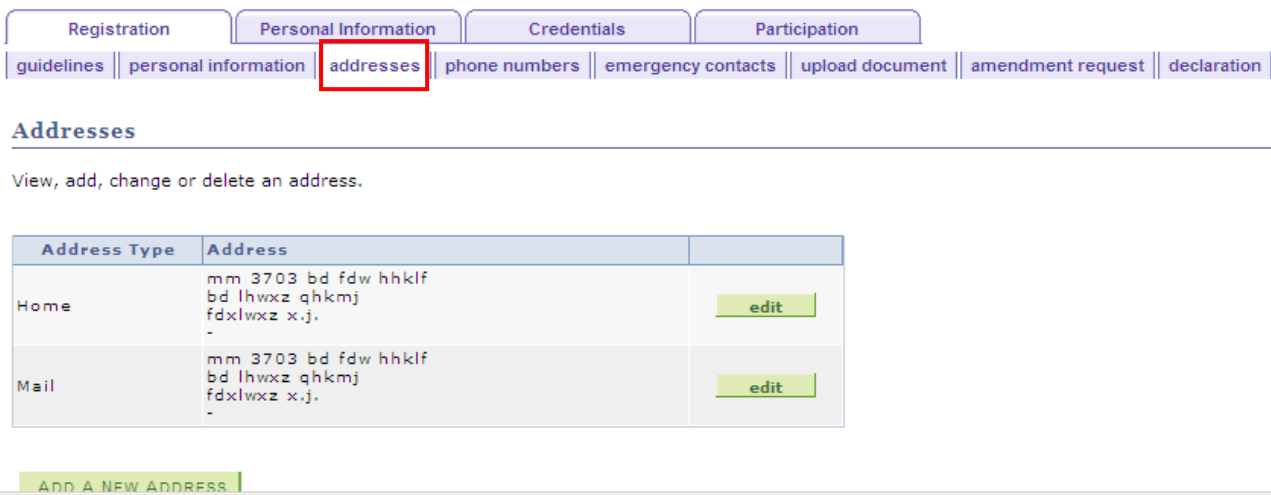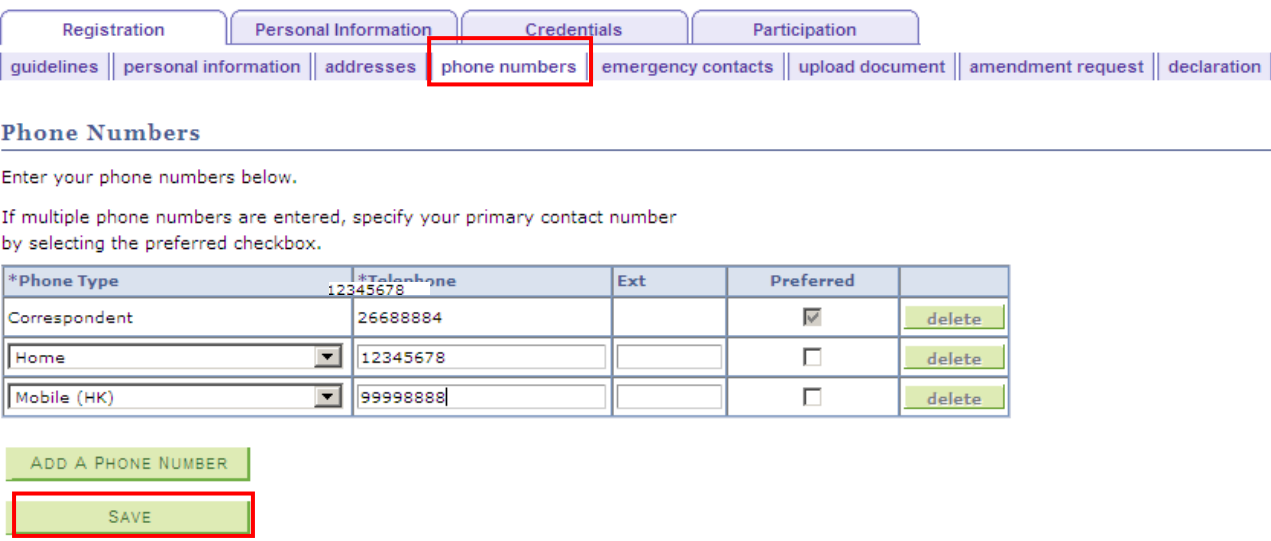^ Place of Origin – the place of residence

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Amendment Request

If any personal information is incorrect, please indicate the correct information in the text box below for Central Administrative Units' actions.

Please change my D.O.B as 01/01/1980

SAVE

Step	Description
5	Update the contact information (e.g. address and phone numbers), if necessary, and click "Save". *Note:* *The University will send information/documents, if any, to your "Mail" address.*

Step	Description
6	Add the "Emergency Contact" and click "Save". *Note: Emergency contact is a mandatory field. You will not be able to submit online registration without providing this information.*
7	Upload a passport size photo (file size <u>not</u> larger than 1MB) for the application of Student Identity Card (i.e. CU Link Card). It is important to refer to http://www5.cuhk.edu.hk/culink/photospec.html for photo specification with regard to the face view, photo size and background colour: *Note: You are <u>not</u> allowed to change the photo after the completion of online registration.*

Step	Description
8	- Read the personal data (privacy) statement and tick the check-box to confirm. - Click "Submit" to complete the online registration. *Note: Your online registration will not be completed if you do not click the "Submit" button.* **Registration** **Personal Information** **Participation** guidelines ‖ personal information ‖ addresses ‖ phone numbers ‖ emergency contacts ‖ upload document ‖ amendment request ‖ declaration ## Important Information The Chinese University of Hong Kong (the University) as a data user undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance in the collection, dissemination and management of the data collected from, or generated by, students during their studies at the University. Data collected will be held/transferred to faculties/divisions/administrative units within the University as management information to facilitate verifications, communication, operations and planning. For correction of or access to personal data held by the University, please contact the following offices: | Personal Data Relating to Students Pursuing	Office	Contacts
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Postgraduate Studies (excluding PGDE)	Graduate School Office	(852) 3943 8976 gradschool@cuhk.edu.hk
Postgraduate Diploma in Education Programme / Postgraduate Diploma in Education (Primary) Programme (PGDE)	Faculty of Education	(852) 3943 6937 pgde@cuhk.edu.hk	 In general, students should comply with all the relevant University Regulations and take full responsibility for all activities in which they are engaged in relation to their academic studies and other non-academic activities at the University, as well as other partner universities (where applicable for students who participate in exchange programmes), e.g. course selection, internship, participation in orientation activities, etc. Students should also read the Postgraduate Student Handbook and Codes of Practice to prepare for their studies in the University. The University may sometimes need to contact students' emergency contact person in the event of an emergency or other special circumstances. ☐ **I have read the important information above in relation to my academic study at the University, and agree to comply with all the relevant University Regulations** ☐ **I understand and agree that in the event of an emergency or other special circumstances the University may contact my parent, guardian or emergency contact person** [Submit] **Registration Personal Information Participation** Guidelines Personal Information Addresses Phone Numbers Emergency Contacts Upload Document Amendment Request Declaration

Step	Description
9	A window will be prompted if your online registration is completed successfully. **Windows Internet Explorer** ⚠ You have successfully completed the online student registration process! (20500,7) 確定
10	Your online registration is not successful if you have the following item(s) outstanding: (A) With no "Emergency Contact" information provided. **Windows Internet Explorer** ⚠ You must provide at least one emergency contact information before proceeding to the next step. 確定 (B) Without uploading photo. **Windows Internet Explorer** ⚠ You must provide your Photo before proceeding to the next step. 確定 (C) Without ticking the check-box after reading the Personal Data Privacy Statement. **Windows Internet Explorer** ⚠ You must agree with the Personal Data Privacy Statement before proceeding. 確定

Updated: 13 May 2025