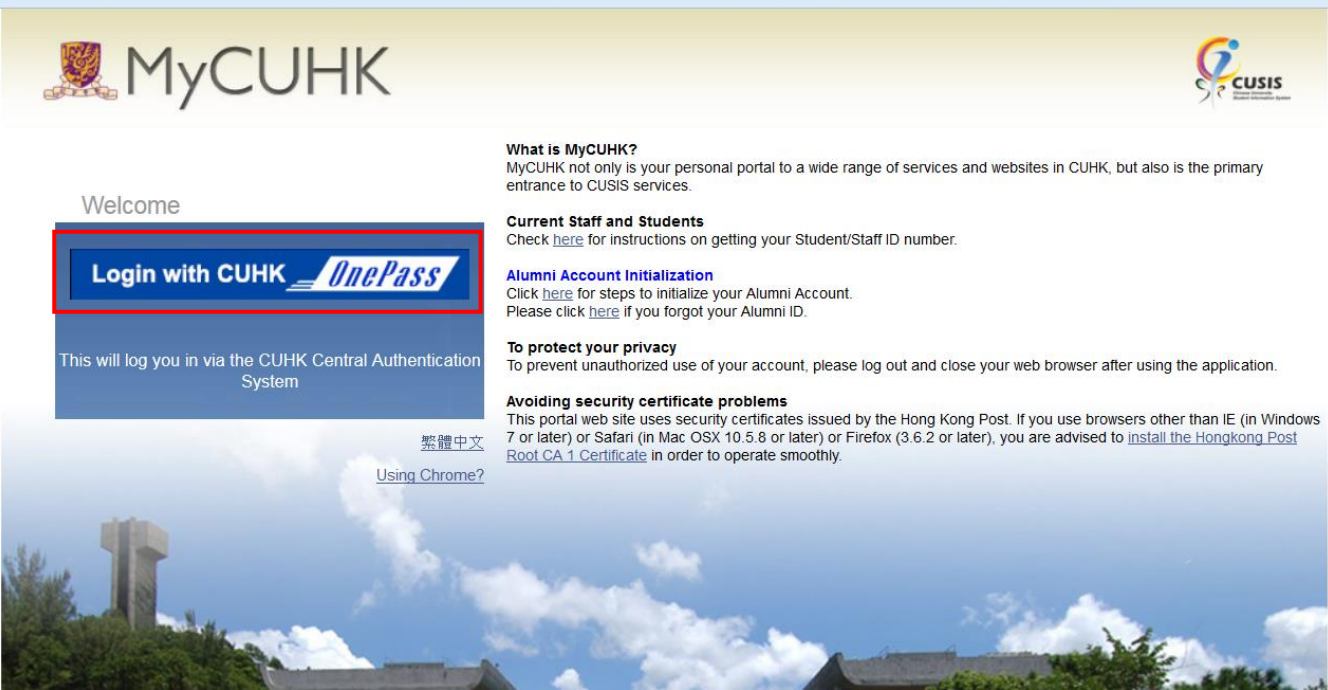
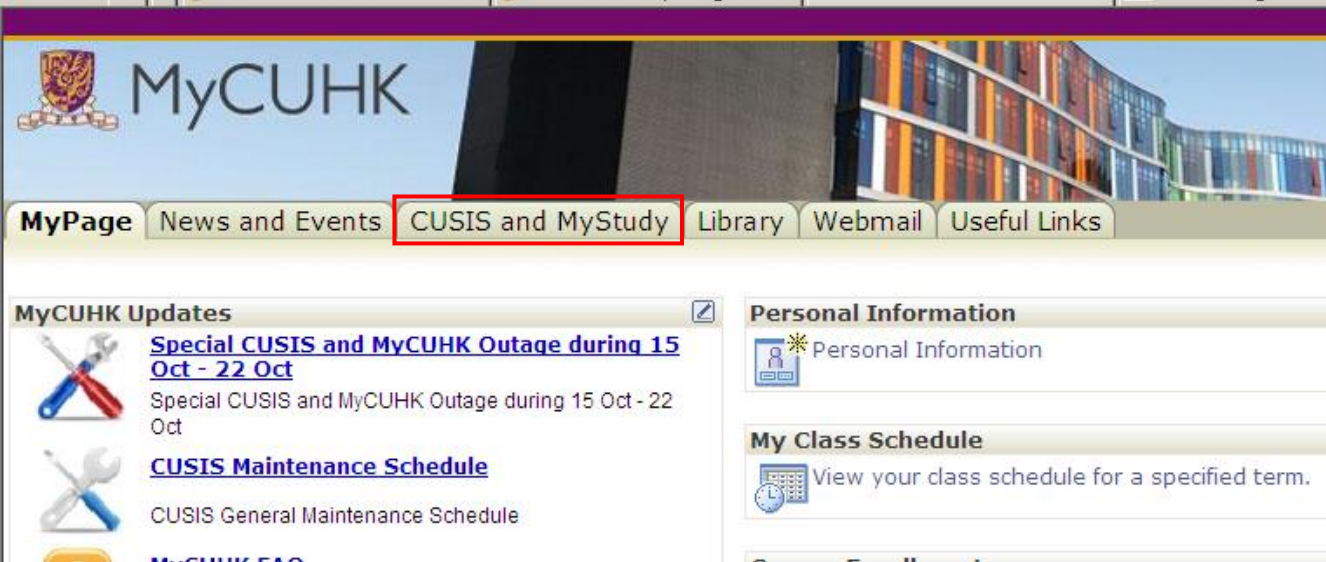



THE CHINESE UNIVERSITY OF HONG KONG
Graduate School
Guideline for Online Registration
(For Postgraduate Students)

Step	Description
1	<p>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”.</p> 

Step	Description
1	 <div data-bbox="225 542 772 851"> <p>Welcome to OnePass</p> <p>Login ID: <input type="text" value="R1155"/> <input type="text"/></p> <p>Password: <input type="password" value="••••••••"/></p> <p><input type="button" value="Login"/> <input type="button" value="Clear"/></p> <p> 繁體中文</p> <p>(CADS Reference Number: 246)</p> </div> <div data-bbox="836 564 1455 591"> <p>OnePass allows University staff, students & alumni to</p> </div> <div data-bbox="849 618 1430 645"> <ul style="list-style-type: none"> • Access a number of CUHK online systems and services with a single login. </div> <div data-bbox="836 672 1091 698"> <p>Staff & Students can additionally</p> </div> <div data-bbox="849 721 1455 810"> <ul style="list-style-type: none"> • Reset your OnePass Password. • Use OnePass Personalized Security Questions to get into your account if you forgot the password. </div> <p>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.</p>  <p>This is the login page for newly admitted students using registration account login information shown in their admission notification. Current/New students who have already collected their OnePass password should login here.</p> <p>As you have a valid student account and OnePass password, please login CUSIS via https://portal.cuhk.edu.hk using OnePass password to gain full access to all student related functions.</p> <p>Login ID <input type="text"/></p> <p>Password <input type="password"/></p> <p>Select a Language</p> <p><input type="text" value="English"/> ▼</p> <p><input type="button" value="Sign In"/></p>

Step	Description
2	<p>Select “CUSIS and MyStudy”</p>  <p>The screenshot shows the MyCUHK website interface. At the top, there is a navigation bar with several tabs: 'MyPage', 'News and Events', 'CUSIS and MyStudy' (highlighted with a red box), 'Library', 'Webmail', and 'Useful Links'. Below the navigation bar, there are several content sections. On the left, under 'MyCUHK Updates', there are links for 'Special CUSIS and MyCUHK Outage during 15 Oct - 22 Oct' and 'CUSIS Maintenance Schedule'. On the right, there are sections for 'Personal Information' and 'My Class Schedule'.</p>
3	<p>Select “Registration” and read the registration guidelines.</p>  <p>The screenshot shows the MyCUHK website with the 'CUSIS and MyStudy' menu expanded. The 'Registration' option is highlighted with a red box. Below the navigation bar, there is a 'Data Language' dropdown set to 'English'. The main content area shows a header in Chinese 'QHDK, Jiz Ydx Fmwly 中文名' and a row of buttons for 'Registration', 'Personal Information', 'Credentials', and 'Participation'. Below these buttons, there are links for 'guidelines', 'personal information', 'addresses', 'phone numbers', 'emergency contacts', 'upload document', and 'amendment request'.</p>
4	<ul style="list-style-type: none"> - 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”. <p><i>Note:</i></p> <ul style="list-style-type: none"> - <i>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.</i> - <i>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.</i>

QHDK, JIz 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[REDACTED]
Primary Name [REDACTED]
Gender Female
Date of Birth (DD/MM/YYYY) [REDACTED]

National Identification Number		2222
Country	National ID Type	National ID
Hong Kong	ID No2	[REDACTED]

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

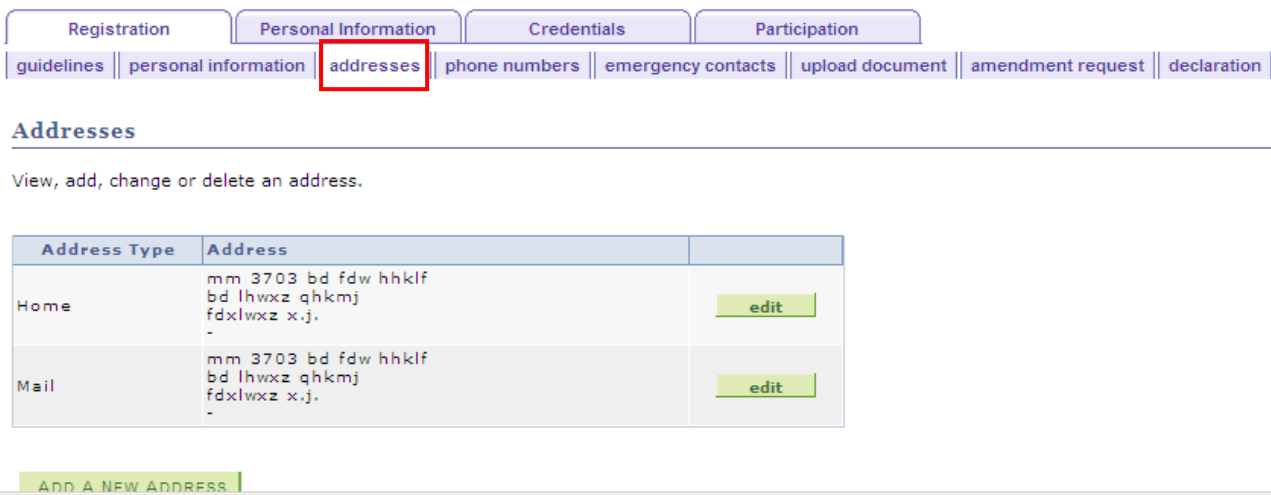
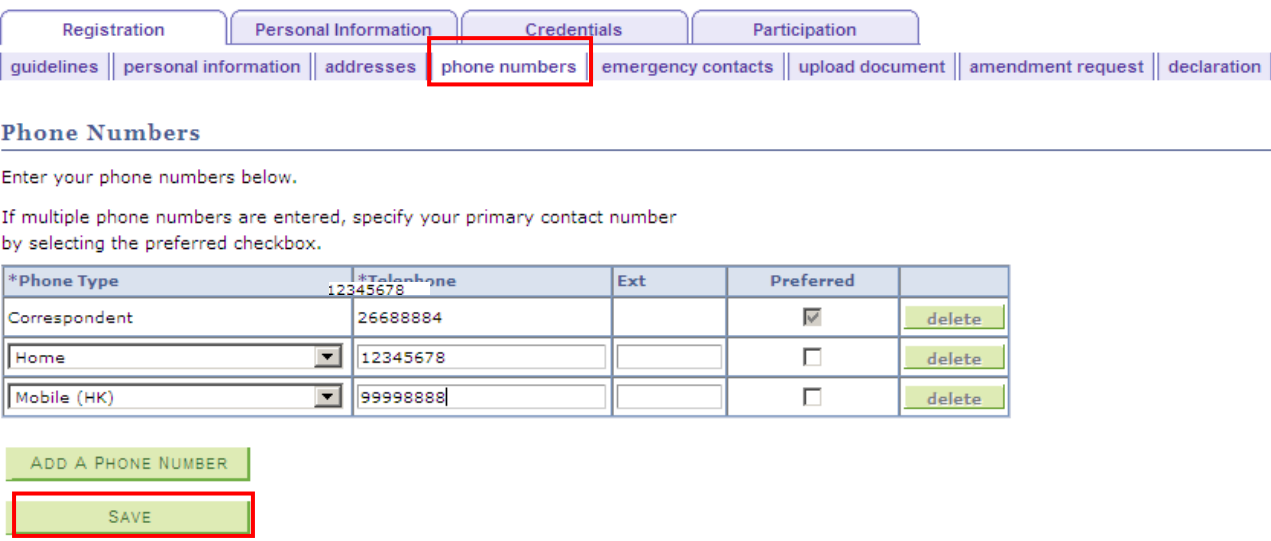
- Registration
 - Personal Information
 - Credentials
 - Participation
- guidelines | personal information | addresses | phone numbers | emergency contacts | upload document | **amendment request** | declaration

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	<p>Update the contact information (e.g. address and phone numbers), if necessary, and click “Save”.</p> <p><i>Note:</i> <i>The University will send information/documents, if any, to your “Mail” address.</i></p>  <p>Addresses</p> <p>View, add, change or delete an address.</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Address</th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>mm 3703 bd fdw hhk1f bd lhwxz qhkmj fdx1wxz x.j. -</td> <td>edit</td> </tr> <tr> <td>Mail</td> <td>mm 3703 bd fdw hhk1f bd lhwxz qhkmj fdx1wxz x.j. -</td> <td>edit</td> </tr> </tbody> </table> <p>ADD A NEW ADDRESS</p>  <p>Phone Numbers</p> <p>Enter your phone numbers below.</p> <p>If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.</p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>*Telephone</th> <th>Ext</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Correspondent</td> <td>12345678</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>delete</td> </tr> <tr> <td>Home</td> <td>12345678</td> <td></td> <td><input type="checkbox"/></td> <td>delete</td> </tr> <tr> <td>Mobile (HK)</td> <td>99998888</td> <td></td> <td><input type="checkbox"/></td> <td>delete</td> </tr> </tbody> </table> <p>ADD A PHONE NUMBER</p> <p>SAVE</p> <p>* Required Field</p>	Address Type	Address		Home	mm 3703 bd fdw hhk1f bd lhwxz qhkmj fdx1wxz x.j. -	edit	Mail	mm 3703 bd fdw hhk1f bd lhwxz qhkmj fdx1wxz x.j. -	edit	*Phone Type	*Telephone	Ext	Preferred		Correspondent	12345678		<input checked="" type="checkbox"/>	delete	Home	12345678		<input type="checkbox"/>	delete	Mobile (HK)	99998888		<input type="checkbox"/>	delete
Address Type	Address																													
Home	mm 3703 bd fdw hhk1f bd lhwxz qhkmj fdx1wxz x.j. -	edit																												
Mail	mm 3703 bd fdw hhk1f bd lhwxz qhkmj fdx1wxz x.j. -	edit																												
*Phone Type	*Telephone	Ext	Preferred																											
Correspondent	12345678		<input checked="" type="checkbox"/>	delete																										
Home	12345678		<input type="checkbox"/>	delete																										
Mobile (HK)	99998888		<input type="checkbox"/>	delete																										

Step	Description												
6	<p>Add the “Emergency Contact” and click “Save”.</p> <p><i>Note: Emergency contact is a mandatory field. You will not be able to submit online registration without providing this information.</i></p>  <p>The screenshot shows a navigation bar with tabs: Registration, Personal Information, Credentials, and Participation. Under 'Personal Information', there are links for guidelines, personal information, addresses, phone numbers, emergency contacts (highlighted), upload document, amendment request, and declaration. Below this is the 'Emergency Contacts' section header. A text block explains that below is a list of emergency contacts and provides instructions to edit or add contacts. A table with columns: Primary Contact, Contact Name, Relationship, Phone, Extension is shown. At the bottom, there are two buttons: 'ADD AN EMERGENCY CONTACT' and 'SAVE', both highlighted with red boxes.</p>												
7	<p>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:</p> <p><i>Note: You are <u>not</u> allowed to change the photo after the completion of online registration.</i></p>  <p>The screenshot shows a navigation bar with tabs: Registration, Personal Information, and Participation. Under 'Personal Information', there are links for Guidelines, Personal Information, Addresses, Phone Numbers, Emergency Contacts, Upload Document (highlighted), Amendment Request, Academic Honesty, and Declaration. Below this is the 'Upload Documents' section header. A text block provides instructions for uploading documents for undergraduates and postgraduates. A note mentions that mainland students should upload their resident identity card as their passport. At the bottom, there is a table with columns: Description, add, view, delete. The 'Photograph' row is highlighted with a red box.</p> <table border="1" data-bbox="193 1608 930 1688"> <thead> <tr> <th>Description</th> <th>add</th> <th>view</th> <th>delete</th> </tr> </thead> <tbody> <tr> <td>Photograph</td> <td>add</td> <td>view</td> <td>delete</td> </tr> <tr> <td>Consent Form (under 18)</td> <td>add</td> <td>view</td> <td>delete</td> </tr> </tbody> </table>	Description	add	view	delete	Photograph	add	view	delete	Consent Form (under 18)	add	view	delete
Description	add	view	delete										
Photograph	add	view	delete										
Consent Form (under 18)	add	view	delete										

Step	Description									
8	<p data-bbox="172 136 1225 219"> - Read the personal data (privacy) statement and tick the check-box to confirm. - Click “Submit” to complete the online registration. </p> <p data-bbox="172 230 1366 266"> <i>Note: Your online registration will not be completed if you do not click the “Submit” button.</i> </p> <div data-bbox="188 315 1374 389" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Registration Personal Information Participation </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc;"> guidelines personal information addresses phone numbers emergency contacts upload document amendment request declaration </div> </div> <h2 data-bbox="331 483 687 519" style="text-align: center; margin: 20px 0;">Important Information</h2> <p data-bbox="331 584 1305 651"> 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. </p> <p data-bbox="331 719 1331 786"> 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: </p> <table border="1" data-bbox="344 864 1294 1149" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Personal Data Relating to Students Pursuing</th> <th>Office</th> <th>Contacts</th> </tr> </thead> <tbody> <tr> <td>Postgraduate Studies (excluding PGDE)</td> <td>Graduate School Office</td> <td>(852) 3943 8976 gradschool@cuhk.edu.hk</td> </tr> <tr> <td>Postgraduate Diploma in Education Programme / Postgraduate Diploma in Education (Primary) Programme (PGDE)</td> <td>Faculty of Education</td> <td>(852) 3943 6937 pgde@cuhk.edu.hk</td> </tr> </tbody> </table> <p data-bbox="341 1227 1299 1350"> 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. </p> <div data-bbox="344 1485 1254 1637" style="border: 2px solid red; padding: 10px; margin: 20px 0;"> <p data-bbox="373 1498 1219 1545"> <input type="checkbox"/> 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 </p> <p data-bbox="373 1570 1227 1632"> <input type="checkbox"/> 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 </p> </div> <div data-bbox="389 1648 491 1693" style="border: 2px solid red; display: inline-block; padding: 2px 10px; margin: 10px 0;"> Submit </div> <hr data-bbox="229 1765 1410 1769" style="margin: 20px 0;"/> <div data-bbox="229 1783 1410 1832" style="font-size: small; text-align: center;"> Registration Personal Information Participation Guidelines Personal Information Addresses Phone Numbers Emergency Contacts Upload Document Amendment Request Declaration </div>	Personal Data Relating to Students Pursuing	Office	Contacts	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
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Step	Description
9	<p>A window will be prompted if your online registration is completed successfully.</p> 
10	<p>Your online registration is not successful if you have the following item(s) outstanding:</p> <p>(A) With no “Emergency Contact” information provided.</p>  <p>(B) Without uploading photo.</p>  <p>(C) Without ticking the check-box after reading the Personal Data Privacy Statement.</p> 

Updated: 13 May 2025