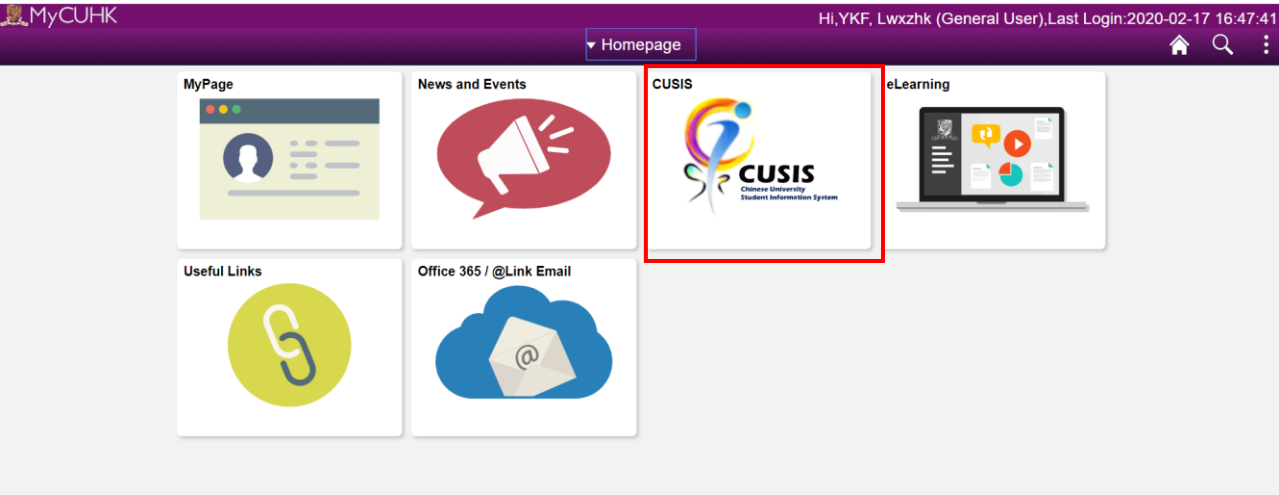
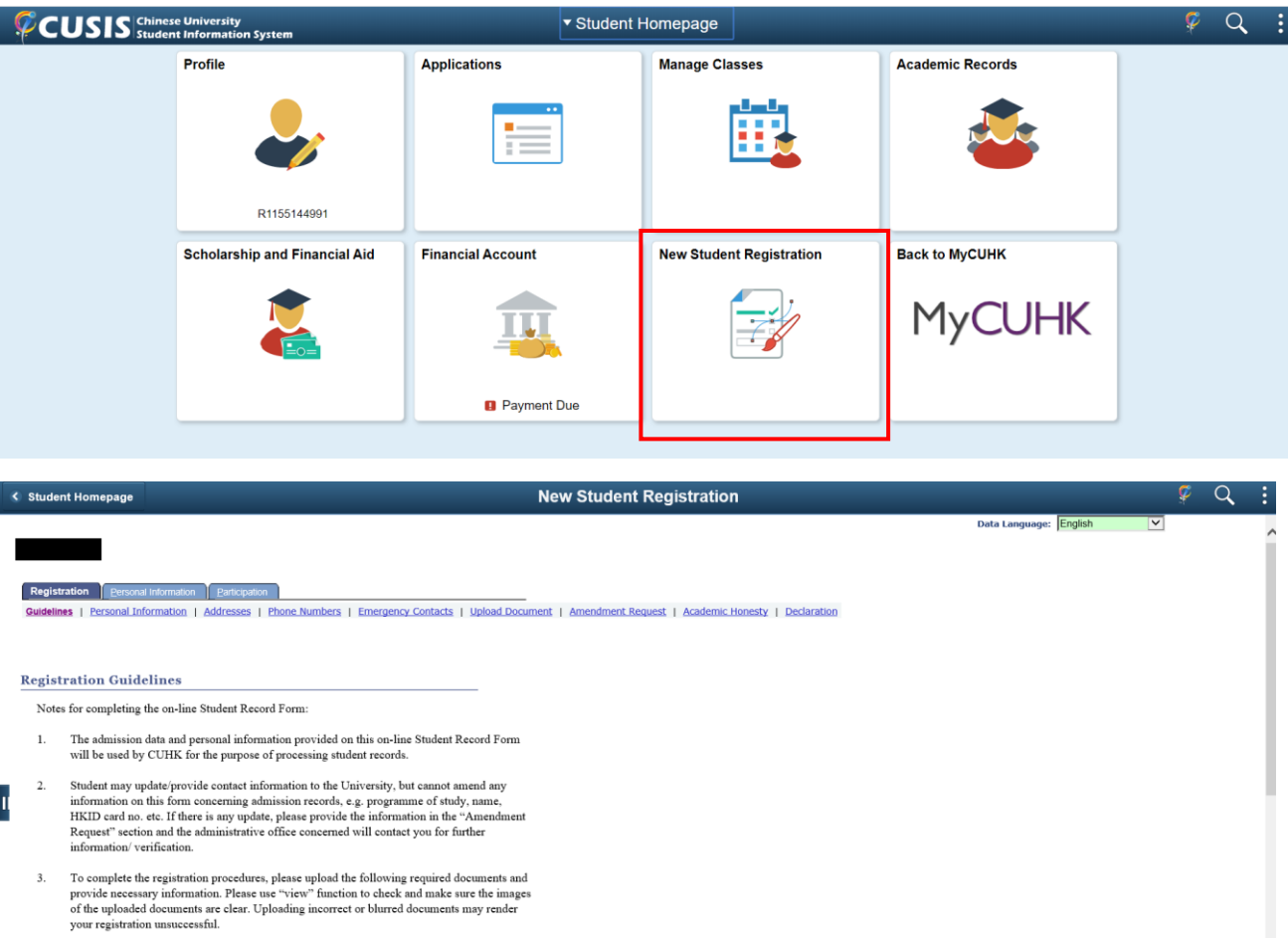


THE CHINESE UNIVERSITY OF HONG KONG
Graduate School
Guideline for Online Registration
(For Postgraduate Students)

Step	Description
1	<p data-bbox="193 371 1477 456">- Login MyCUHK at https://portal.cuhk.edu.hk/EPPUB/signon.html with the “Online Registration Login ID” and the “Online Registration Password” printed on the “Admission Notification”.</p> <div data-bbox="193 465 1283 1077" data-label="Image"> </div> <p data-bbox="193 1122 1485 1256">- 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> <div data-bbox="264 1272 1377 1957" data-label="Image"> </div>

Step	Description
2	<p>- Select “CUSIS”</p>  <p>The screenshot shows the MyCUHK homepage. At the top, there is a purple header with the MyCUHK logo on the left and user information 'Hi, YKF, Lwxzhk (General User), Last Login: 2020-02-17 16:47:41' on the right. Below the header is a 'Homepage' dropdown menu. The main content area features several tiles: 'MyPage', 'News and Events', 'CUSIS' (highlighted with a red box), 'eLearning', 'Useful Links', and 'Office 365 / @Link Email'.</p>

3	<p>- Select “New Student Registration” and read the registration guidelines.</p>  <p>The first screenshot shows the 'Student Homepage' of the CUSIS Student Information System. It features a grid of tiles: 'Profile' (ID: R1155144991), 'Applications', 'Manage Classes', 'Academic Records', 'Scholarship and Financial Aid', 'Financial Account' (with a 'Payment Due' notification), 'New Student Registration' (highlighted with a red box), and 'Back to MyCUHK'. The second screenshot shows the 'New Student Registration' page, which includes a breadcrumb trail, a navigation menu with 'Guidelines' selected, and a section titled 'Registration Guidelines'. The guidelines include notes and three numbered points regarding the admission data, information updates, and document uploads.</p> <p>Registration Guidelines</p> <p>Notes for completing the on-line Student Record Form:</p> <ol style="list-style-type: none"> 1. The admission data and personal information provided on this on-line Student Record Form will be used by CUHK for the purpose of processing student records. 2. Student may update/provide contact information to the University, but cannot amend any information on this form concerning admission records, e.g. programme of study, name, HKID card no. etc. If there is any update, please provide the information in the "Amendment Request" section and the administrative office concerned will contact you for further information/ verification. 3. To complete the registration procedures, please upload the following required documents and provide necessary information. Please use "view" function to check and make sure the images of the uploaded documents are clear. Uploading incorrect or blurred documents may render your registration unsuccessful.
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Step	Description
4	<p data-bbox="183 123 1525 168">- Verify your “personal information” (e.g. name, gender, date of birth and identity number).</p> <div data-bbox="199 201 1508 1019" style="border: 1px solid black; padding: 5px;">  </div> <p data-bbox="183 1052 1525 1142">- If any personal information is incorrect/not updated, please provide the correct/updated information via “amendment request” and click “Save”.</p> <p data-bbox="183 1153 1525 1288"><i>Note: A student shall register in the name which appears in his/her Hong Kong Identity Card. Therefore, <u>do not</u> request for change between traditional and simplified Chinese characters of your name at this stage.</i></p> <div data-bbox="199 1310 1508 1904" style="border: 1px solid black; padding: 5px;">  </div>

Step **Description**

5 - Update your 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.

Addresses

View, add, change or delete an address.

Address Type	Address
Mail	Testing address Line 1 Testing address Line 2 China

Add a new address

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Preferred
Mobile (Overseas) <input type="checkbox"/>	12345678		<input checked="" type="checkbox"/>
Other <input type="checkbox"/>	12345678 <input type="checkbox"/>		<input type="checkbox"/>

Add a Phone Number

Save

* Required Field

6 - Add the “Emergency Contact” and click “Save”.

Note: “Emergency Contact” is a mandatory field. You will not be able to submit your online registration without providing this information.

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button.
 To add a contact, select the Add an Emergency Contact button.

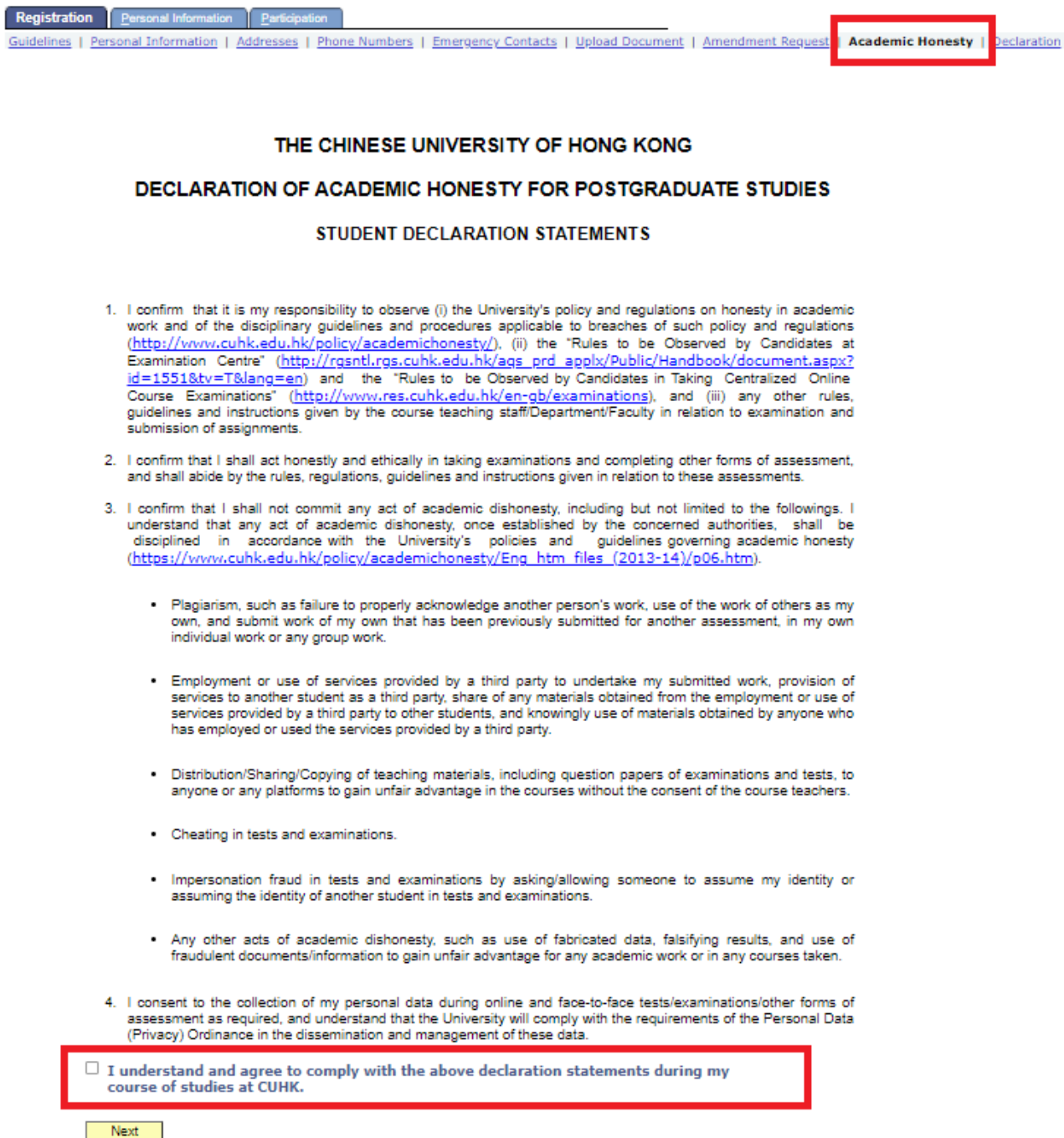
No current emergency contact information found.

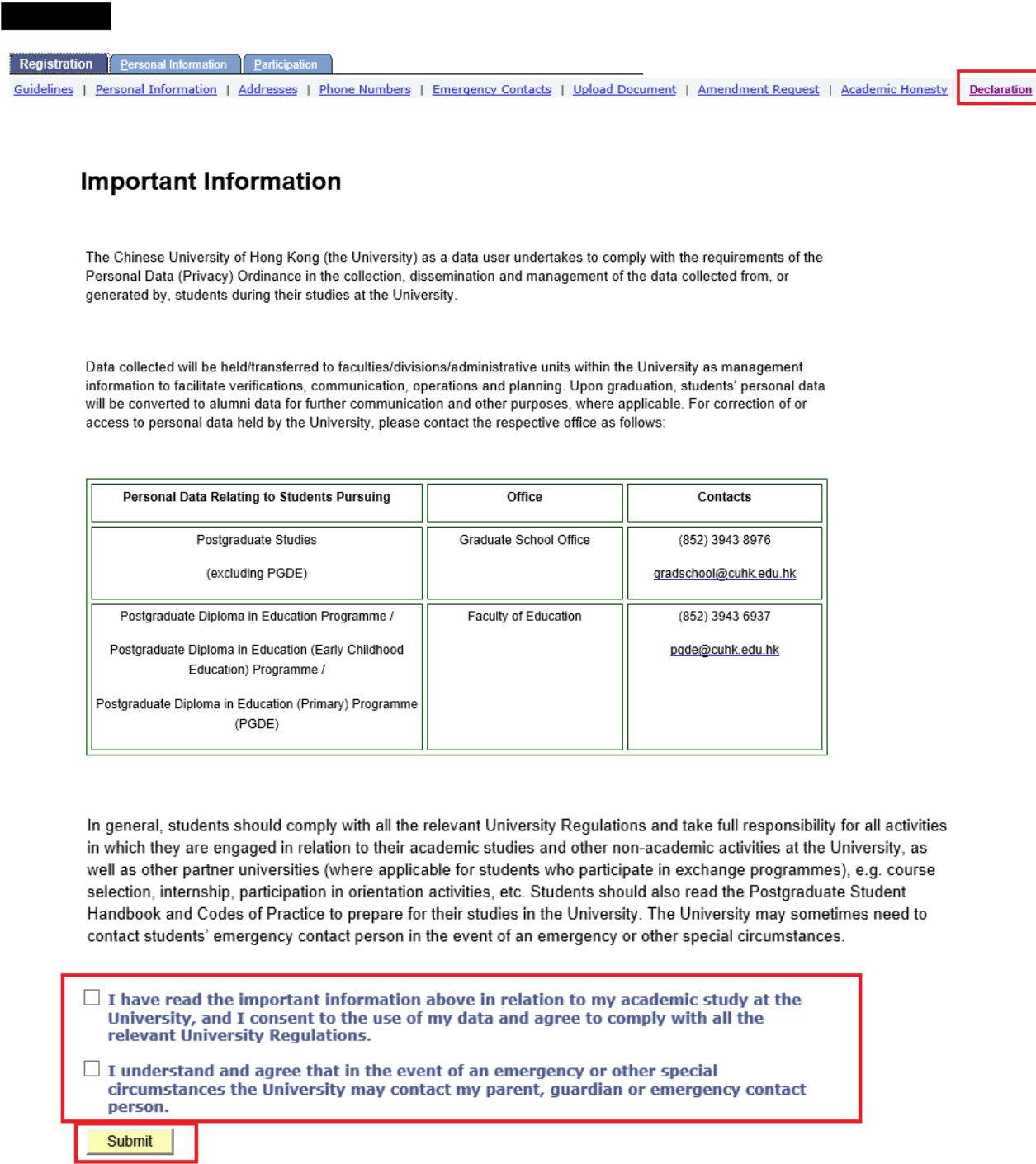
Add an Emergency Contact

Save

[Return to Emergency Contacts Summary](#)

Step	Description												
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>Registration Personal Information Participation</p> <p>Guidelines Personal Information Addresses Phone Numbers Emergency Contacts Upload Document Amendment Request Academic Honesty Declaration</p> <p>Upload Documents</p> <p>For Undergraduates, upload copy of HKID card or passport ^{note1} and your photo in jpg format with size no larger than 1 MB. You may refer to https://culink.cuhk.edu.hk/get-cu-link/photo/ for photo specification. For students under 18 years old at the time of registration, please upload the Consent Form as well.</p> <p>For Postgraduates, PGDE, PGDP and PGDC students, upload your Student Photo. You are not allowed to change the uploaded photo after the completion of online registration or you can request for a change of photo when you visit Card Centre for the collection of your Student Identity Card (i.e. CU Link Card). It is important to refer to https://culink.cuhk.edu.hk/get-cu-link/photo/ for photo specification with regard to face view, photo size and background colour.</p> <p><i>Note 1: For mainland students admitted on the strength of Gao Kao, please upload People's Republic of China resident identity card as your identity document to the field "passport".</i></p> <table border="1" data-bbox="193 958 896 1037"> <thead> <tr> <th>Description</th> <th></th> <th></th> <th></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				Photograph	add	view	delete	Consent Form (under 18)	add	view	delete
Description													
Photograph	add	view	delete										
Consent Form (under 18)	add	view	delete										

Step	Description
8	<p data-bbox="183 134 1508 257">- Read the student declaration statements on academic honesty. Check the checkbox to show your understanding and consent.</p> <p data-bbox="183 235 406 257">- Click 'Next'.</p> <div data-bbox="199 347 375 380" style="background-color: black; width: 110px; height: 15px; margin: 10px 0;"></div>  <p data-bbox="215 414 1476 459"> Registration Personal Information Participation Guidelines Personal Information Addresses Phone Numbers Emergency Contacts Upload Document Amendment Request Academic Honesty Declaration </p> <p data-bbox="359 560 1204 694" style="text-align: center;"> THE CHINESE UNIVERSITY OF HONG KONG DECLARATION OF ACADEMIC HONESTY FOR POSTGRADUATE STUDIES STUDENT DECLARATION STATEMENTS </p> <ol data-bbox="327 761 1236 1646" style="list-style-type: none"> I confirm that it is my responsibility to observe (i) the University's policy and regulations on honesty in academic work and of the disciplinary guidelines and procedures applicable to breaches of such policy and regulations (http://www.cuhk.edu.hk/policy/academichonesty/), (ii) the "Rules to be Observed by Candidates at Examination Centre" (http://rgsntl.rgs.cuhk.edu.hk/ags_prd_app/x/Public/Handbook/document.aspx?id=1551&tv=T&lang=en) and the "Rules to be Observed by Candidates in Taking Centralized Online Course Examinations" (http://www.res.cuhk.edu.hk/en-gb/examinations), and (iii) any other rules, guidelines and instructions given by the course teaching staff/Department/Faculty in relation to examination and submission of assignments. I confirm that I shall act honestly and ethically in taking examinations and completing other forms of assessment, and shall abide by the rules, regulations, guidelines and instructions given in relation to these assessments. I confirm that I shall not commit any act of academic dishonesty, including but not limited to the followings. I understand that any act of academic dishonesty, once established by the concerned authorities, shall be disciplined in accordance with the University's policies and guidelines governing academic honesty (https://www.cuhk.edu.hk/policy/academichonesty/Eng_hm_files_(2013-14)/p06.htm). <ul data-bbox="383 1108 1236 1556" style="list-style-type: none"> Plagiarism, such as failure to properly acknowledge another person's work, use of the work of others as my own, and submit work of my own that has been previously submitted for another assessment, in my own individual work or any group work. Employment or use of services provided by a third party to undertake my submitted work, provision of services to another student as a third party, share of any materials obtained from the employment or use of services provided by a third party to other students, and knowingly use of materials obtained by anyone who has employed or used the services provided by a third party. Distribution/Sharing/Copying of teaching materials, including question papers of examinations and tests, to anyone or any platforms to gain unfair advantage in the courses without the consent of the course teachers. Cheating in tests and examinations. Impersonation fraud in tests and examinations by asking/allowing someone to assume my identity or assuming the identity of another student in tests and examinations. Any other acts of academic dishonesty, such as use of fabricated data, falsifying results, and use of fraudulent documents/information to gain unfair advantage for any academic work or in any courses taken. I consent to the collection of my personal data during online and face-to-face tests/examinations/other forms of assessment as required, and understand that the University will comply with the requirements of the Personal Data (Privacy) Ordinance in the dissemination and management of these data. <p data-bbox="303 1657 1085 1713"> <input type="checkbox"/> I understand and agree to comply with the above declaration statements during my course of studies at CUHK. </p> <p data-bbox="311 1736 399 1758" style="text-align: center;">Next</p>

Step	Description									
9	<p data-bbox="199 183 1244 264">- Read the personal data (privacy) statement and tick the check-box to confirm. - Click “Submit” to complete the online registration.</p> <p data-bbox="199 280 1380 313"><i>Note: Your online registration will not be completed if you do not click the “Submit” button.</i></p>  <p data-bbox="215 398 1460 459"> Registration Personal Information Participation Guidelines Personal Information Addresses Phone Numbers Emergency Contacts Upload Document Amendment Request Academic Honesty Declaration </p> <h3 data-bbox="295 533 614 571">Important Information</h3> <p data-bbox="295 631 1204 698">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="295 766 1204 855">Data collected will be held/transferred to faculties/divisions/administrative units within the University as management information to facilitate verifications, communication, operations and planning. Upon graduation, students' personal data will be converted to alumni data for further communication and other purposes, where applicable. For correction of or access to personal data held by the University, please contact the respective office as follows:</p> <table border="1" data-bbox="303 907 1204 1243"> <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 (Early Childhood Education) Programme / Postgraduate Diploma in Education (Primary) Programme (PGDE)</td> <td>Faculty of Education</td> <td>(852) 3943 6937 pdde@cuhk.edu.hk</td> </tr> </tbody> </table> <p data-bbox="295 1317 1348 1473">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> <p data-bbox="295 1527 1189 1684"> <input type="checkbox"/> I have read the important information above in relation to my academic study at the University, and I consent to the use of my data and agree to comply with all the relevant University Regulations. <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> <p data-bbox="295 1691 438 1736"><input type="button" value="Submit"/></p>	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 (Early Childhood Education) Programme / Postgraduate Diploma in Education (Primary) Programme (PGDE)	Faculty of Education	(852) 3943 6937 pdde@cuhk.edu.hk
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Step	Description
10	<p>A window will be prompted if your online registration is completed successfully</p> <div data-bbox="201 244 817 441" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>You have completed the student registration. (20500,7)</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>
11	<p>Your online registration is not successful if you have the following item(s) outstanding:</p> <p>(A) No “Emergency Contact” information is provided.</p> <div data-bbox="201 609 1272 795" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>You must provide at least one emergency contact information before proceeding to the next step.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>(B) No photo is uploaded.</p> <div data-bbox="201 864 952 1061" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>You must provide your Photo before proceeding to the next step.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>(C) The check-box not ticked after reading the student declaration statements on academic honesty.</p> <div data-bbox="201 1149 1284 1346" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>You must agree to comply with the Student Declaration Statements before proceeding to the next step.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>(D) The check-box not ticked after reading the Personal Data Privacy Statement.</p> <div data-bbox="201 1433 1399 1641" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>You must agree to comply with the relevant University Regulations and give consent for the University to approach your parent, guardian or emergency contact person in the event of an emergency.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>

Updated: May 2025