
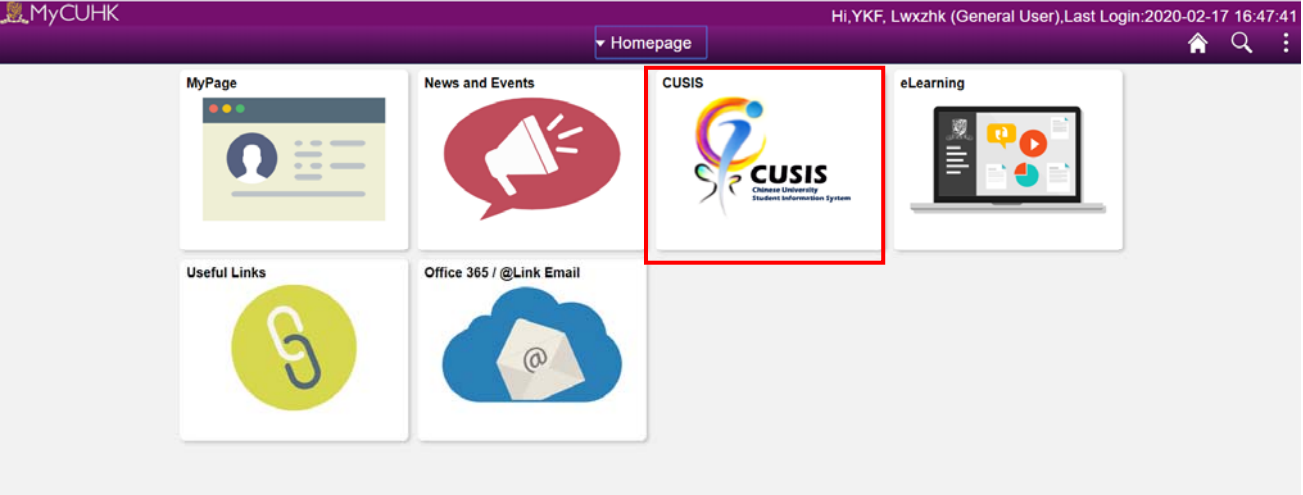
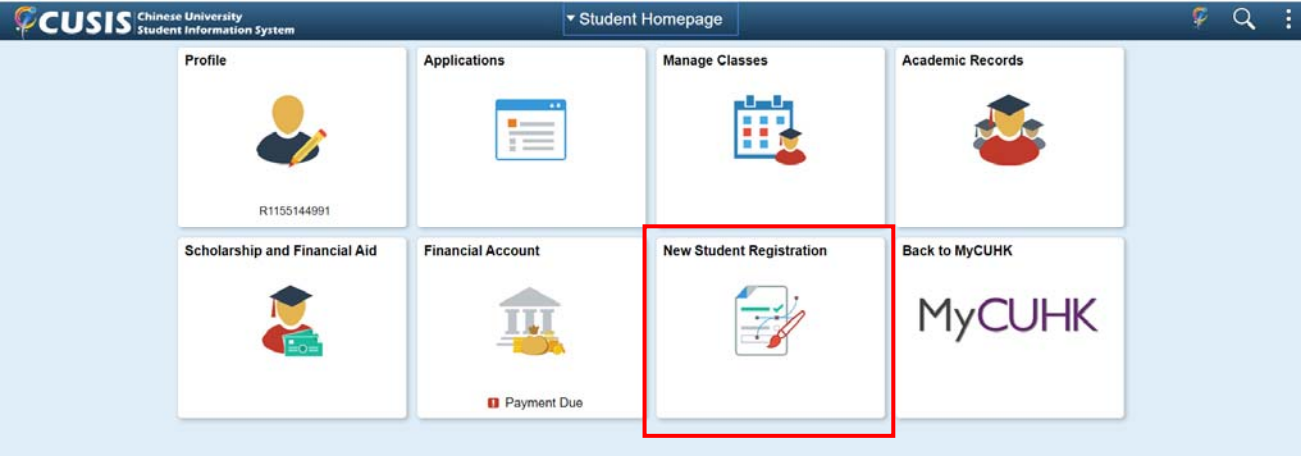
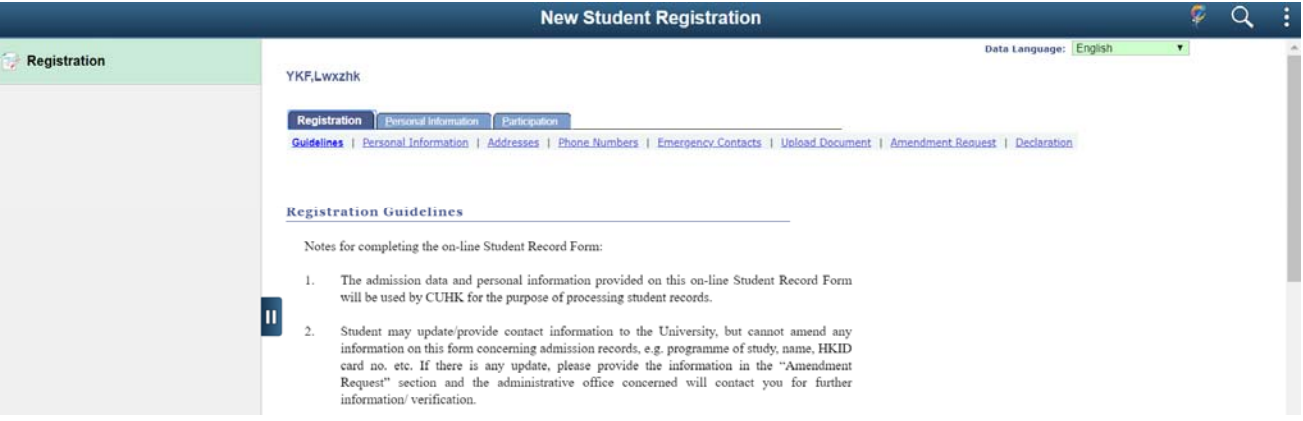
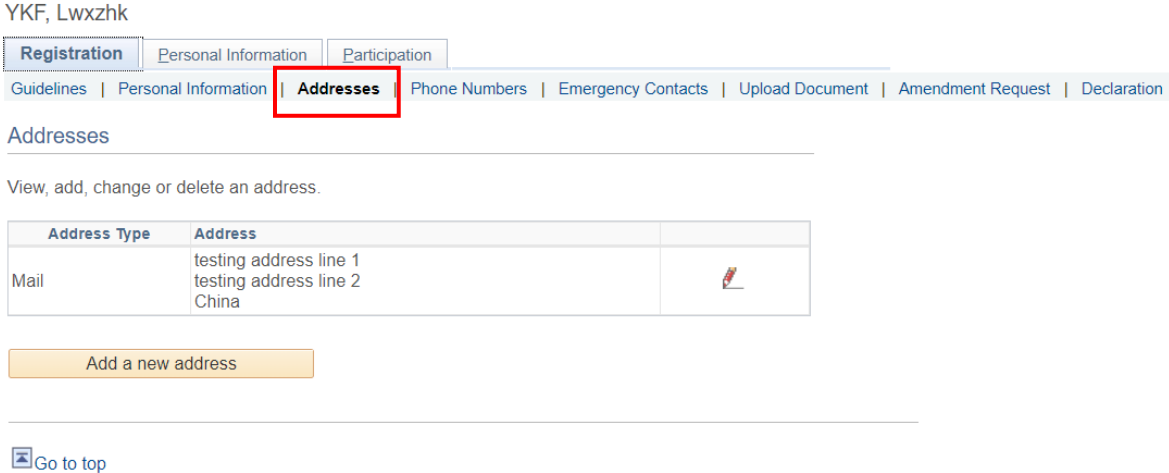


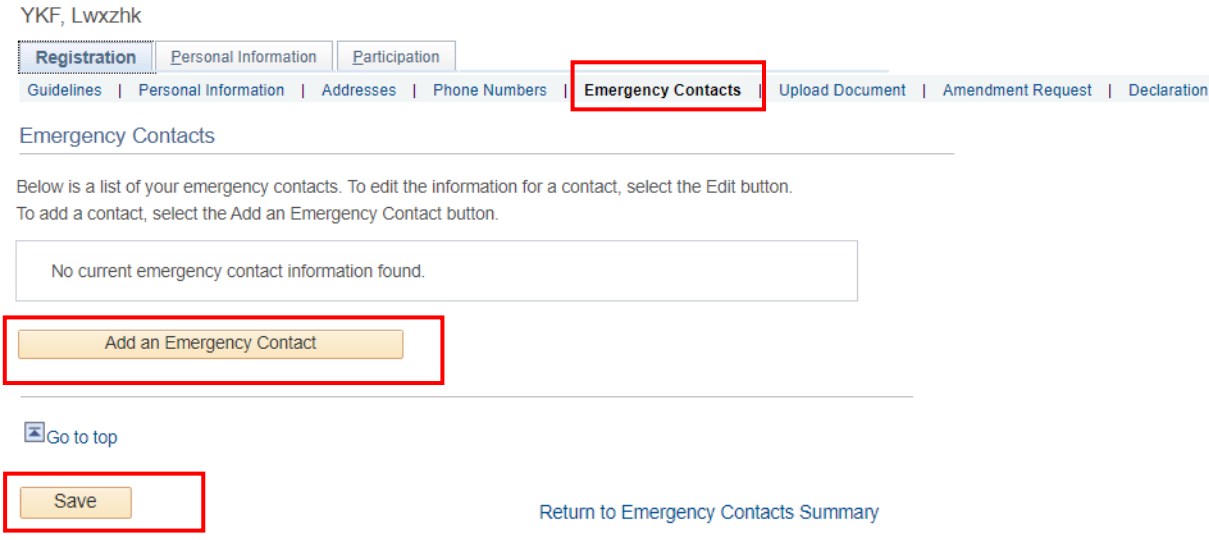
**THE CHINESE UNIVERSITY OF HONG KONG**  
**Graduate School**  
**Guideline for Online Registration**  
**(For Postgraduate Students)**

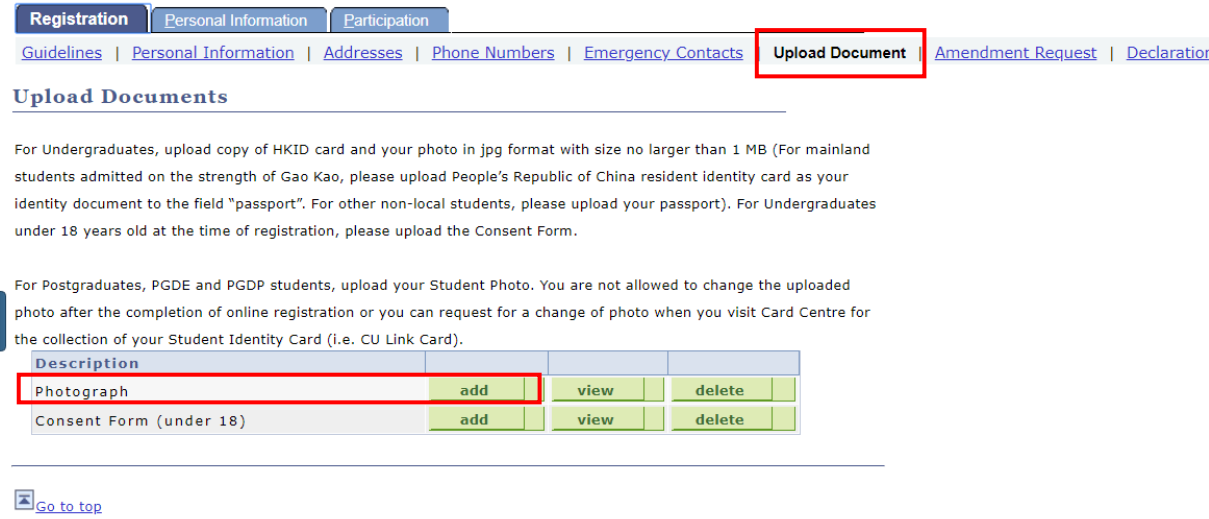
Step	Description
1	<p>Login MyCUHK at <a href="https://portal.cuhk.edu.hk/EPPUB/signon.html">https://portal.cuhk.edu.hk/EPPUB/signon.html</a> with the “Online Registration Login ID” and the “Online Registration Password” printed on the “Admission Notification”.</p> 
2	<p>Select “CUSIS”</p> 

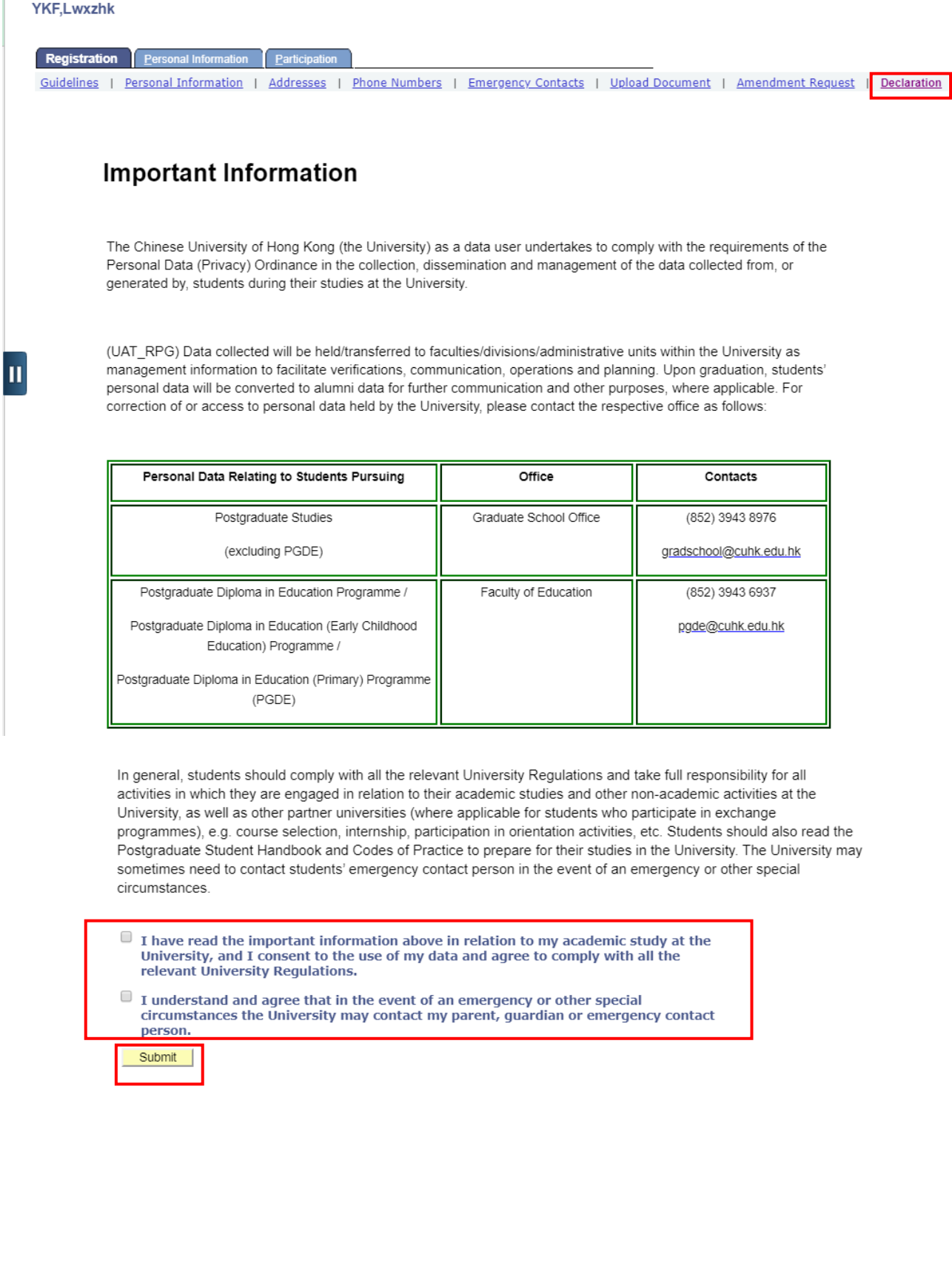
Step	Description
3	<p>Select “New Student Registration” and read the registration guidelines.</p>  
4	<ul style="list-style-type: none"> <li>- Verify your “personal information” (e.g. name, gender, date of birth and identity number).</li> <li>- If the information should be updated, submit the change via “amendment request”.</li> <li>- Click “Save”.</li> </ul> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>- <i>A student shall register in the name which appears in his/her Hong Kong Identity Card. Therefore, do not request for change between traditional and simplified Chinese characters of your name at this stage.</i></li> </ul>

Step	Description						
	<p>YKF,Lwxzhk</p> <p> <a href="#">Registration</a>   <a href="#">Personal Information</a>   <a href="#">Participation</a> </p> <p> <a href="#">Guidelines</a>   <a href="#">Personal Information</a>   <a href="#">Addresses</a>   <a href="#">Phone Numbers</a>   <a href="#">Emergency Contacts</a>   <a href="#">Upload Document</a>   <a href="#">Amendment Request</a>   <a href="#">Declaration</a> </p> <p><b>Personal Information</b></p> <hr/> <p>ID [REDACTED]</p> <p>Primary Name YKF,Lwxzhk 中文名</p> <p>Gender Male</p> <p>Date of Birth (DD/MM/YYYY) [REDACTED]</p> <p><b>National Identification Number</b></p> <table border="1"> <thead> <tr> <th>Country</th> <th>Short Description</th> <th>National ID</th> </tr> </thead> <tbody> <tr> <td>Hong Kong</td> <td>ID No2</td> <td>[REDACTED]</td> </tr> </tbody> </table> <p>Note: According to University regulations, a student shall register in the name which appears in his/her Hong Kong Identity Card or Passport. The administrative office will contact you in case of discrepancies.</p> <p>* Mandatory field *Registered Place of Household (戶籍) – for Mainland China Students Only</p> <p>*Country of Nationality <input type="text" value="CHN"/> China</p> <p>*Registered Place of Household (戶籍) <input type="text" value="53"/></p> <p>Admission Program Doctor of Philosophy in Mechanical and Automation Engineering</p>	Country	Short Description	National ID	Hong Kong	ID No2	[REDACTED]
Country	Short Description	National ID					
Hong Kong	ID No2	[REDACTED]					
	<p>YKF,Lwxzhk</p> <p> <a href="#">Registration</a>   <a href="#">Personal Information</a>   <a href="#">Participation</a> </p> <p> <a href="#">Guidelines</a>   <a href="#">Personal Information</a>   <a href="#">Addresses</a>   <a href="#">Phone Numbers</a>   <a href="#">Emergency Contacts</a>   <a href="#">Upload Document</a>   <a href="#">Amendment Request</a>   <a href="#">Declaration</a> </p> <p><b>Amendment Request</b></p> <hr/> <p>If any personal information is incorrect, please indicate the correct information in the text box below for Central Administrative Units' actions.</p> <p><input type="text" value="Please change my D.O.B as 01/01/1980"/></p> <p><input type="button" value="SAVE"/></p>						

Step	Description																					
5	<p>Update your 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>YKF, Lwxzhk</p> <p>Registration   Personal Information   Participation</p> <p>Guidelines   Personal Information   <b>Addresses</b>   Phone Numbers   Emergency Contacts   Upload Document   Amendment Request   Declaration</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>Mail</td> <td>testing address line 1 testing address line 2 China</td> <td></td> </tr> </tbody> </table> <p>Add a new address</p> <p>Go to top</p> <p>YKF, Lwxzhk</p> <p>Registration   Personal Information   Participation</p> <p>Guidelines   Personal Information   Addresses   <b>Phone Numbers</b>   Emergency Contacts   Upload Document   Amendment Request   Declaration</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>Mobile (Overseas)</td> <td>91234567</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Other</td> <td>91234567</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p><b>Save</b></p> <p>* Required Field</p> <p>Go to top</p>	Address Type	Address		Mail	testing address line 1 testing address line 2 China		*Phone Type	*Telephone	Ext	Preferred		Mobile (Overseas)	91234567		<input checked="" type="checkbox"/>		Other	91234567		<input type="checkbox"/>	
Address Type	Address																					
Mail	testing address line 1 testing address line 2 China																					
*Phone Type	*Telephone	Ext	Preferred																			
Mobile (Overseas)	91234567		<input checked="" type="checkbox"/>																			
Other	91234567		<input type="checkbox"/>																			

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 your online registration without providing this information.</i></p> 

7	<p>Upload a passport size photo (file size <u>not</u> larger than 1MB) for the application for your Student Identity Card (i.e. CU Link Card). Please refer to <a href="http://www5.cuhk.edu.hk/culink/photospec.html">http://www5.cuhk.edu.hk/culink/photospec.html</a> for photo specification:</p> <p><i>Note: You are <u>not</u> allowed to change the photo after the completion of your online registration.</i></p> <p>YKF,Lwxzhk</p> 
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Step	Description									
8	<p data-bbox="177 136 1230 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="177 230 1369 266"> <i>Note: Your online registration will not be completed if you do not click the “Submit” button.</i> </p>  <p data-bbox="220 277 336 300">YKF,Lwxzhk</p> <p data-bbox="229 344 1465 405"> <a href="#">Registration</a>   <a href="#">Personal Information</a>   <a href="#">Participation</a>  <a href="#">Guidelines</a>   <a href="#">Personal Information</a>   <a href="#">Addresses</a>   <a href="#">Phone Numbers</a>   <a href="#">Emergency Contacts</a>   <a href="#">Upload Document</a>   <a href="#">Amendment Request</a>   <a href="#">Declaration</a> </p> <h2 data-bbox="316 495 663 530">Important Information</h2> <p data-bbox="320 600 1302 674">       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="320 741 1302 837">       (UAT_RPG) 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="323 898 1302 1256"> <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 <a href="mailto:gradschool@cuhk.edu.hk">gradschool@cuhk.edu.hk</a></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 <a href="mailto:pgde@cuhk.edu.hk">pgde@cuhk.edu.hk</a></td> </tr> </tbody> </table> <p data-bbox="331 1312 1350 1485">       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="336 1529 1150 1675"> <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="336 1686 451 1738"> <input type="button" value="Submit"/> </p>	Personal Data Relating to Students Pursuing	Office	Contacts	Postgraduate Studies (excluding PGDE)	Graduate School Office	(852) 3943 8976 <a href="mailto:gradschool@cuhk.edu.hk">gradschool@cuhk.edu.hk</a>	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 <a href="mailto:pgde@cuhk.edu.hk">pgde@cuhk.edu.hk</a>
Personal Data Relating to Students Pursuing	Office	Contacts								
Postgraduate Studies (excluding PGDE)	Graduate School Office	(852) 3943 8976 <a href="mailto:gradschool@cuhk.edu.hk">gradschool@cuhk.edu.hk</a>								
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 <a href="mailto:pgde@cuhk.edu.hk">pgde@cuhk.edu.hk</a>								

Step	Description
9	<p data-bbox="197 136 1235 170">A window will be prompted if your online registration is completed successfully</p> <div data-bbox="201 197 817 394" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p data-bbox="212 241 805 275">You have completed the student registration. (20500,7)</p> <div data-bbox="443 322 576 378" style="text-align: center; margin: 10px auto; width: 80px;"> <p data-bbox="491 333 528 367">OK</p> </div> </div>
10	<p data-bbox="197 472 1323 506">Your online registration is not successful if you have the following item(s) outstanding:</p> <p data-bbox="197 517 871 551">(A) No “Emergency Contact” information provided.</p> <div data-bbox="201 562 1273 748" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p data-bbox="212 602 1262 636">You must provide at least one emergency contact information before proceeding to the next step.</p> <div data-bbox="671 674 804 730" style="text-align: center; margin: 10px auto; width: 80px;"> <p data-bbox="719 685 756 719">OK</p> </div> </div> <p data-bbox="197 759 504 792">(B) No photo uploaded.</p> <div data-bbox="201 815 952 1014" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p data-bbox="212 869 935 902">You must provide your Photo before proceeding to the next step.</p> <div data-bbox="512 940 644 996" style="text-align: center; margin: 10px auto; width: 80px;"> <p data-bbox="560 952 596 985">OK</p> </div> </div> <p data-bbox="197 1048 1246 1081">(C) The check-box not ticked after reading the Personal Data Privacy Statement.</p> <div data-bbox="201 1104 1401 1308" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p data-bbox="212 1158 1374 1211">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> <div data-bbox="735 1234 868 1290" style="text-align: center; margin: 10px auto; width: 80px;"> <p data-bbox="783 1245 820 1279">OK</p> </div> </div>

*Updated: 26 February 2020*