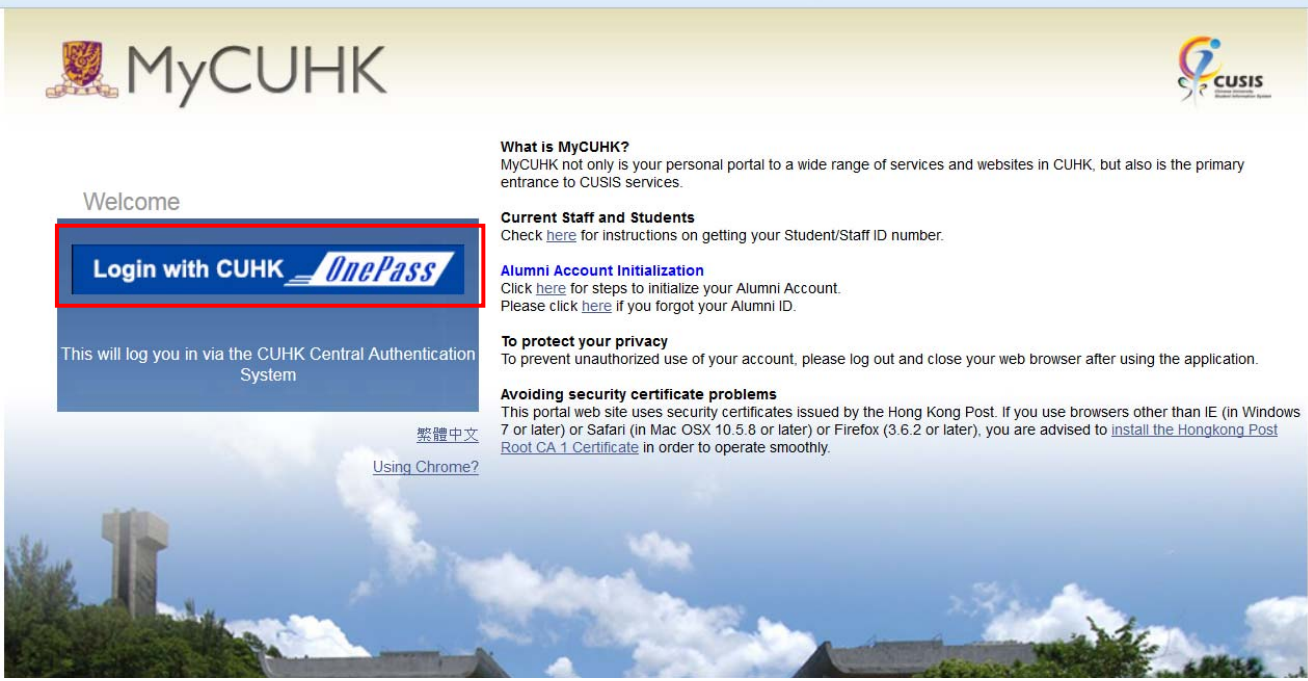
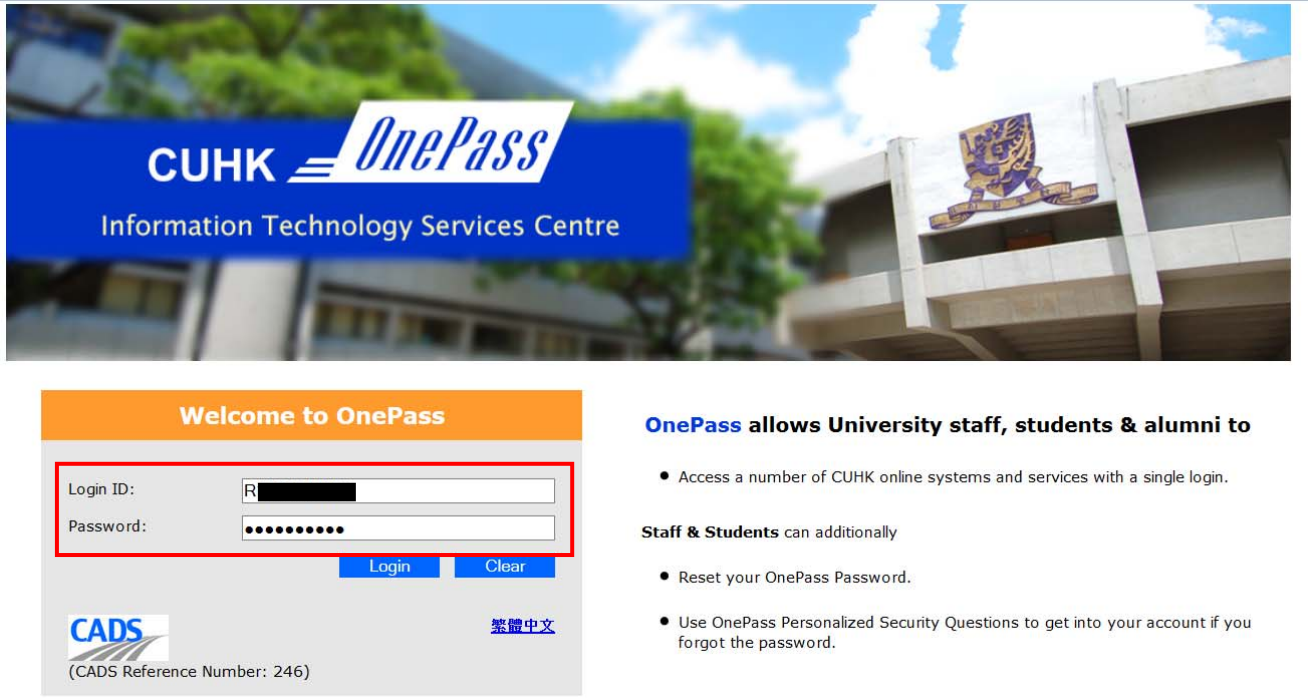
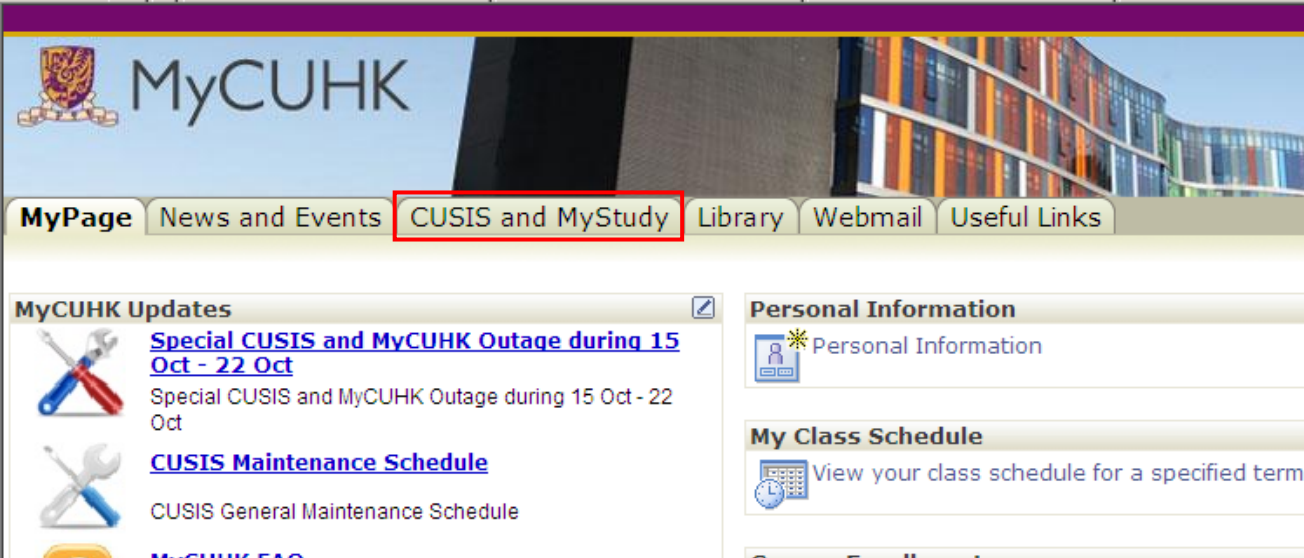

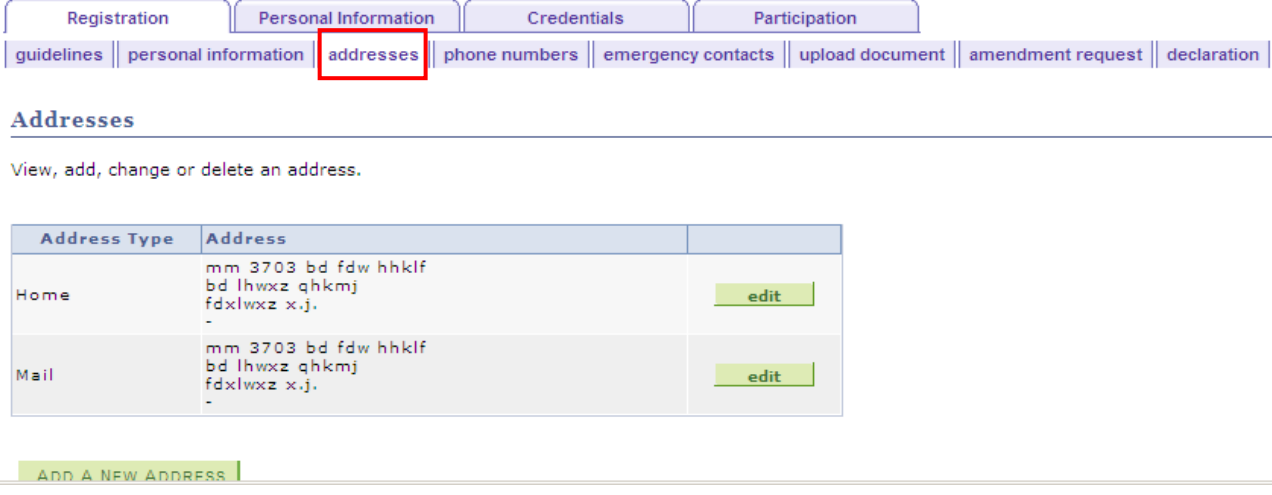
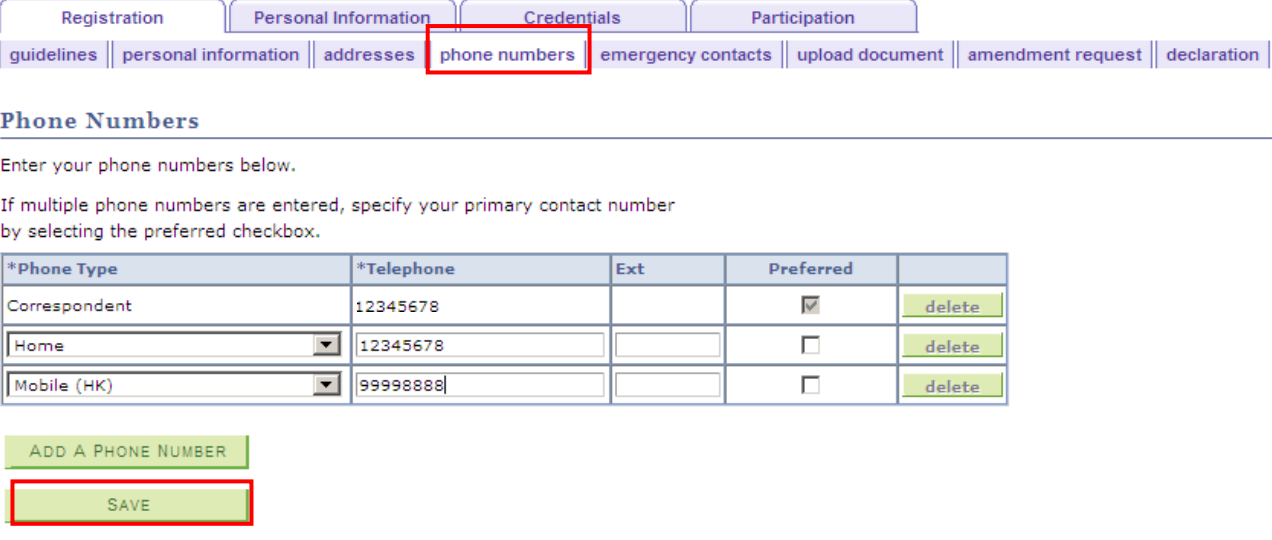



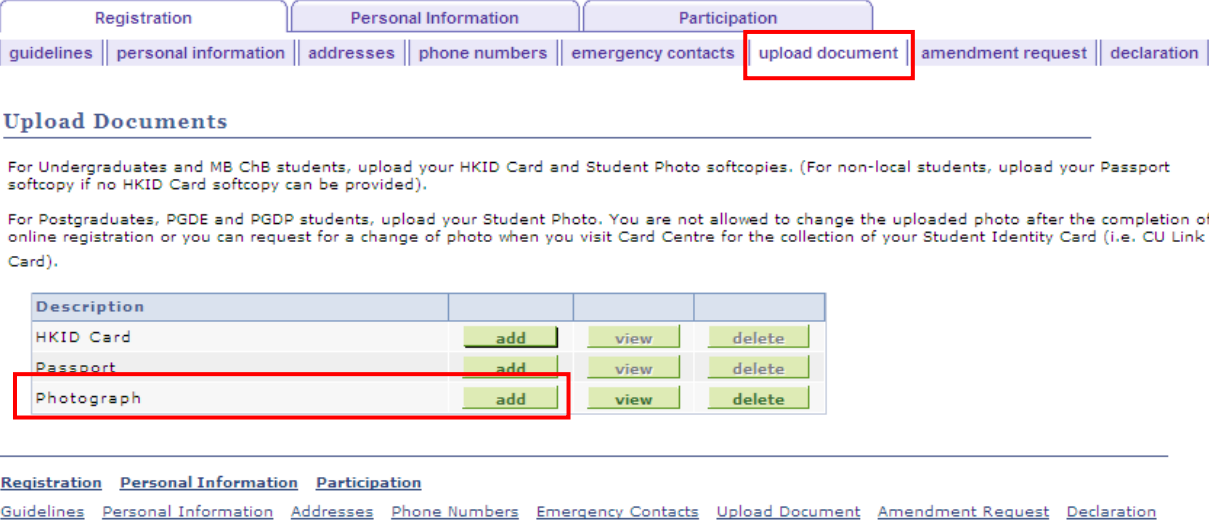
THE CHINESE UNIVERSITY OF HONG KONG
Graduate School
Guideline for Online Registration
(For Postgraduate Students)

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>   <p>What is MyCUHK? MyCUHK not only is your personal portal to a wide range of services and websites in CUHK, but also is the primary entrance to CUSIS services.</p> <p>Current Staff and Students Check here for instructions on getting your Student/Staff ID number.</p> <p>Alumni Account Initialization Click here for steps to initialize your Alumni Account. Please click here if you forgot your Alumni ID.</p> <p>To protect your privacy To prevent unauthorized use of your account, please log out and close your web browser after using the application.</p> <p>Avoiding security certificate problems This portal web site uses security certificates issued by the Hong Kong Post. If you use browsers other than IE (in Windows 7 or later) or Safari (in Mac OSX 10.5.8 or later) or Firefox (3.6.2 or later), you are advised to install the Hongkong Post Root CA 1 Certificate in order to operate smoothly.</p> <p>OnePass allows University staff, students & alumni to</p> <ul style="list-style-type: none"> • Access a number of CUHK online systems and services with a single login. <p>Staff & Students can additionally</p> <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.




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 interface with the 'CUSIS and MyStudy' menu item selected. A dropdown menu is visible on the left side, listing various services. The 'Registration' option is highlighted with a red box. Below the dropdown, there are several buttons for 'Registration', 'Personal Information', 'Credentials', and 'Participation'. The 'Registration' button is also highlighted with a red box. The main content area displays the title 'QHDK, Jiz Ydx Fmwly 中文名' and a list of links including '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, do not 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 characters) stored in CUSIS which are not included in the 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>

Step	Description									
	<p data-bbox="220 152 526 181">QHDK, Jiz Ydx Fmwly 中文名</p> <div data-bbox="220 230 1501 302"> <p> Registration Personal Information Credentials Participation guidelines personal information addresses phone numbers emergency contacts upload document amendment request declaration </p> </div> <p data-bbox="220 342 499 371">Personal Information</p> <hr/> <p data-bbox="220 412 662 434">ID ██████████</p> <p data-bbox="220 448 798 470">Primary Name ████████████████████</p> <p data-bbox="220 483 619 506">Gender Female</p> <p data-bbox="220 519 662 542">Date of Birth (DD/MM/YYYY) ██████/██/██</p> <div data-bbox="209 580 1038 669"> <table border="1"> <thead> <tr> <th colspan="3">National Identification Number</th> </tr> <tr> <th>Country</th> <th>National ID Type</th> <th>National ID</th> </tr> </thead> <tbody> <tr> <td>Hong Kong</td> <td>ID No2</td> <td>██████████</td> </tr> </tbody> </table> </div> <p data-bbox="209 707 576 752"> * Mandatory field ^ Place of Origin - the place of residence </p> <div data-bbox="220 792 1501 864"> <p> Registration Personal Information Credentials Participation guidelines personal information addresses phone numbers emergency contacts upload document amendment request declaration </p> </div> <p data-bbox="220 911 491 940">Amendment Request</p> <hr/> <p data-bbox="228 965 1477 987">If any personal information is incorrect, please indicate the correct information in the text box below for Central Administrative Units' actions.</p> <div data-bbox="213 1050 1174 1308"> <p>Please change my D.O.B as 01/01/1980</p> </div> <div data-bbox="236 1350 480 1397"> <p>SAVE</p> </div>	National Identification Number			Country	National ID Type	National ID	Hong Kong	ID No2	██████████
National Identification Number										
Country	National ID Type	National ID								
Hong Kong	ID No2	██████████								

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>Addresses</p> <p>View, add, change or delete an address.</p> <table border="1" data-bbox="223 526 1061 716"> <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 fdxlvxz x.j. -</td> <td><input type="button" value="edit"/></td> </tr> <tr> <td>Mail</td> <td>mm 3703 bd fdw hhk1f bd lhwxz qhkmj fdxlvxz x.j. -</td> <td><input type="button" value="edit"/></td> </tr> </tbody> </table> <p><input type="button" value="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" data-bbox="215 1086 1220 1243"> <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><input type="button" value="delete"/></td> </tr> <tr> <td>Home</td> <td>12345678</td> <td></td> <td><input type="checkbox"/></td> <td><input type="button" value="delete"/></td> </tr> <tr> <td>Mobile (HK)</td> <td>99998888</td> <td></td> <td><input type="checkbox"/></td> <td><input type="button" value="delete"/></td> </tr> </tbody> </table> <p><input type="button" value="ADD A PHONE NUMBER"/></p> <p><input type="button" value="SAVE"/></p> <p>* Required Field</p>	Address Type	Address		Home	mm 3703 bd fdw hhk1f bd lhwxz qhkmj fdxlvxz x.j. -	<input type="button" value="edit"/>	Mail	mm 3703 bd fdw hhk1f bd lhwxz qhkmj fdxlvxz x.j. -	<input type="button" value="edit"/>	*Phone Type	*Telephone	Ext	Preferred		Correspondent	12345678		<input checked="" type="checkbox"/>	<input type="button" value="delete"/>	Home	12345678		<input type="checkbox"/>	<input type="button" value="delete"/>	Mobile (HK)	99998888		<input type="checkbox"/>	<input type="button" value="delete"/>
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Home	mm 3703 bd fdw hhk1f bd lhwxz qhkmj fdxlvxz x.j. -	<input type="button" value="edit"/>																												
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Mobile (HK)	99998888		<input type="checkbox"/>	<input type="button" value="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 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 http://www5.cuhk.edu.hk/culink/photospec.html 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> 

Step	Description									
8	<p data-bbox="194 136 1246 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="194 232 1385 266"> <i>Note: Your online registration will not be completed if you do not click the “Submit” button.</i> </p> <div data-bbox="209 300 1366 365" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p> Registration Personal Information Participation guidelines personal information addresses phone numbers emergency contacts upload document amendment request declaration </p> </div> <h2 data-bbox="331 468 697 506" style="text-align: center;">Important Information</h2> <p data-bbox="338 573 1369 642"> 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="338 714 1372 808"> 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="341 875 1361 1229" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th data-bbox="341 875 807 931">Personal Data Relating to Students Pursuing</th> <th data-bbox="807 875 1083 931">Office</th> <th data-bbox="1083 875 1361 931">Contacts</th> </tr> </thead> <tbody> <tr> <td data-bbox="341 931 807 1032"> Postgraduate Studies (excluding PGDE) </td> <td data-bbox="807 931 1083 1032"> Graduate School Office </td> <td data-bbox="1083 931 1361 1032"> (852) 3943 8976 gradschool@cuhk.edu.hk </td> </tr> <tr> <td data-bbox="341 1032 807 1229"> Postgraduate Diploma in Education Programme / Postgraduate Diploma in Education (Early Childhood Education) Programme / Postgraduate Diploma in Education (Primary) Programme (PGDE) </td> <td data-bbox="807 1032 1083 1229"> Faculty of Education </td> <td data-bbox="1083 1032 1361 1229"> (852) 3943 6937 pgde@cuhk.edu.hk </td> </tr> </tbody> </table> <p data-bbox="338 1314 1366 1453"> 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="341 1503 1249 1664" style="border: 2px solid red; padding: 10px; margin-bottom: 10px;"> <p data-bbox="352 1525 1238 1570"> <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="352 1597 1238 1664"> <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="357 1675 477 1727" style="border: 1px solid #ccc; padding: 5px; text-align: center; margin-bottom: 10px;"> <p data-bbox="384 1682 450 1704">Submit</p> </div> <hr data-bbox="204 1798 1430 1803"/> <div data-bbox="204 1816 1430 1868" style="font-size: small;"> <p> Registration Personal Information Participation Guidelines Personal Information Addresses Phone Numbers Emergency Contacts Upload Document Amendment Request Declaration </p> </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 (Early Childhood Education) Programme / Postgraduate Diploma in Education (Primary) Programme (PGDE)	Faculty of Education	(852) 3943 6937 pgde@cuhk.edu.hk
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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 pgde@cuhk.edu.hk								

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) No “Emergency Contact” information provided.</p>  <p>(B) No photo uploaded.</p>  <p>(C) The check-box not checked after reading the Personal Data Privacy Statement.</p> 