

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/EPPUB/signon.html with the “Online Registration Login ID” and the “Online Registration Password” printed on the “Admission Notification”.</p> 
2	<p>- Select “CUSIS”</p> 

Step 3 - Select “New Student Registration” and read the registration guidelines.

The screenshot shows the CUSIS Student Information System Student Homepage. The 'New Student Registration' button is highlighted with a red box. Below it is a screenshot of the 'New Student Registration' page, showing the 'Registration Guidelines' section.

Registration Guidelines

Notes for completing the on-line Student Record Form:

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.

Step 4 - Verify your “personal information” (e.g. name, gender, date of birth and identity number).

The screenshot shows the CUSIS Student Information System New Student Registration page. The 'Personal Information' section is highlighted with a red box. The fields are filled out as follows:

- ID:** 11 [redacted]
- Primary Name:** [redacted] 中文名
- Gender:** Female
- Date of Birth (DD/MM/YYYY):** [redacted]

National Identification Number

Country / Region	Short Description	National ID
Hong Kong	ID No2	

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.

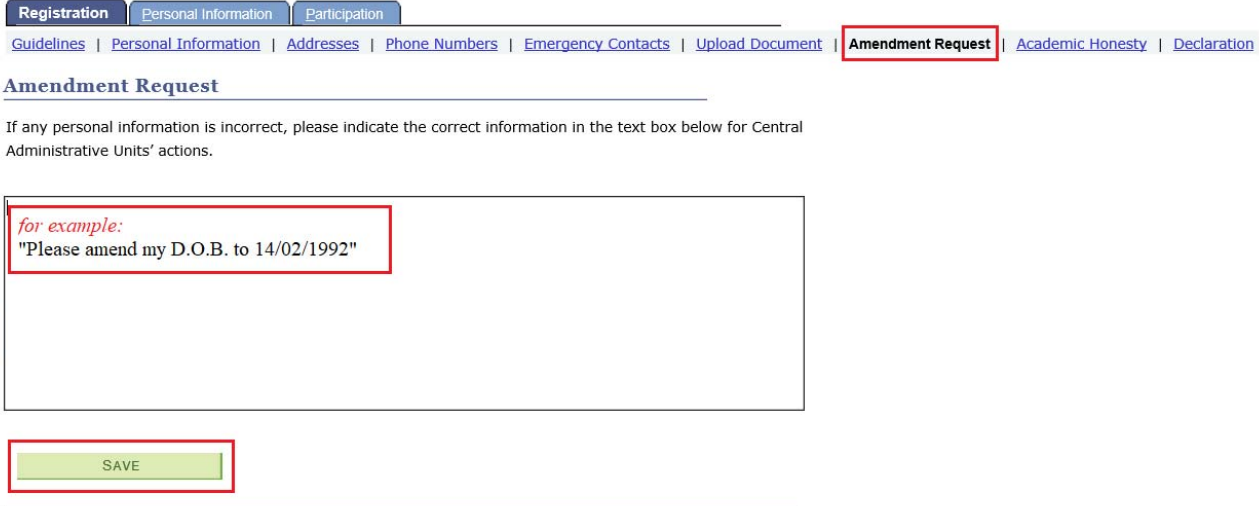
* Mandatory field
* Registered Place of Household (戶籍) – for Mainland China Students Only

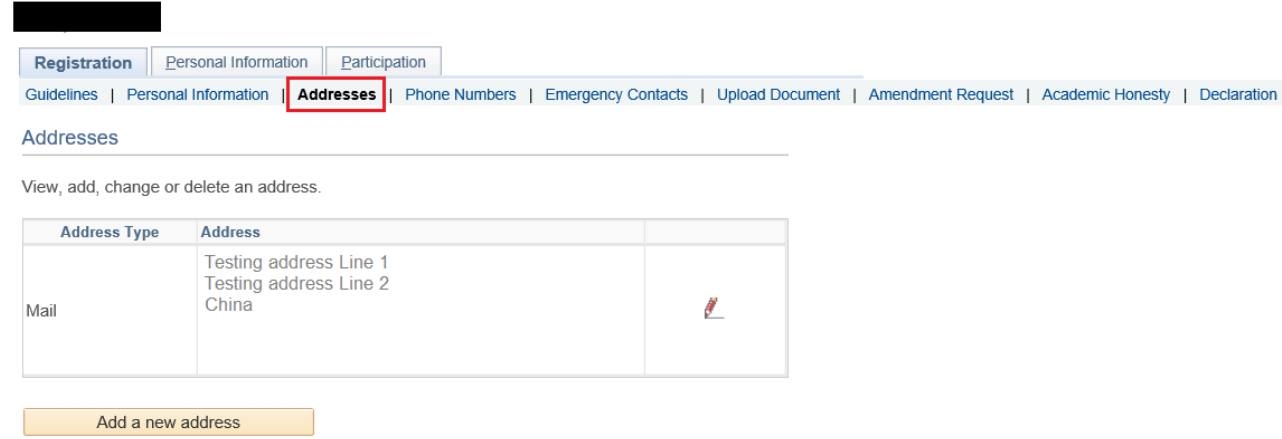
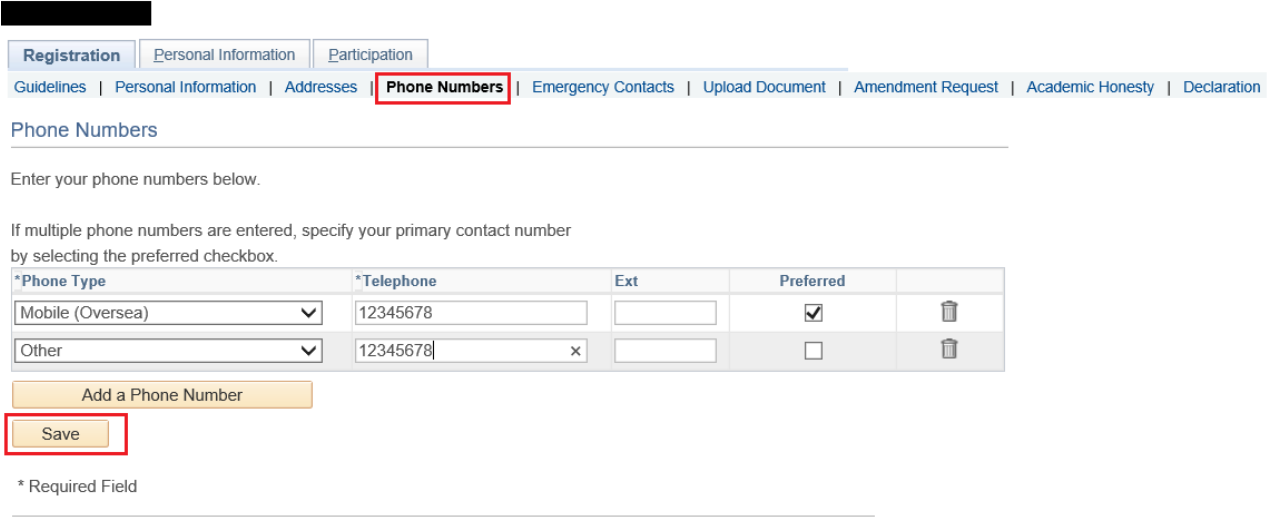
* Country/Region of Nationality: CHN [redacted] China

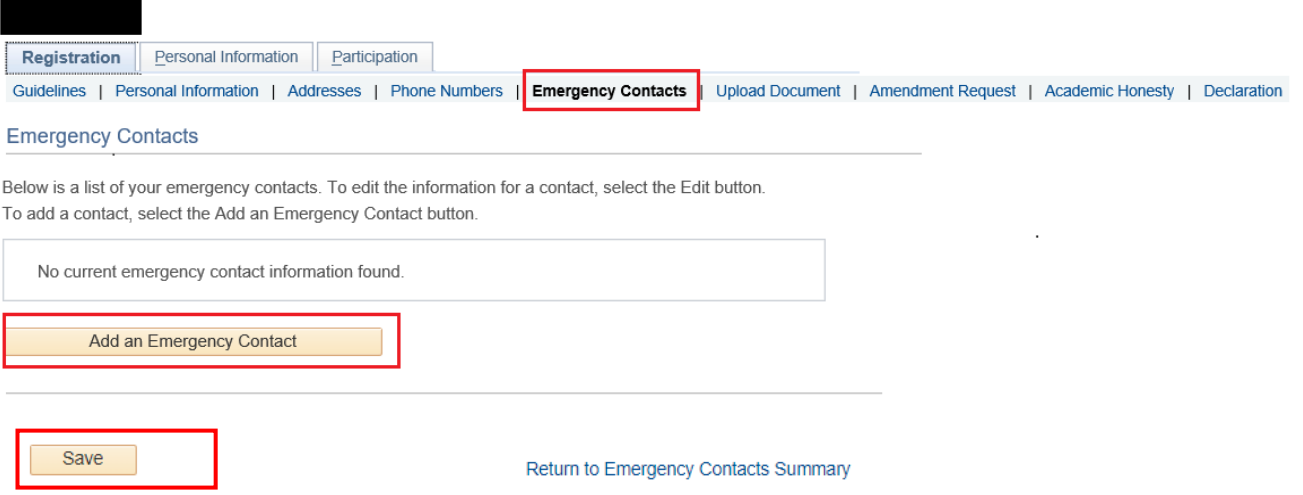
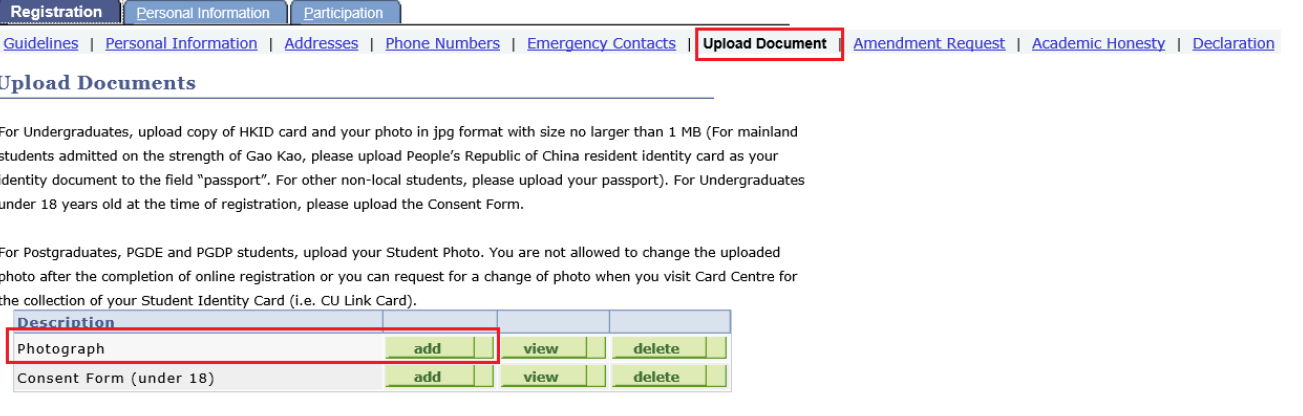
Passport: [redacted]

* Registered Place of Household (戶籍): 44 [redacted] Guangdong

Admission Program: Master of Arts in Anthropology

Step	Description
	<p data-bbox="188 136 1353 219">- If any personal information is incorrect/not updated, please provide the correct/updated information via “amendment request” and click “Save”.</p> <p data-bbox="188 232 1469 360"><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="212 398 347 427" style="background-color: black; width: 85px; height: 13px; margin-bottom: 10px;"></div>  <p data-bbox="225 461 1489 517"> Registration Personal Information Participation Guidelines Personal Information Addresses Phone Numbers Emergency Contacts Upload Document Amendment Request Academic Honesty Declaration </p> <p data-bbox="225 533 443 562">Amendment Request</p> <p data-bbox="225 577 1031 622">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="225 658 1031 869" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p data-bbox="236 674 616 730"><i>for example:</i> "Please amend my D.O.B. to 14/02/1992"</p> </div> <p data-bbox="225 898 459 954" style="text-align: center; border: 1px solid black; background-color: #d9ead3; padding: 2px 10px; display: inline-block;">SAVE</p>

Step	Description
5	<p data-bbox="177 136 1500 170">- Update your contact information (e.g. address and phone numbers), if necessary, and click “Save”.</p> <p data-bbox="177 185 1289 219"><i>Note: The University will send information/documents, if any, to your “Mail” address.</i></p> <div data-bbox="177 241 1465 678">  </div> <div data-bbox="177 719 1465 1234">  </div>

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 https://culink.cuhk.edu.hk/get-cu-link/photo/ 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="181 136 1501 259">- Read the student declaration statements on academic honesty. Check the checkbox to show your understanding and consent. - Click 'Next'.</p> <div data-bbox="197 439 373 472" style="background-color: black; width: 100px; height: 15px; margin-bottom: 10px;"></div> <div data-bbox="213 506 1485 562"> <p style="text-align: center;"> Registration Personal Information Participation Guidelines Personal Information Addresses Phone Numbers Emergency Contacts Upload Document Amendment Request Academic Honesty Declaration </p> </div> <div data-bbox="365 656 1203 786" style="text-align: center;"> <p>THE CHINESE UNIVERSITY OF HONG KONG</p> <p>DECLARATION OF ACADEMIC HONESTY FOR POSTGRADUATE STUDIES</p> <p>STUDENT DECLARATION STATEMENTS</p> </div> <ol data-bbox="331 857 1233 1738" style="list-style-type: none"> 1. 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-qb/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. 2. 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. 3. 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 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. 4. 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. <div data-bbox="280 1742 1177 1816" style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> I understand and agree to comply with the above declaration statements during my course of studies at CUHK. </div> <div data-bbox="309 1832 400 1854" style="text-align: center; margin-top: 10px;"> Next </div>

Step	Description									
9	<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="194 230 1385 266"> <i>Note: Your online registration will not be completed if you do not click the “Submit” button.</i> </p> <div data-bbox="194 280 331 315" style="background-color: black; width: 86px; height: 16px; margin-bottom: 10px;"></div> <div data-bbox="194 342 1461 405"> <p> Registration Personal Information Participation </p> <p> Guidelines Personal Information Addresses Phone Numbers Emergency Contacts Upload Document Amendment Request Academic Honesty Declaration </p> </div> <h3 data-bbox="293 483 614 519">Important Information</h3> <p data-bbox="298 580 1201 649"> 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="298 712 1203 804"> 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="301 860 1201 1191"> <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="298 1263 1361 1422"> 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="272 1458 1246 1637" style="border: 2px solid red; padding: 10px; margin: 10px 0;"> <p data-bbox="298 1473 1177 1543"> <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. </p> <p data-bbox="298 1561 1182 1630"> <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="288 1637 438 1686" style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> Submit </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 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="201 197 817 389" 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="201 560 1273 748" 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="201 815 951 1016" 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 1102 1286 1303" 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 1388 1401 1599" 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: 11 November 2021