## Enquiries

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<th>Enquiry About:</th>
<th>Procedures:</th>
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| **a** Change of personal particulars | (i) Submit a written request to GSO  
(ii) Via CUSIS. |
| (i) Name or any other particulars  
(ii) Address/telephone number |
| **b** Adding/dropping of courses | Visit GSO website for details. |
| **c** Course and unit exemption | Via CUSIS. |
| **d** Concurrent registration | Obtain application form from GSO or visit GSO website for details. |
| **e** Permission for full-time students to take up employment | Contact GSO for details.  
For MBA students, please seek prior approval from the MBA Director. |
| **f** Study Programme | Submit an online application for change of programme and study mode and application of leave of absence via CUSIS.  
For application of shortening period of study and withdrawal, please obtain application form from GSO or visit GSO website for details. |
| - Change of programme  
- Change of study mode (time basis)  
- Leave of absence/suspension of studies  
- Shortening period of study  
- Withdrawal |
| **g** Certifying letter/transcript/report on curriculum details | Submit online application via GSO website or obtain application form from GSO. |
| **h** Change of supervisor and appointment of co-supervisor after the first year (for research postgraduate students) | Visit GSO website for details or obtain application form from GSO. |
| **i** Thesis/portfolio for research postgraduate students | Visit GSO website for details or obtain application form from GSO. |
| - Declaration on intention to submit thesis/portfolio  
- Change of title  
- Deferment of submission  
- Checklist for submission |
<p>| <strong>j</strong> Transfer of candidature (Master's to doctoral programme or vice versa) | Visit GSO website for details or obtain application form from GSO. |
| <strong>k</strong> Student Card | Obtain application form from CU Link Card Centre or visit its web site <a href="https://culink.cuhk.edu.hk">https://culink.cuhk.edu.hk</a> for details. |
| - Application for CU Link Card |</p>
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| l | Tuition fee  
- Late payment of tuition fee (due to financial hardship) with documentary proof |
|   | Obtain application form from:  
1) Faculty of Education (Faculty Office) for students of Postgraduate Diploma in Education;  
2) MBA Office for MBA students; and  
3) Office of Admissions and Financial Aid for other current students. |
| m | CUHK Postgraduate Grants for overseas academic activities |
|   | Via CUSIS. |
| n | Scholarships and financial assistance |
|   | Obtain details or application form from Office of Admissions and Financial Aid.  
Students may also check with their Programme Office for other possible scholarships and financial assistance. |
| o | Hostel accommodation |
|   | Visit its website at [www.pgh.cuhk.edu.hk](http://www.pgh.cuhk.edu.hk) for application form and concerned procedures.  
For MBA students, please contact MBA Programme Office for the arrangements. |
| p | Exchange and short-term research visit opportunities |
|   | Exchange and short-term research visit opportunities are available for full-time students. Please visit the website of Office of Academic Links at [www.oal.cuhk.edu.hk](http://www.oal.cuhk.edu.hk) for information.  
Students in the Faculty of Law; MBA and MAcc/MSc programmes of the Faculty of Business Administration; Divinity School of Chung Chi College; and School of Architecture may also contact the respective Faculty/School/Programme offices for information. |
| q | MTR Student Travel Scheme |
|   | Details of the scheme would be confirmed by MTR in August every year. Please visit the website of Office of Admissions and Financial Aid at [http://admission.cuhk.edu.hk](http://admission.cuhk.edu.hk) for more information.  
| r | Parking label | Obtain application form from Security Office or visit its website for details.  
| s | Grade review | Students who have any question on the grade given for any courses should consult the teacher(s) concerned within two weeks from the date of issue of the academic report for the term concerned. No appeal for grade review will be accepted after the specified period. |

GSO - Graduate School Office, 7th Floor, Yasumoto International Academic Park  
Website: <https://www.gs.cuhk.edu.hk>

CUSIS – My CUHK Portal  
Website: <https://portal.cuhk.edu.hk>

Office of Academic Links  
Website: <https://www.oal.cuhk.edu.hk/>

Office of Admissions and Financial Aid  
Website: <http://admission.cuhk.edu.hk>

Postgraduate Halls  
Website: <http://www.pgh.cuhk.edu.hk>

Security Office, Security and Transport Building  
Website: <https://www.scu.cuhk.edu.hk>

CU Link Card Centre  
Website: <https://culink.cuhk.edu.hk>