

Enquiries

	Enquiry About:	Procedures:
a	Change of personal particulars (i) Name or any other particulars (ii) Address/telephone number	(i) Submit a written request to GSO (ii) Via CUSIS.
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 - Change of programme - Change of study mode (time basis) - Leave of absence/suspension of studies - Shortening period of study - Withdrawal	Submit an online application for change of programme and study mode via CUSIS. For application of leave of absence, shortening period of study and withdrawal, please obtain application form from GSO or visit GSO website for details.
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 post-graduate students - Declaration on intention to submit thesis/portfolio - Change of title - Deferment of submission - Checklist for submission	Visit GSO website for details or obtain application form from GSO.
j	Transfer of candidature (Master's to doctoral programme or vice versa)	Visit GSO website for details or obtain application form from GSO.
k	Student Card - Application for CU Link Card - Renewal of expired CU Link Card	Obtain application form from CU Link Card Centre or visit its web site http://culink.cuhk.edu.hk for details.

	- Replacement of CU Link Card	
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 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 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 for more information. Applicants are required to download application form from the website of MTR http://www.mtr.com.hk/en/customer/tickets/terms.php starting from 1 September.
r	Parking label	Obtain application form from Security Office or visit its website for details. http://www.scu.cuhk.edu.hk/index.php/zh/

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.
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GSO - Graduate School Office, 7th Floor, Yasumoto International Academic Park

Website: <<http://www.gs.cuhk.edu.hk>>

CUSIS – My CUHK Portal

Website: <<http://portal.cuhk.edu.hk>>

Office of Academic Links

Website: <<http://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: <<http://www.scu.cuhk.edu.hk>>

CU Link Card Centre

Website: <<http://culink.cuhk.edu.hk>>