

How to complete your online application

Please read the following thoroughly before you start working on your online application.

Step 1 – Prepare the information

The form features 10 sections. Please make sure you have all the documents and information you need before you log in to the online application system.

Section 1	Personal Details: Your particulars and contact information.
Section 2	Study Information: Your intended admission status, period of study, degree level and class level at CUHK.
Section 3	Current Study: General information about your studies at your home institution.
Section 4	Other Studies: Information about any other institutions you have attended.
Section 5	Employment History: Information about any current or previous working experience.
Section 6	Statement of Purpose: Please explain in no more than 300 words the academic and personal reasons why you'd like to take part in the exchange or study-abroad programme.
Section 7	Preliminary Study Plan at CUHK: A tentative list of courses you intend to take during your time at CUHK. This is just for course-planning purposes, and does not mean you have registered for any courses. Please click here to view the full list of courses, and here to find out which ones you can study.
Section 8	Recommendations: Contact information for your two academic referees, one of whom must be a professor or advisor at your home institution.
Section 9	Emergency Contact: Contact information of whoever should be informed in case of emergency.
Section 10	Undergraduate Accommodation Preference: The type of accommodation you'd prefer while you're at CUHK: for undergraduate students only.

Step 2 – Read the notes

To complete your online application successfully, please note the following:

Note 1	Use English only: Use English for everything you enter on the form. Material in non-English characters will not be considered.
Note 2	Save your form frequently: Please remember to save your draft every 15 minutes to ensure you don't lose any unsaved material, using the Save button at the top right-hand corner of the form. You will be automatically sent an email each time you save.
Note 3	Beware of page time-outs: Pages of the online application form will expire if you leave them idle for 20 minutes. Remember to save your draft each time you stop working on it, or you risk losing it.
Note 4	Adjust the resolution of your computer: Use PC screen resolution of 1,024 x 768 (96DPI) or higher with Internet Explorer 11 or higher; otherwise you might be unable to see some elements of the form.
Note 5	Set up the pop-up blocker if you are using a computer running Microsoft Windows XP Service Pack 2: <ol style="list-style-type: none">1. Open Internet Explorer2. Choose Tools → Pop-up Blocker → Pop-up Blocker Settings3. Type iaspnta.oal.cuhk.edu.hk in "Address of Web site to allow"4. Select Add5. Click Close

Step 3 – Create, update and submit an application online

Note 1	Create your Application: Follow the link below to access the online application form login page. Click on New Application to create a new application form, and fill it out.
Note 2	Save your Application: Click the Save button any time you want to stop working on your application.
Note 3	Update your application: If you have already saved a draft, log in to the system using your email address and password.
Note 4	Submit your Application: You need to click both the Submit button and the Accept button within the Declaration Section to submit an application to CUHK's Office of Academic Links. You will receive an automatic confirmation email.

[Go to the online application form](#)

(Please disable the “Pop-up Blocker” of your browser before clicking on the above link.)

Once you have submitted your application, please check your email account regularly for messages from us, and make sure that your account is working properly and has at least 200KB of storage space free.

Step 4 – Review and amend submitted application

Note 1	View your application number: Use your email address and password to log in to the system and view your application number, shown on the My Application page.
---------------	--



The screenshot shows the 'My Application' page. At the top, it says 'My Application'. Below that is a horizontal line. Underneath, there is a dropdown menu labeled 'Choose an Application' with the value '2012000011' selected. To the right of the dropdown is the text 'IASP: SEP 2012 - JAN 2013 (1st Term)' and a link 'Edit / view my application form'. At the bottom, there are two buttons: 'My Application Status' and 'My Task'.

Note 2	Amend your application data: You cannot amend your application once we have started processing it. If there is something you feel needs to be amended after that time, please email us at iasp@cuhk.edu.hk .
---------------	---