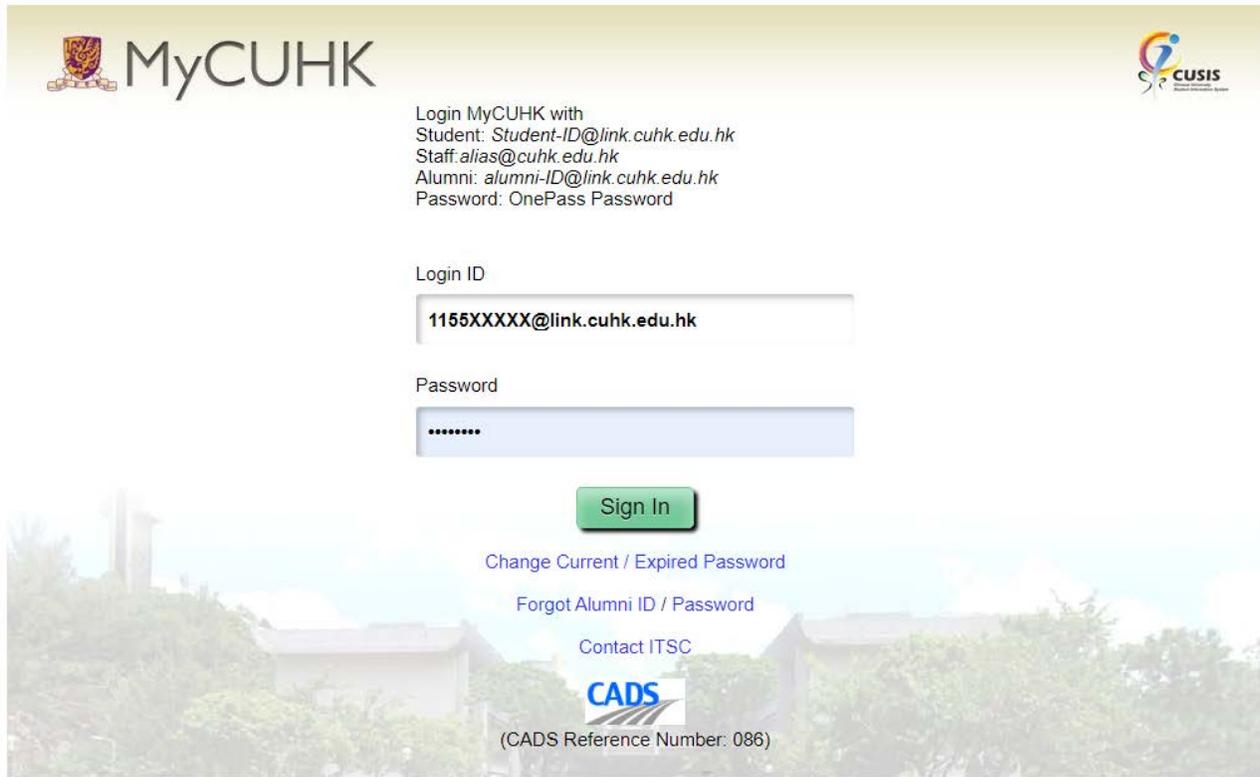
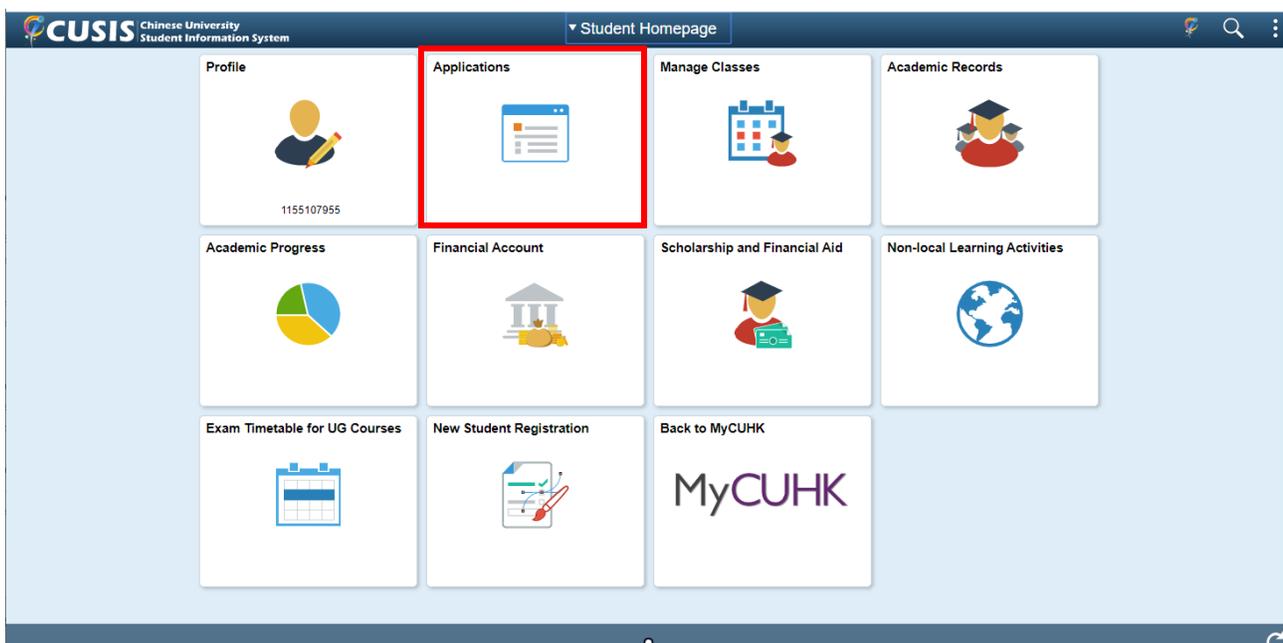


附件一：如何登入 CUSIS 申請豁免中大科目/學分系統

1. 首先登入 “MyCUHK” (<https://portal.cuhk.edu.hk/>)



2. 在 "CUSIS" 系統中選擇 "Applications"



3. 然後在左邊清單選擇“Transfer Credit/Exemption”

< Student Homepage Application

Academic Related Applications ^

Program-Related Change

Transfer Credit / Exemption

Exempt CHLT1100 & CHLT1200

Exempt ELTU1001

Declare Major (UG)

Science Major Registration

Other Applications v

Program-Related Change Application

Application Form Status

i You have no program change application records.

ADD NEW APPLICATION

For Undergraduate Students

1. On-line Program Change function is applicable to:
 - a. Change Major (students who wish to transfer to MB ChB have to contact the Faculty Office of Medicine directly)
 - b. Declare / Change / Drop Minor
 - c. Declare / Change / Drop Concentration
2. In change of major, students can only select the curriculum in accordance with their admission qualification, e.g. those admitted to 2-year programmes will be eligible to transfer to other programmes with 2-year curriculum, and those admitted to 4-year curriculum cannot change major to programmes of 2-year or 3-year curriculum.
3. Please refer to the notice on the homepage of Registration and Examinations Section for detailed information/procedures/schedules and related privacy policy statement.

4. 在“Transfer Credit/Exemption”首頁的頁底，按“Create a New Application”提交新申請

Transfer Credit / Exemption

Application Summary

Transfer Credit / Exemption Application Guidelines

1. Before making online application, student should refer to relevant information listed below:
 - Undergraduate: "Course and Unit Exemptions for Undergraduate Students" available at www.res.cuhk.edu.hk
 - Postgraduate: "Policy on Course and Unit Exemptions for Postgraduate Students" available at www.cuhk.edu.hk/gss
 - Postgraduate Diploma in Education programme (applicable to early childhood education, primary and secondary streams):
Students can apply for exemption up to a maximum of five courses per application.
2. When completing the online application form, please indicate the equivalent course(s) at CUHK. If no equivalent course(s) available, please indicate the unit(s) to be exempted and in which subject area.
3. Student should upload in this online application the supporting documents as required, e.g. copy of transcript, course outlines.
4. Fee is HK\$160 per each application. Please use the online payment system to make payment. The application fee is non-refundable once the application has been forwarded to concerned departments for consideration.

i You have no previous credit transfer transaction.

CREATE A NEW APPLICATION

5. 填寫網上申請表格

Course Transfer / Exemption Details

Edit Transfer / Exemption Information

Use this form to apply for Course Transfer / Exemption. Please ensure all sections are completed accordingly.

Application Number:

*Institution:

*Career:

*Articulation Term:

Attach Supporting Document(Course Outline)

You are required to attach proof of your completed external course(s) here. Please combine all pages into one single PDF or MS Word or JPEG or GIF file before uploading, compressed file (e.g.ZIP) is not allowed.

Created	Attached File	Add	View	
		Add	View	<input type="button" value="-"/>

Attach Supporting Document(Transcript)

You are required to attach proof of your completed external course(s) here. Please combine all pages into one single PDF or MS Word or JPEG or GIF file before uploading, compressed file (e.g.ZIP) is not allowed.

Created	Attached File	Add	View	
		Add	View	<input type="button" value="-"/>

Course Transfer / Exemption Details

Group: 1

External Course

Please enter the course(s) from your external institution that you want to transfer credit from. Note that you can input more than 1 external course to transfer from. If the grades are not available at the time of application, please input "NA" in the grade field.

Subject	Course Number	Description	*Units Taken	*Grade

[Click here to Add Another Contributing Course](#)