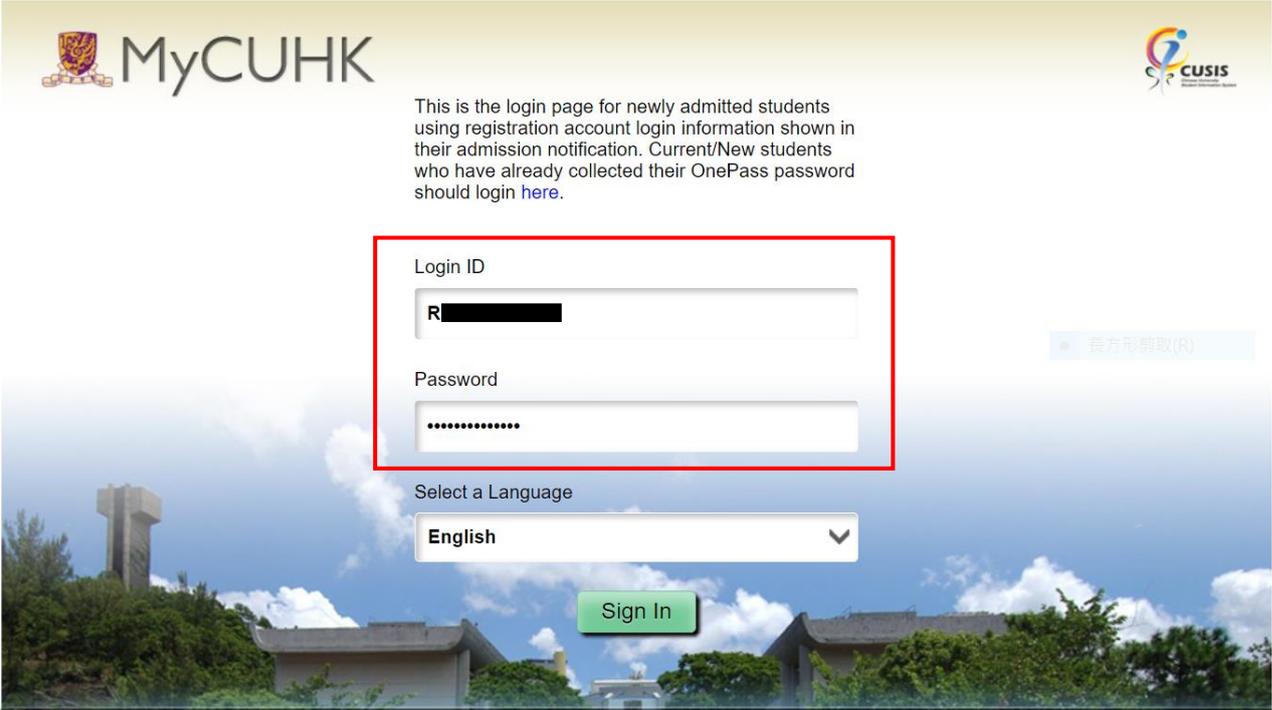
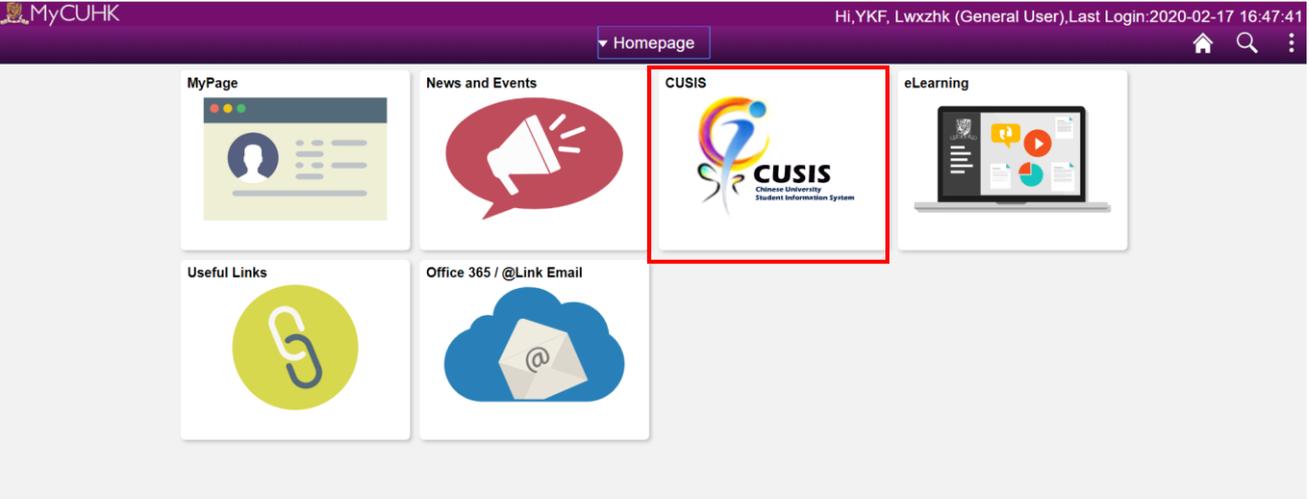
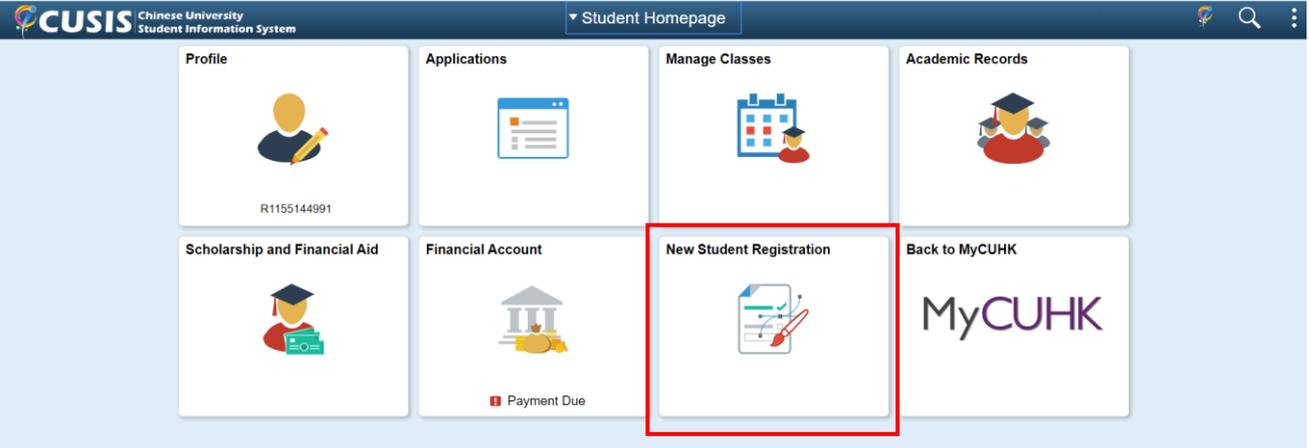
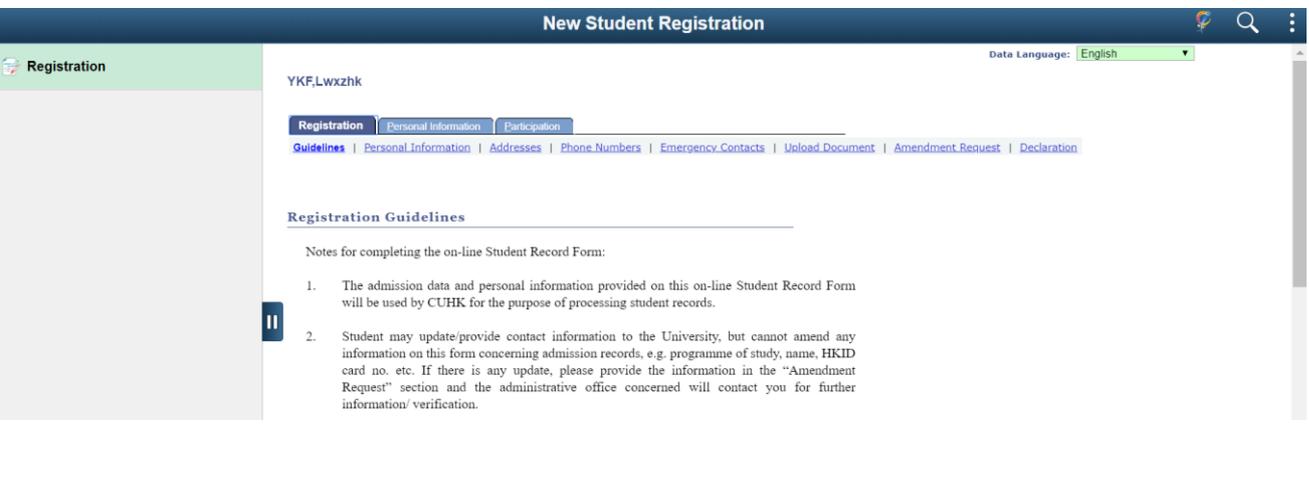


**THE CHINESE UNIVERSITY OF HONG KONG**  
**Graduate School**  
**Guideline for Online Registration**  
**(For Postgraduate Students)**

Step	Description
1	<p>Login MyCUHK at <a href="https://portal.cuhk.edu.hk/EPPUB/signon.html">https://portal.cuhk.edu.hk/EPPUB/signon.html</a> with the “Online Registration Login ID” and the “Online Registration Password” printed on the “Admission Notification”.</p> 
2	<p>Select “CUSIS”</p> 

Step	Description
3	<p>Select “New Student Registration” and read the registration guidelines.</p>  
4	<ul style="list-style-type: none"> <li>- Verify your “personal information” (e.g. name, gender, date of birth and identity number).</li> <li>- If the information should be updated, submit the change via “amendment request”.</li> <li>- Click “Save”.</li> </ul> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>- <i>A student shall register in the name which appears in his/her Hong Kong Identity Card. Therefore, do not request for change between traditional and simplified Chinese characters of your name at this stage.</i></li> </ul>

Step	Description						
	<p>YKF,Lwxzhk</p> <p> <a href="#">Registration</a>   <a href="#">Personal Information</a>   <a href="#">Participation</a> </p> <p> <a href="#">Guidelines</a>   <a href="#">Personal Information</a>   <a href="#">Addresses</a>   <a href="#">Phone Numbers</a>   <a href="#">Emergency Contacts</a>   <a href="#">Upload Document</a>   <a href="#">Amendment Request</a>   <a href="#">Declaration</a> </p> <p><b>Personal Information</b></p> <hr/> <p>ID [REDACTED]</p> <p>Primary Name YKF,Lwxzhk 中文名</p> <p>Gender Male</p> <p>Date of Birth (DD/MM/YYYY) [REDACTED]</p> <p>National Identification Number [REDACTED]</p> <table border="1"> <thead> <tr> <th>Country</th> <th>Short Description</th> <th>National ID</th> </tr> </thead> <tbody> <tr> <td>Hong Kong</td> <td>ID No2</td> <td>[REDACTED]</td> </tr> </tbody> </table> <p>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.</p> <p>* Mandatory field *Registered Place of Household (戶籍) – for Mainland China Students Only</p> <p>*Country of Nationality <input type="text" value="CHN"/> China</p> <p>*Registered Place of Household (戶籍) <input type="text" value="53"/></p> <p>Admission Program Doctor of Philosophy in Mechanical and Automation Engineering</p>	Country	Short Description	National ID	Hong Kong	ID No2	[REDACTED]
Country	Short Description	National ID					
Hong Kong	ID No2	[REDACTED]					
	<p>YKF,Lwxzhk</p> <p> <a href="#">Registration</a>   <a href="#">Personal Information</a>   <a href="#">Participation</a> </p> <p> <a href="#">Guidelines</a>   <a href="#">Personal Information</a>   <a href="#">Addresses</a>   <a href="#">Phone Numbers</a>   <a href="#">Emergency Contacts</a>   <a href="#">Upload Document</a>   <a href="#">Amendment Request</a>   <a href="#">Declaration</a> </p> <p><b>Amendment Request</b></p> <hr/> <p>If any personal information is incorrect, please indicate the correct information in the text box below for Central Administrative Units' actions.</p> <p><input type="text" value="Please change my D.O.B as 01/01/1980"/></p> <p><input type="button" value="SAVE"/></p>						

**Step** | **Description**

5 | Update your contact information (e.g. address and phone numbers), if necessary, and click “Save”.

*Note:*

*The University will send information/documents, if any, to your “Mail” address.*

YKF, Lwxzhk

Registration | Personal Information | Participation | **Addresses** | Phone Numbers | Emergency Contacts | Upload Document | Amendment Request | Declaration

Addresses

View, add, change or delete an address.

Address Type	Address	
Mail	testing address line 1 testing address line 2 China	

Add a new address



 Go to top

YKF, Lwxzhk

Registration | Personal Information | Participation | **Phone Numbers** | Emergency Contacts | Upload Document | Amendment Request | Declaration

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

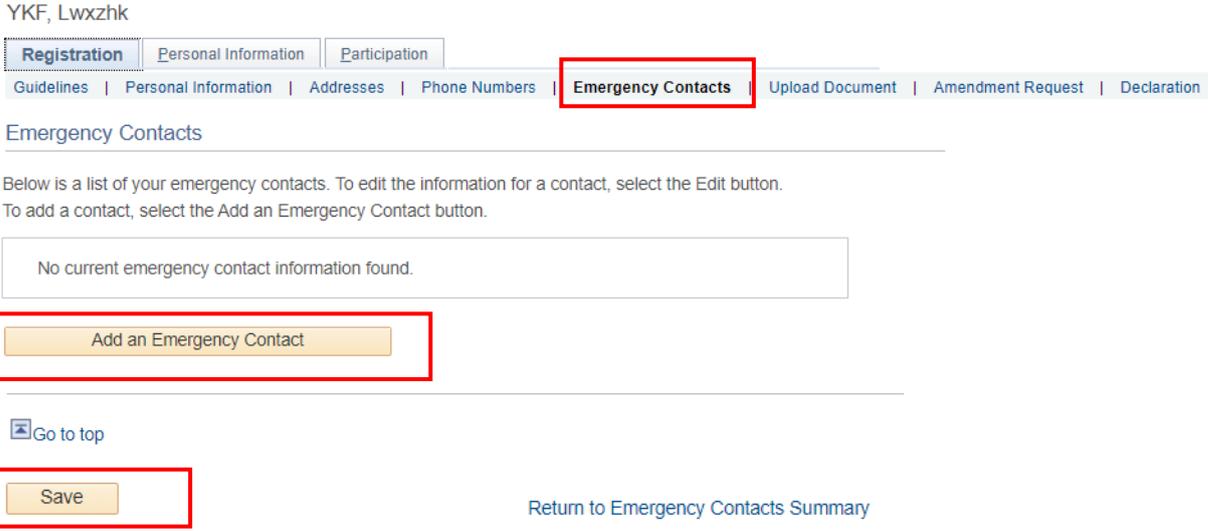
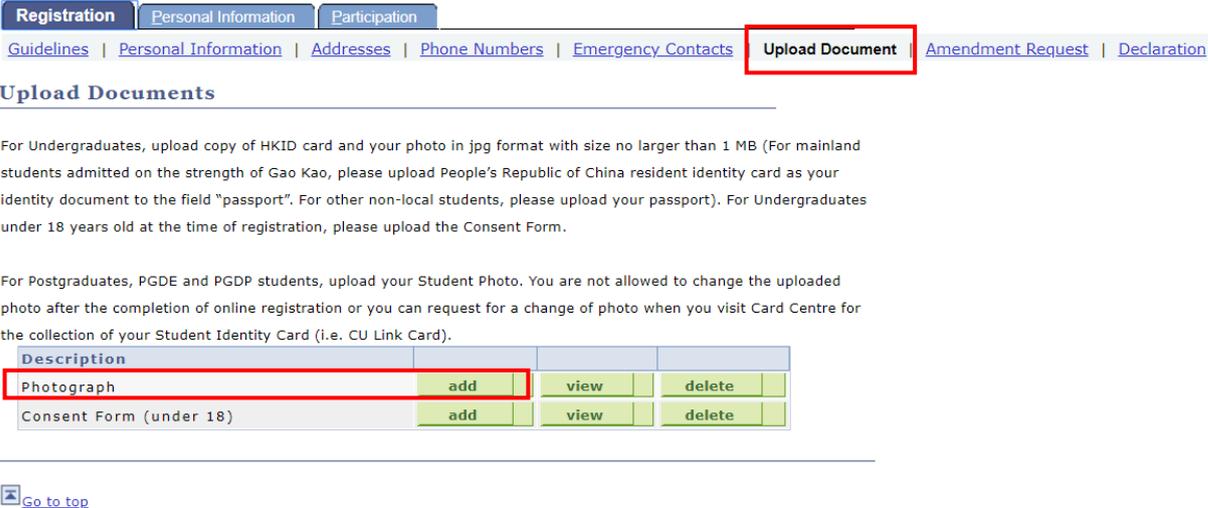
*Phone Type	*Telephone	Ext	Preferred	
Mobile (Oversea)	91234567		<input checked="" type="checkbox"/>	
Other	91234567		<input type="checkbox"/>	

Add a Phone Number

Save

\* Required Field

 Go to top

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>  <p>YKF, Lwxzhk</p> <p>Registration   Personal Information   Participation</p> <p>Guidelines   Personal Information   Addresses   Phone Numbers   <b>Emergency Contacts</b>   Upload Document   Amendment Request   Declaration</p> <h3>Emergency Contacts</h3> <p>Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.</p> <p>No current emergency contact information found.</p> <p><b>Add an Emergency Contact</b></p> <p><a href="#">Go to top</a></p> <p><b>Save</b> <a href="#">Return to Emergency Contacts Summary</a></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 <a href="https://culink.cuhk.edu.hk/get-cu-link/photo/">https://culink.cuhk.edu.hk/get-cu-link/photo/</a> 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> <p>YKF,Lwxzhk</p>  <p>Registration   Personal Information   Participation</p> <p>Guidelines   Personal Information   Addresses   Phone Numbers   Emergency Contacts   <b>Upload Document</b>   Amendment Request   Declaration</p> <h3>Upload Documents</h3> <p>For Undergraduates, upload copy of HKID card and your photo in jpg format with size no larger than 1 MB (For mainland students admitted on the strength of Gao Kao, please upload People’s Republic of China resident identity card as your identity document to the field “passport”. For other non-local students, please upload your passport). For Undergraduates under 18 years old at the time of registration, please upload the Consent Form.</p> <p>For Postgraduates, PGDE and PGDP students, upload your Student Photo. You are not allowed to change the uploaded photo after the completion of online registration or you can request for a change of photo when you visit Card Centre for the collection of your Student Identity Card (i.e. CU Link Card).</p> <table border="1"> <thead> <tr> <th>Description</th> <th>add</th> <th>view</th> <th>delete</th> </tr> </thead> <tbody> <tr> <td>Photograph</td> <td><b>add</b></td> <td>view</td> <td>delete</td> </tr> <tr> <td>Consent Form (under 18)</td> <td>add</td> <td>view</td> <td>delete</td> </tr> </tbody> </table> <p><a href="#">Go to top</a></p>	Description	add	view	delete	Photograph	<b>add</b>	view	delete	Consent Form (under 18)	add	view	delete
Description	add	view	delete										
Photograph	<b>add</b>	view	delete										
Consent Form (under 18)	add	view	delete										

Step	Description									
8	<p data-bbox="177 136 1228 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="177 230 1369 266"> <i>Note: Your online registration will not be completed if you do not click the “Submit” button.</i> </p> <div data-bbox="177 275 1468 1980"> <p data-bbox="220 275 335 300">YKF,Lwxzhk</p> <div data-bbox="225 342 1465 405"> <p> <a href="#">Registration</a>   <a href="#">Personal Information</a>   <a href="#">Participation</a>   <a href="#">Guidelines</a>   <a href="#">Personal Information</a>   <a href="#">Addresses</a>   <a href="#">Phone Numbers</a>   <a href="#">Emergency Contacts</a>   <a href="#">Upload Document</a>   <a href="#">Amendment Request</a>   <a href="#">Declaration</a> </p> </div> <h2 data-bbox="316 495 662 530">Important Information</h2> <p data-bbox="320 600 1300 672">           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="320 741 1300 837">           (UAT_RPG) 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="323 898 1300 1256"> <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 <a href="mailto:gradschool@cuhk.edu.hk">gradschool@cuhk.edu.hk</a></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 <a href="mailto:pgde@cuhk.edu.hk">pgde@cuhk.edu.hk</a></td> </tr> </tbody> </table> <p data-bbox="331 1312 1348 1485">           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="292 1516 1197 1675" style="border: 2px solid red; padding: 5px;"> <p> <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> <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="331 1682 451 1738" style="border: 2px solid red; padding: 2px; display: inline-block;"> <input type="button" value="Submit"/> </div> </div>	Personal Data Relating to Students Pursuing	Office	Contacts	Postgraduate Studies (excluding PGDE)	Graduate School Office	(852) 3943 8976 <a href="mailto:gradschool@cuhk.edu.hk">gradschool@cuhk.edu.hk</a>	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 <a href="mailto:pgde@cuhk.edu.hk">pgde@cuhk.edu.hk</a>
Personal Data Relating to Students Pursuing	Office	Contacts								
Postgraduate Studies (excluding PGDE)	Graduate School Office	(852) 3943 8976 <a href="mailto:gradschool@cuhk.edu.hk">gradschool@cuhk.edu.hk</a>								
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 <a href="mailto:pgde@cuhk.edu.hk">pgde@cuhk.edu.hk</a>								

Step	Description
9	<p>A window will be prompted if your online registration is completed successfully</p> <div data-bbox="201 197 815 389" 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>
10	<p>Your online registration is not successful if you have the following item(s) outstanding:</p> <p>(A) No “Emergency Contact” information provided.</p> <div data-bbox="201 562 1272 745" 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 uploaded.</p> <div data-bbox="201 815 951 1014" 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 Personal Data Privacy Statement.</p> <div data-bbox="201 1099 1399 1308" 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: 17 February 2021*