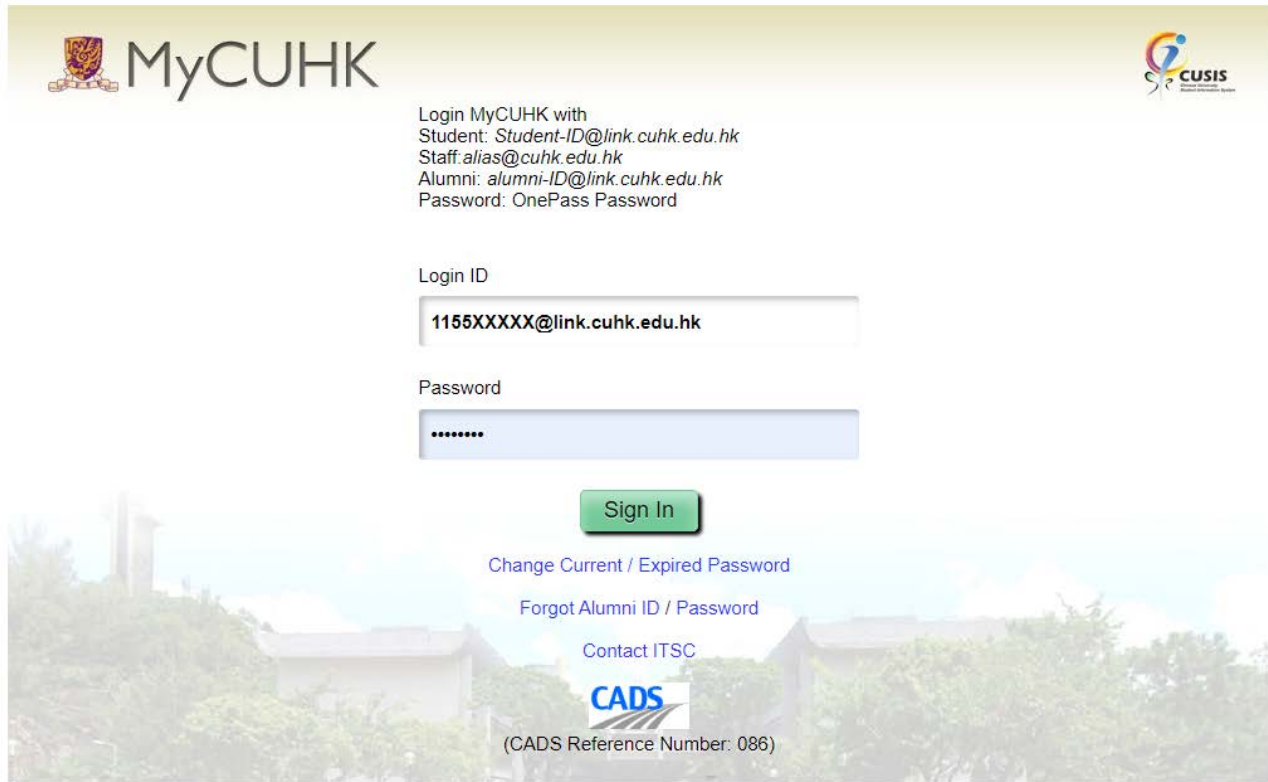


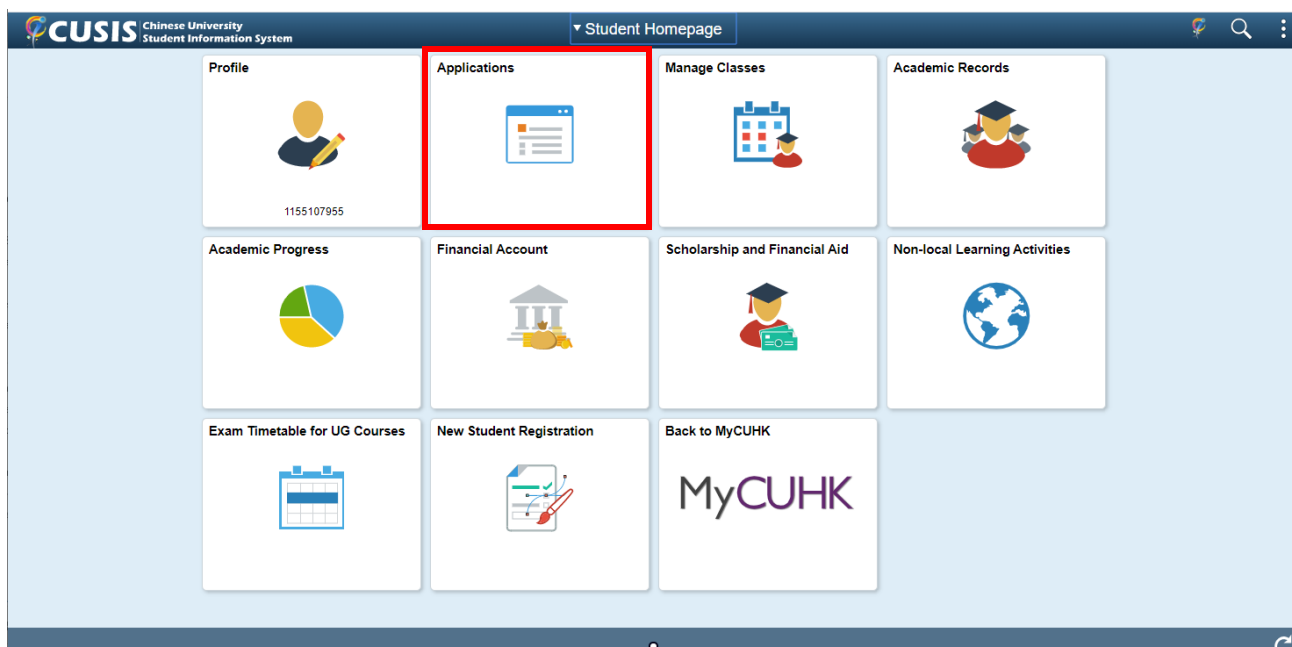
## Appendix 1: How to Logon CUSIS Credit Transfer/Exemption

### 1. Login “MyCUHK” (<https://portal.cuhk.edu.hk/>)



The image shows the MyCUHK login interface. At the top left is the MyCUHK logo, and at the top right is the CUSIS logo. Below the logos, there is a list of login instructions: "Login MyCUHK with", "Student: Student-ID@link.cuhk.edu.hk", "Staff: alias@cuhk.edu.hk", "Alumni: alumni-ID@link.cuhk.edu.hk", and "Password: OnePass Password". Below this, there are two input fields: "Login ID" containing "1155XXXXX@link.cuhk.edu.hk" and "Password" containing "\*\*\*\*\*". A green "Sign In" button is positioned below the password field. Underneath the button are three links: "Change Current / Expired Password", "Forgot Alumni ID / Password", and "Contact ITSC". At the bottom, there is a "CADS" logo and the text "(CADS Reference Number: 086)". The background of the page features a blurred image of a university building.

### 2. Logon CUSIS system and click “Applications”.



The image displays the CUSIS Student Homepage. The header includes the CUSIS logo, "Chinese University Student Information System", and a "Student Homepage" dropdown menu. The main content area is a grid of tiles. The "Applications" tile, located in the top row, second column, is highlighted with a red border. Other tiles include "Profile" (with ID 1155107955), "Manage Classes", "Academic Records", "Academic Progress", "Financial Account", "Scholarship and Financial Aid", "Non-local Learning Activities", "Exam Timetable for UG Courses", "New Student Registration", and "Back to MyCUHK".

3. Then select “Transfer Credit/Exemption” on the left menu bar.

The screenshot shows the 'Student Homepage' interface. The top navigation bar includes 'Student Homepage' and 'Application'. The left sidebar is titled 'Academic Related Applications' and contains a 'Program-Related Change' section. Within this section, 'Transfer Credit / Exemption' is highlighted with a red border. Other items in the sidebar include 'Exempt CHLT1100 & CHLT1200', 'Exempt ELTU1001', 'Declare Major (UG)', and 'Science Major Registration'. The main content area is titled 'Program-Related Change Application' and 'Application Form Status'. It features a message box stating 'You have no program change application records.' and a green 'ADD NEW APPLICATION' button. Below this is a yellow box with instructions for undergraduate students, including details on when the on-line program change function is applicable and the application fee.

4. On the front page of the “Transfer Credit/Exemption”, click “Create a New Application” to start a new application.

## 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](http://www.res.cuhk.edu.hk)
  - Postgraduate: “Policy on Course and Unit Exemptions for Postgraduate Students” available at [www.cuhk.edu.hk/gss](http://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 HKS160 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. Fill in the online application form accordingly.

## Course Transfer / Exemption Details

1 2 3 4

### Edit Transfer / Exemption Information

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

Application Number:

\*Institution:


\*Career:

Undergraduate ▼

\*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	
		<a href="#">Add</a>	<a href="#">View</a>	

#### 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	
		<a href="#">Add</a>	<a href="#">View</a>	

## Course Transfer / Exemption Details

Find | View All First 1 of 1 Last



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](#)