

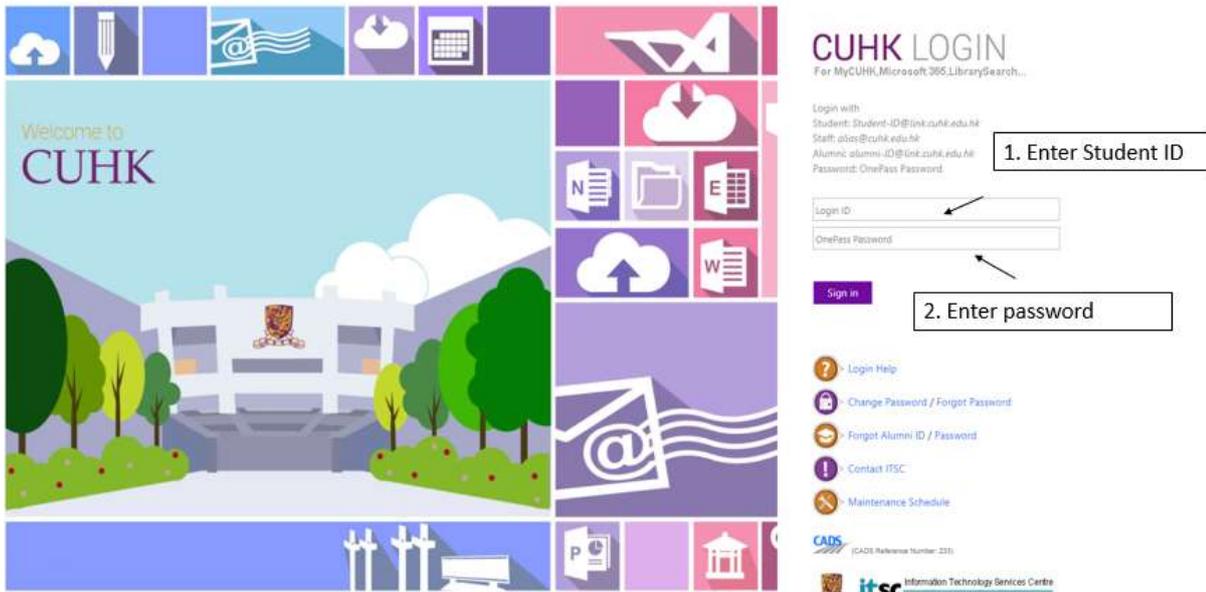
System Walkthrough for Application for e-Copy Letter of Certification (UG)

System Walkthrough for Application for e-Copy Letter of Certification (Applicable for current full-time undergraduate students and graduates of undergraduate programmes)

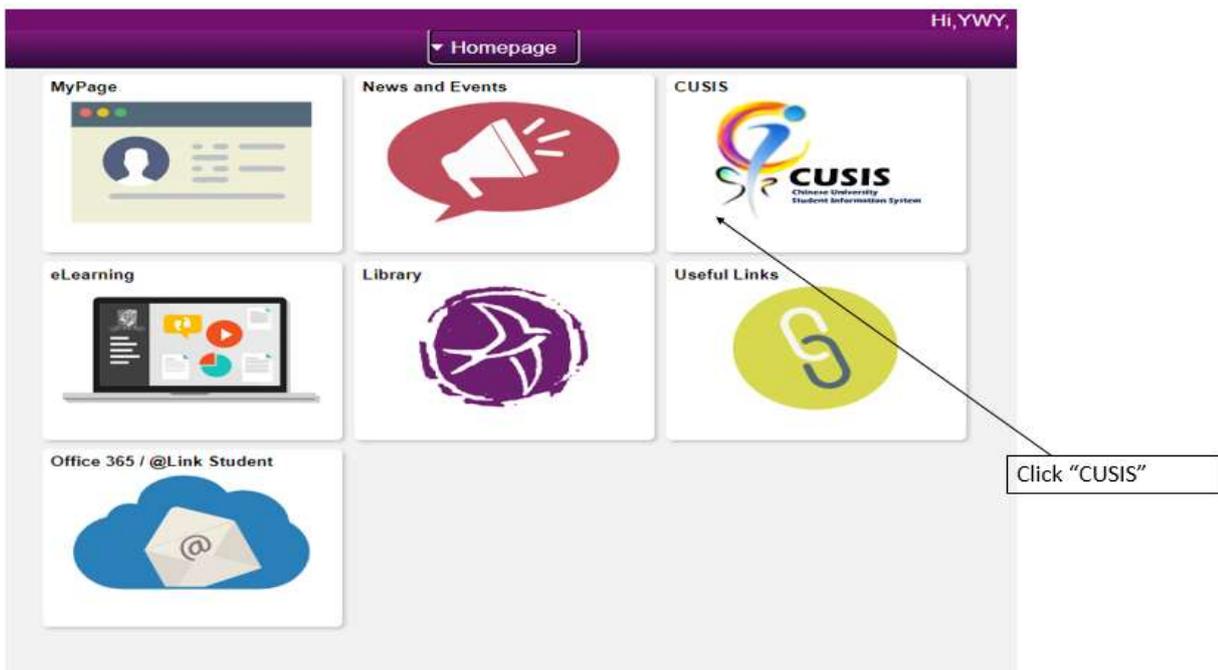
1. Login

1.1 For current full-time undergraduate students - Login CUSIS with your Student ID and password (<http://portal.cuhk.edu.hk>)

1.1.1 Enter Student ID and password



1.1.2 Click "CUSIS"

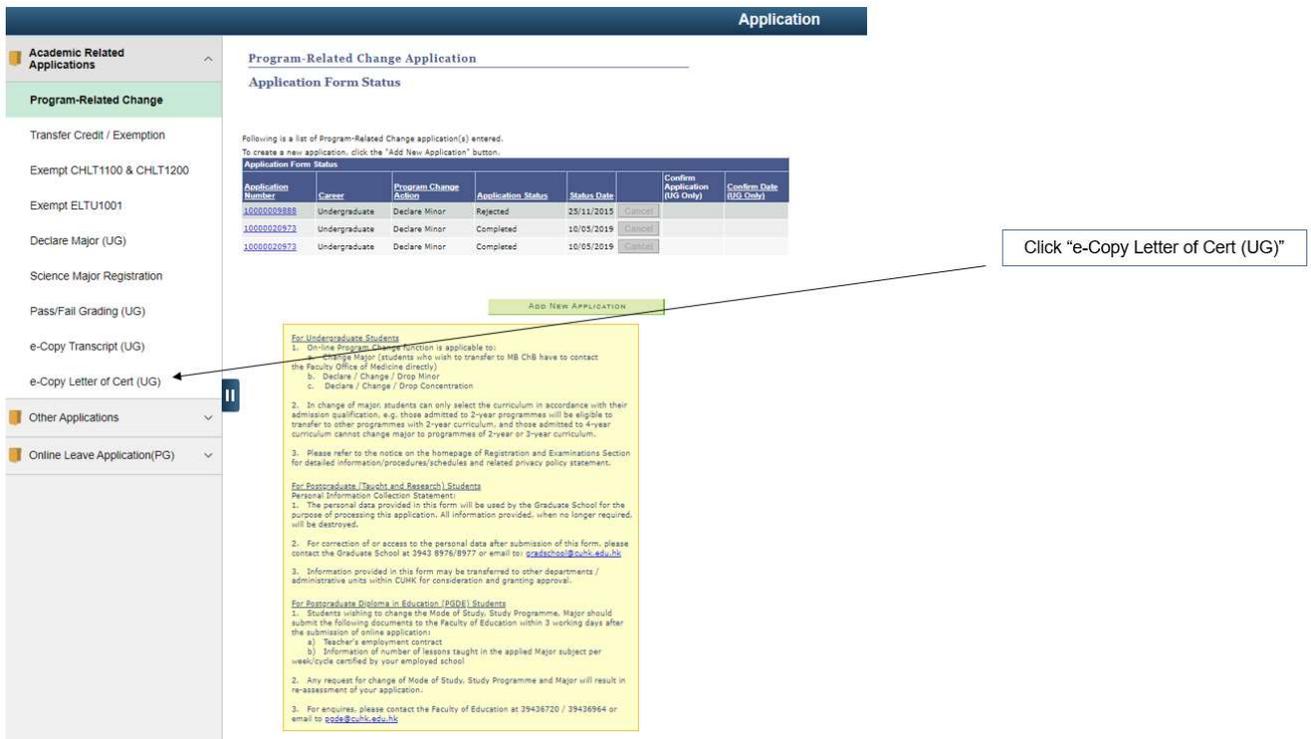


System Walkthrough for Application for e-Copy Letter of Certification (UG)

1.1.3 Click "Applications"



1.1.4 Click "e-Copy Letter of Cert (UG)"



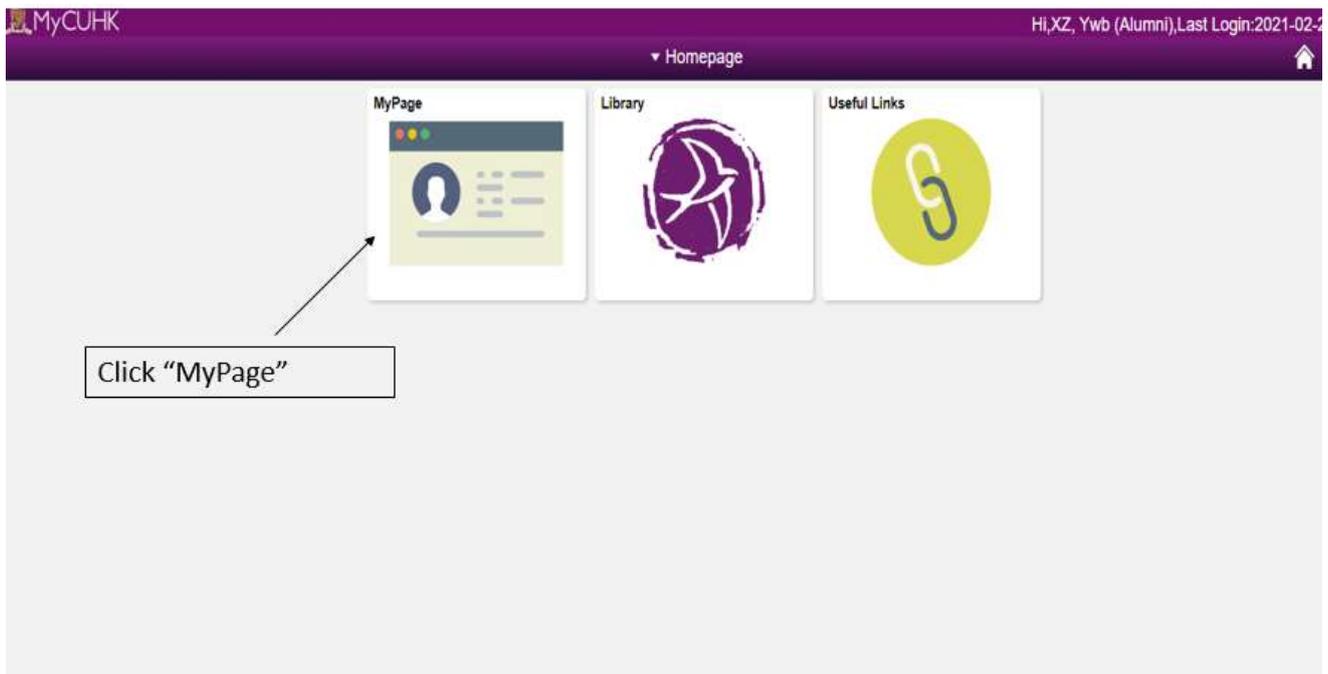
System Walkthrough for Application for e-Copy Letter of Certification (UG)

1.2 For graduates of undergraduate programmes – Login MyCUHK with your Alumni ID and MyCUHK password
(For details on Alumni ID, please visit the Alumni Affairs Office Homepage
(<https://alumni.cuhk.edu.hk/en/mycuhk>))

1.2.1 Enter Alumni ID and password



1.2.2 Click "MyPage"



System Walkthrough for Application for e-Copy Letter of Certification (UG)

1.2.3 Scroll down to the screen and click “UG Applications – e-Copy Letter of Certification Application for Undergraduate”

The screenshot shows a 'MyPage' dashboard with a purple header. The main content area is a grid of service tiles. The 'UG Applications' tile in the bottom right corner contains two links: 'e-Copy Transcript Application for Undergraduate' and 'e-Copy Letter of Certification Application for Undergraduate'. An arrow points from a callout box to the second link.

Service Category	Service Name	Description / Action
Strategic Planning	Strategic Planning 2016-2020	View All Articles and Sections
Addresses	Addresses	Review and record your work experience
Work Experience	Work Experience	Review and record your work experience
@Link Alumni Email	@Link Alumni Email	Opt-in for @Link Alumni Email & 1TB Cloud Storage Services (xxx@link.cuhk.edu.hk) Access @Link Alumni Email Mailbox (applicable to those who have opted in @Link Alumni Email Service)
Email Forwarding Application	Email Forwarding Application	Alumni Free Email Forwarding Address (xxx@alumni.cuhk.net)
Security Setting	Security Setting	Change Alumni Password
Ways to Give	Ways to Give	Make a donation
Alumni Publications	Alumni Publications	Alumni Magazine Online Version Contribute Alumni News Alumni Matters
Subscription Options	Subscription Options	Email Mailing
Alumni Event Registration	Alumni Event Registration	Alumni Event Registration
Alumni Library Services	Alumni Library Services	Application for Alumni Library Services
Digital Library Service	Digital Library Service	First operand of . is NULL, so cannot access member Count. (180,236) PTPPB_PAGELET.DataSource=? Name:execute PCPC:15692 Statement:245 Called from:PTPPB_PAGELET.Pagelet
My Library Record	My Library Record	My Library Record
Graduate Cert Related Services	Graduate Cert Related Services	Application for Sending Graduate Certificate by Speedpost Graduate Certificate Replacement
UG Applications	UG Applications	e-Copy Transcript Application for Undergraduate e-Copy Letter of Certification Application for Undergraduate

Click "[e-Copy Letter of Certification Application for Undergraduate](#)"

System Walkthrough for Application for e-Copy Letter of Certification (UG)

2. Submit Application

2.1 Click "Submit New Application"

2.2 View Application Status

The screenshot shows a web page for the 'Application for e-Copy Letter of Certification (UG)'. At the top, there is a purple header bar. Below it, the page title 'Application for e-Copy Letter of Certification (UG)' and the navigation link 'Submit Application / View Application Status' are visible. A yellow box contains 'Notes for Application for e-Copy Letter of Certification (UG)' with four numbered instructions. At the bottom, there are two buttons: 'SUBMIT NEW APPLICATION' and 'VIEW APPLICATION STATUS'. Two callout boxes with arrows point to these buttons: '1. Click "Submit New Application"' points to the first button, and '2. Click "View Application Status"' points to the second button.

Application for e-Copy Letter of Certification (UG)
Submit Application / View Application Status

Notes for Application for e-Copy Letter of Certification (UG)

1. Please observe detailed information on RES homepage before making the application.
2. Applicants who need to send e-Copy Letter of Certification must check on their own and make sure the recipient accepts the e-Copy Letter of Certification as an email attachment. Please provide the e-mail address correctly as the University accepts no responsibility to ensure the recipient's e-mail address is correct.
3. For the protection of personal data, after submission of the application in CUSIS, an e-mail notification will be sent to applicant's CUHK @link account (instead of the applicant's other e-mail address captured in the application) to acknowledge receipt of the application, so that any fraudulent applications can be reported as early as possible.
4. Applicants should comply and agree with the above information before submission. Payment is required (HKD 40/each copy) upon submission for each application. Applicants may enquire the application status under "View Application Status" within 6 months AFTER the application is marked "Completed". All application data will be erased after 6 months.

For enquiries, please contact Registration and Examinations Section (Email: transcript@cuhk.edu.hk; Phone: (852) 3943 9888).

SUBMIT NEW APPLICATION VIEW APPLICATION STATUS

1. Click "Submit New Application"

2. Click "View Application Status"

System Walkthrough for Application for e-Copy Letter of Certification (UG)

2.1 Submit New Application

2.1.1 Select Programme

(If the applicant has more than one degree awarded by the University, please submit separate applications for each degree awarded (except for Double Degree / Double Degree Option))

2.1.2 Provide Applicant Contact Phone and Email

2.1.3 Provide Application Details (Recipient Name and Recipient Email)

2.1.4 Select "Purpose of Application" and "Type of Letter of Certification"

2.1.5 Click "View Sample" of the Type of Letter of Certification

2.1.6 Provide information of "Other Requirement" if the applicant chose "Other (Please contact our office, if necessary)" under "Purpose of Application".

2.1.7 Click "Submit"

Application for e-Copy Letter of Certification (UG)

Submit Application

Application No.: N/EW Application Status: Status Date: Payment Status: Submission Date:

Select Programme

Transcript Description
<input type="radio"/> B.Ed. in Liberal Studies

Applicant Contact Phone:

Applicant Email:

Application Details

Recipient Name:

Recipient Email:

Purpose of Application:

Type of Letter of Certification:

Other Requirement:

View Sample

Personal Information Collection Statement

- The personal data provided on this form will be used for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- Information provided on this form may be transferred to other departments/ administrative units within CUHK for processing the application, where applicable.
- For correction of or access to the personal data after submission of this form, please contact the Registration and Examinations Section:
(Tel. No.: 3943 9888, Fax No.: 2603 5129, e-mail address: transcript@cuhk.edu.hk)

Submit Cancel

Application for e-Copy Letter of Certification

1. Select Programme

2. Provide Applicant Contact Phone and Email

3. Provide Application Details (Recipient Name and Recipient Email)

4. Select "Purpose of Application" and "Type of Certifying Letter" and Click "View Sample" of the Type of Certifying Letter

5. Click "View Sample" of the Type of Certifying Letter

6. Provide information of "Other Requirement" if applicant chose "Other (Please contact our office, if necessary)" under "Purpose of Application"

7. Click "Submit"

System Walkthrough for Application for e-Copy Letter of Certification (UG)

Application for e-Copy Letter of Certification (UG)

Submit Application

Application No.: NEW Application Status: Status Date: 03/03/2022
 Payment Status: Submission Date:

Select Programme

Transcript Description
 B.Ed. in Liberal Studies

Applicant Contact Phone:

Applicant Email:

Application Details

Recipient Name:

Recipient Email:

Purpose of Application:

Type of Letter of Certification:

Other Requirement:

View Sample

Personal Information Collection Statement

- The personal data provided on this form will be used for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- Information provided on this form may be transferred to other departments/ administrative units within CUHK for processing the application, where applicable.
- For correction of or access to the personal data after submission of this form, please contact the Registration and Examinations Section:
 (Tel. No.: 3943 9888, Fax No.: 2603 5129, e-mail address: transcript@cuhk.edu.hk)

Submit

Cancel

Select "Purpose of Application" and "Type of Letter of Certification"

Click "View Sample"



System Walkthrough for Application for e-Copy Letter of Certification (UG)

2.1.8 Confirm Application Details

Please click "Proceed To Payment" if the applicant confirms application details.

Application for e-Copy Letter of Certification (UG)

Confirm Application Details

Please click 'Proceed to Payment'. If the following information is correct.

Application Number: NEW
Application Status:
Programme: B.Ed. in Liberal Studies
Applicant Contact Phone:
Applicant Email:
Recipient Name:

Recipient Email:
Purpose of Application: To certify the medium of instruction
Type of Letter of Certification: Medium of instruction (General - taught in English and/or Chinese)
Other Requirement:

Amount: HK\$40

Note: Please check the CUHK/JETCO Payment Gateway's [maintenance schedule here](#) before proceeding. You will not be able to make a successful transaction on the days indicated on the maintenance schedule page.

Click "Proceed to Payment" if the applicant confirms application details

2.1.9 Payment

 EN | 繁 | 簡

Amount: **HKD 40.00**
Merchant: CUHK - SCS
Invoice Number: U04 XXXXXXXXXX

Press your payment method to pay.

Card Type   

« Cancel, and return to CUHK - SCS

You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd. 

Your payment instruction will be securely transmitted to the bank for authorisation.

System Walkthrough for Application for e-Copy Letter of Certification (UG)

BEA 東亞銀行 EN | 中 | 英

Amount: **HKD 40.00**
 Merchant: CUHK - SCS
 Invoice Number: U04[REDACTED]

Card Information

Enter your card information.

Card Type: **VISA**

Credit Card Number: [] - [] - [] - []

Expiry Date: [MM] [] [YYYY] [] Card Verification Number: [] (What is this?)

Pay Now

« Cancel, and return to CUHK - SCS.

Visa Secure

This payment website supports Visa Secure.
 You might be redirected to your card issuing bank and required to enter a password for authentication.
 Please contact your card issuing bank for service details.

VISA
SECURE

You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd.

Your payment instruction will be securely transmitted to the bank for authorisation.

Jetco

BEA 東亞銀行 EN | 中 | 英

Amount: **HKD 40.00**
 Merchant: CUHK - SCS
 Invoice Number: U04[REDACTED]

Card Information

Enter your card information.

Card Type: **VISA**

Credit Card Number: 4111 - 1111 - [REDACTED] - [REDACTED]

Expiry Date: [02] [] [REDACTED] Card Verification Number: [REDACTED] (What is this?)

Pay Now

« Cancel, and return to CUHK - SCS.

Visa Secure

This payment website supports Visa Secure.
 You might be redirected to your card issuing bank and required to enter a password for authentication.
 Please contact your card issuing bank for service details.

VISA
SECURE

You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd.

Your payment instruction will be securely transmitted to the bank for authorisation.

Jetco

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Three-Digit Card Verification Value (CVV2) code appears on the signature panel or on a white box to the right of the signature panel on the back of the card.

System Walkthrough for Application for e-Copy Letter of Certification (UG)

The image shows a payment confirmation dialog box from 'ujpg.jtetbwkl.com.hk says'. The dialog lists transaction details: Merchant: CUHK - SCS, Invoice Number: U048000000000, Amount: 40.00, Credit Card Number: 41111111, Expiry Date: 02/2022, and Card Verification Value (CVV2). It asks 'Confirm to proceed the transaction?' and has 'OK' and 'Cancel' buttons. In the background, a card payment form is visible with fields for Card Type (VISA), Credit Card Number (4111-1111-██-██), Expiry Date (02-██), and Card Verification Number (██). A 'Pay Now' button is at the bottom of the form, and a link says 'Cancel, and return to CUHK - SCS'.

Application for e-Copy Letter of Certification (UG)

Transaction Result

Transaction Detail

Transaction accepted

Empl ID: 119	YWY, Lhwx Qhbx
Application Number: 00	Submission Date: 03/03/2022
Status: Approved	Amount: HKD \$40

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2.1.10 Application and Payment Status

Application for e-Copy Letter of Certification (UG)

Application Status

Payment status is marked as "Paid" when the applicant has successfully paid the application fee. RES shall start processing the request.

Application Number	Submission Date	Payment Status	Transcript Description	Application Status	Completion / Sending Date	Remarks
0000010137	28/09/2021	Rejected	B.B.A - Integrated BBA Programme	Saved		
0000010146	06/08/2021	Paid	B.B.A. - Integrated BBA Programme	In Progress		
0000010152	23/07/2021	Paid	B.B.A. - Integrated BBA Programme	In Progress		

Application Status

Completed The application has been completed. Your e-Copy Certifying Letter has been sent to the email address as provided in your application.
In progress The application is now being handled by RES.
Rejected The application is rejected. Please contact RES if necessary.
Saved Only the information input have been saved in the system and payment is yet to settle. The system will not forward your application for processing.

Payment Status

Paid You have successfully paid the application fee.
Rejected The payment transaction is rejected by the Payment Gateway, please pay again.
Pending Your payment is under process by the Payment Gateway, please check the payment status later.

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*If payment status is marked as "Paid", the applicant has successfully paid the application fee. RES shall start processing the request accordingly.

**If payment status is marked as "Rejected", the payment transaction is not successful. The application is saved and the applicant may make the payment again.

***If payment status is marked as "Pending", the payment is under processing. Please check the payment status later.

System Walkthrough for Application for e-Copy Letter of Certification (UG)

2.2 View Application Status

e-Copy Letter of Certification has been sent to the email address as provided in the application if the application status is changed to "Completed".

Application for e-Copy Letter of Certification (UG)

Application Status

Application Number	Submission Date	Payment Status	Transcript Description	Application Status	Completion / Sending Date	Remarks
0000010242	11/11/2021	Paid	B.Sc. in Chemistry	In Progress		
0000010240	11/11/2021	Rejected	B.Sc. in Chemistry	Saved		
0000010239	11/11/2021	Paid	B.Sc. in Chemistry	In Progress		
0000010241	11/11/2021	Paid	B.Sc. in Chemistry	Completed	11/11/2021	
0000010238	27/10/2021	Rejected	B.Sc. in Chemistry	Saved		
0000010237	27/10/2021	Paid	B.Sc. in Chemistry	In Progress		
0000010234	25/10/2021	Rejected	B.Sc. in Chemistry	Saved		
0000010236	25/10/2021	Paid	B.Sc. in Chemistry	Completed	27/10/2021	
0000010223	18/10/2021	Paid	B.Sc. in Chemistry	Completed	18/10/2021	
0000010222	15/10/2021	Rejected	B.Sc. in Chemistry	Saved		
0000010156	06/08/2021	Paid	B.Sc. in Chemistry	In Progress		
0000010148	22/07/2021	Rejected	B.Sc. in Chemistry	Rejected		

1. e-Copy Letter of Certification has been sent to the email address as provided in the application if the application status is changed to "Completed"

2. Completion / Sending Date

Application Status

Completed The application has been completed. Your e-Copy Certifying Letter has been sent to the email address as provided in your application.

In progress The application is now being handled by RES.

Rejected The application is rejected. Please contact RES if necessary.

Saved Only the information input have been saved in the system and payment is yet to settle. The system will not forward your application for processing.

Payment Status

Paid You have successfully paid the application fee.

Rejected The payment transaction is rejected by the Payment Gateway, please pay again.

Pending Your payment is under process by the Payment Gateway, please check the payment status later.

Back