System Walkthrough for Application for e-Copy Transcript (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 (<u>http://portal.cuhk.edu.hk</u>)
- 1.1.1 Enter Student ID and password



1.1.2 Click "CUSIS"



1.1.3 Click "Applications"

	▼ Student I	lomepage		
Profile	Applications	Manage Classes	Academic Records	
♣			<u></u>	
1155049504				
Academic Progress	Financial Account	Scholarship and Financial Aid	Non-local Learning Activities	
			\$	}
				Click "Applications
Exam Timetable for UG Courses	Thesis Assessment for PG	New Student Registration	Back to MyCUHK	
			MyCUHK	

1.1.4 Click "e-Copy Transcript (UG)"

								Ар	plicatio	n	
	Academic Related Applications	^	Program-	Related Char	nge Applicatio	n					
	Program-Related Change										
	Transfer Credit / Exemption	1	Following is a list To create a new s	of Program-Related	Change application(s "Add New Application) entered. * button.					
	Exempt CHLT1100 & CHLT1200		Application Form	n Status	Program Change	Application Status	Status Date		Confirm Application	Confirm Date	
	Exempt ELTU1001		1000	Undergraduate	Declare Minor	Rejected	25/11/2015	Cancel	(uu uniy)	1000.04497	I
	Declare Major (UG)		10000020973	Undergraduate	Declare Minor	Completed	10/05/2019	Cancel			
	Science Major Registration							_			
	Pass/Fail Grading (UG)		Fort	Mdergraduate Stude		ADD N	IEW APPLICATI	IN			
	e-Copy Transcript (UG)	Ш	1. C a the F	on-line Program Cha a. Change Major (st aculty Office of Medi b. Declare / Change	nge function is applic tudents who wish to t icine directly) a / Drop Minor	able to: ransfer to MB ChB have	to contact				
U	Other Applications	~	2. 1	 Declare / Change in change of major, s 	e / Drop Concentratio itudents can only sele	n ct the curriculum in ac	cordance with th	ir -			
U	Online Leave Application(PG)	~	trans	fer to other program culum cannot change	 mes with 2-year current to programm 	cover programmes w iculum, and those adm es of 2-year or 3-year (itted to 4-year surriculum.				
			3. P for d	Vease refer to the no etailed information/p	otice on the homepag procedures/schedules	e of Registration and E and related privacy po	caminations Sec licy statement.	ion			
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			2. F conta	for correction of or a act the Graduate Sch	ccess to the personal tool at 3943 8976/89	data after submission 77 or email toi <u>gradsch</u>	of this form, ple ool@cuhk.edu.h	se i			
			3. I admi	nformation provided inistrative units within	in this form may be in CUHK for considera	transferred to other dep tion and granting appro	partments / oval.				
			For P 1. 5 subm the s	ostoreduate Diploma Students wishing to a sit the following docu ubmission of online i	a in Education (PGDE) change the Mode of S uments to the Faculty application:	Students tudy, Study Programme of Education within 3 v	a, Major should vorking days afb				

- 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"



1.2.3 Scroll down to the screen and click "UG Applications - e-Copy Transcript Application for Undergraduate"

MyCUHK				HI,XZ, Ywb (Alu	mni),Last Login:2021-02-23 11:
		▼ Mj	yPage		🏫 ସ୍
View All Articles and Sections	nnn (f. 5010-2020	0			
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Alumni Event Registration	Alumni Library Services	Digital Library Service First operand of . is NULL, so cannot access member Count. (180,236) PTPPB_PAGELETDataSource. Name execute PCPC.15692 Statement.245 Colled from PTPB_PAGELET Pagelet. Name Execute Statement.715	My Library Record	Graduate Cert Related Services.	UG Applications -Cov Transcript Application for Undergraduate

Click "e-Copy Transcript Application for Undergraduate" 2. Submit Application

2.1 Click "Submit Application for e-Copy Transcript (Official Copy)"

(For e-Copy transcript (Official Copy), it will be sent directly to the institution or prospective employer as an attachment by e-mail)

2.2 Click "Submit Application for e-Copy Transcript (Student Copy)"

(For e-Copy transcript (Student Copy), the applicants should download the e-Copy from "View Application Status" when application status is marked "Completed".)

2.3 View Application Status

CUSIS Chinese University	1. Click "Submit Application for e-Copy
Student Information System	Transcript (Official Copy)"
Application for e-Copy Transcript	SUBMIT APPLICATION FOR E-COPY TRANSORIPT (OFFICIAL COPY) 2. Click "Submit Application for e-Copy
Submit Application / View Application Status	Transcript (Student Copy)"
Notes for applicants 1 This System in CUSIS is ONLY applicable for students or graduates who were admitted/graduated in 2011 and thereafter of the Undergraduate Programmes except Medicine. Students/graduates not of the above categories should apply the transcript using the Application System on RES homepage. 2 Please observe detailed information on RES homepage before making the application. 3 Applicants who nego ply for their own retention the e-Copy Transcript (Student Cory) may coing the Applicants who nego the RES homepage. 4 Applicants who need to send e-COPY Transcript (Official Copy) disctly to the institution or prospective employer must check on their own and make sure the institution or prospective employer must check on their own and make sure the institution or prospective employer must check on their own and make sure the institution or prospective employer must check on their own and make sure the institution or prospective employer accept to e-COPY Transcript (Official Copy) disctly to the institution or prospective employer accept so reaponsibility to ensure the iso ensure the e-copy the document. 5 Applicants need to uplace a copy of the HKID card for identity verification, which should copy, please upload pasport copy. The copy of the document to fore updad. 6 Applicants should comply and agree with the above information before submission. Payment is required (HKD 40/ach copy) upon submission for each philcaton. Applicants any enquire the application. ArX: COPY: on the identity document before updad. 7 Applicants should comply and agree with the above information before submission. Payment is required (HKD	SUBMIT APPLICATION FOR E-COPY TRANSCRIPT (STUDENT COPY) 3. Click "View Application Status" View Application Status

- 2.1 Submit Application for e-Copy Transcript (Official Copy)
- 2.1.1 Select Programme (If the applicants have more than one degree awarded by the University, please submit separate application for each degree awarded (except for Double Degree / Double Degree Option))
- 2.1.2 Provide Applicant Contact Phone and Email
- 2.1.3 Provide Institution / Recipient information (including name, email and purpose for application)
- 2.1.4 Attach Supporting Document (Optional)

If the applicants need to include with the supporting document (i.e.: transcript request form from the university / institution to be completed by the University), please upload the supporting document in single PDF or JPEG file. The file limit is 2MB.

2.1.5 Click "Submit"

Application for e-Co	py Transcript		Application for e-Copy Transcript
Submit Application	for e-Copy Transcript (Offic	ial Copy)	(onicial copy)
Application No.: NEW	Application Status: Payment Status:	Status Date: Submission Date:	1. Select Programme
Transcript Description B.Ed. in Liberal Studies e-Copy Transcript Type: Applicant Contact Phone: Applicant Email:	Official Copy		2. Provide Applicant Contact Phone and Email
Application Details Institution / Recipient Name Institution / Recipient Email Purpose for Application:	1		3. Provide Institution / Recipient information (Name, Email and Purpose for Application)
Upload Document Please upload additional docum	ent to be included when sending the official	copy to recipient if necessary.	
E Attach Supporting Dou Description Creat Additional Document	sument ed Attached File	Add View Delete <u>Add</u> ↓View Delete	4. Attach Supporting Document (Optional)
Personal Information 1. The personal dat application. All in 2. Information prov units within CUM 3. For correction of the Registration a (Tel. No.: 3943 9	Collection Statement a provided on this form will be used formation provided, when no longer ided on this form may be transferrer K for processing the application, who or access to the personal data after and Examinations Section: 888, Fax No.: 2603 5120, e-mail add	for the purpose of processing this required, will be destroyed. d to other departments/ administrative re applicable. submission of this form, please contact ress: transcript@cuhk.edu.hk)	5. Click "Submit"
Sub	Cancel		

2.1.6 Confirm Application Details

Please click "Proceed To Payment" if applicants confirm application details.

ation for e-Copy	Transcript											
m Application I	Details											
k 'Proceed to Payment'. If	f the following inform	ation is correct										
ion Number: ion Status: pt Description: at Contact Phone: tt Email: on / Recipient Name: ion / Recipient Email: e for Application:	NEW B.Sc. in Biochemisti 12345678 abcabc@cuhk.edu.h DEF Company defdefdef@def.com Application for job	¢.			/		C a d	Click "Pl pplicar letails	roceec nt conf	l to Pa irm a	ayment" pplicatio	if n
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Card Inform	ation
Enter your care	l information.
Card Type:	VISA
Credit Card Nu	mber:
Expiry Date:	MM V YYYY V Card Verification Number:
	Pay Now
	« Cancel, and return to CUHK - SCS
Visa Secure	
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You might be red Please contact yo	rected to your card issuing bank and required to enter a password for authentication. our card issuing bank for service details.
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	_
You are connect Services Ltd.	ted to a Secure Payment Page operated by Joint Electronic Teller
	JETCO

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CLASSING ACTION			EN W
Amount: Merchant: Invoice Number	HKD 40 CUHK - SC U04a	.00 s	
Card Inform	nation		
Enter your car	d information.		
Card Type:	VISA		
Credit Card N	umber: 4111 - 111	-	
Expiry Date:	02 🗸	Card Verification Number:	What is this?
		Pay Now	« Cancel, and return to CUHK - SC
Visa Secur			
This payment w You might be re Please contact y	bsite supports Visa Secure. Irrected to your card issuing our card issuing bank for ser	bank and required to enter a passw vrice details.	vord for authentication.
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∰ BEA東亞銀	ujpg.jtetbwkl.com.hk says Merchant:CUHK - SCS Invoice Number:U04800000003	EN 髌 简
Amount: Merchant: Invoice Numbe	Amount:40.00 Credit Card Number:4111111 Expiry Date:02/2022 Card Verification Value (CVV2):1	
Card Infor	Confirm to proceed the transaction?	
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Expiry Date:	02 V Card Verification Number:	2
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Application for e-Copy Transcript

Transaction Result

Transaction Detail								
Tra	nsaction accepted							
Empl ID:	1000045440	XZ, Ywb Mwxz 中文名						
Application Number:	0000010098	Submission Date:	26/02/2021					
Status:	Approved	Amount:	HKD \$40					

BACK TO SUMMARY

2.1.8 Application and Payment Status

Application for	Application for e-Copy Transcript Application Status							s is marke t has succ fee. RES request.	d as "Paic essfully p shall start	d″ aid t
Application Form Status Application Subm Number Date 0000010098 26/02 Application St Completed	ission Payment Status /2021 Paid *	Transcript Description B.Sc. In Biochemistry been completed. Your e-Copy Tr	Iranscried Ive Official Copy ansoript is available for	Application Status In Progress download / ha	Completion / Sending Date	Remarks	Shudent Copy			
In progress Rajected Saved Payment State Paid Rajected Pending Back	The application is in The application is in The application is in Only the informatio system will not forw the You have successful The payment transa Your payment is uni-	our baing handled by RES. rijected, Please contact RES if no input have been saved in the s and your application for process lly paid the application fee. action is rejected by the Payment der process by the Payment Gate	exoni cessary, ystem and payment is y ing, : Gateway, please pay a eway, please check the p	vet to settle. T pain. payment statu	he slater.					

*If payment status is marked as "Paid", applicants have 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 applicants may make the payment again.

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

2.2 Submit Application for e-Copy Transcript (Student Copy)

2.2.1 Select Programme

(If the applicants have more than one degree awarded by the University, please submit separate application for each degree awarded (except for Double Degree / Double Degree Option))

- 2.2.2 Provide Applicant Contact Phone and Email
- 2.2.3 Click "Submit"

Application for e-Co	py Transcript		Application for e-Copy Transcript (Student Copy)
Submit Application	for e-Copy Transcript (Stude	ent Copy)	
Application No.: NEW	Application Status: Payment Status:	Status Date: <u>25/02/2021</u> Submission Date:	1. Select Programme
Select Programme			
Transcript Descriptio B.B.A Integrated Bi	<u>n</u> BA Programme		
e-Copy Transcript Type: Applicant Contact Phone: Applicant Email:	Student Copy		 2. Provide Applicant Contact Phone and Email
A link with be provided unde Copy) within 6 months AFTE	r "View Application Status" for the applicant R the application is marked	to download the e-Copy transcript (Student	
Personal Information 1. The personal da application. All i 2. Information pro- units within CUB 3. For correction o the Registration (Tel. No.: 3943 f	Collection Statement ta provided on this form will be used f nformation provided, when no longer vided on this form may be transferred iK for processing the application, whe for access to the personal data after : and Examinations Section: 9888, Fax No.: 2603 512 0, e- mail add	for the purpose of processing this required, will be destroyed. I to other departments/ administra <u>tive</u> re applicable. submission of this form, please contact ress: transcript@cuhk.edu.hk)	3. Click "Submit"
Su	ibmit Cancel		

2.2.4 Confirm Application Details

Please click "Proceed To Payment" if applicants confirm application details.

Application for e-Co	py Transcript	
Confirm Application	1 Details	Click "Proceed to Payment" if applicant confirm application
Please click 'Proceed to Payment	. If the following information is correct.	details
Application Number:	NEW	
Application Status:		
Transcript Description:	B.B.A Integrated BBA Programme	
Applicant Contact Phone:	12345678	
Applicant Email:	abcabc@cuhk.edu.hk	
Amount:	HK\$40	
Note: Please check the CUH	K/JETCO Payment Gateway's maintenance schedule here	
before proceeding. You will r	not be able to make a successful transaction on the days	
indicated on the maintenance	e scheduke page.	
×		
\$\$ PROCEED TO PAYME	NT \$\$ CANCEL	

2.2.5 Payment

режжұлят)		EN 繁
Amount:	HKD 40.00	
Merchant:	CUHK - SCS	
Invoice Number:	U04800	
Press your paym	ent method to pay.	
Card Type		1
Card Type	VISA Enclose	Cancel, and return to CUHK - SCS
Card Type You are connected to a Services Ltd.	Secure Payment Page operated by Joint Electronic Te	Cancel, and return to CUHK - SCS

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	EN 宜
Amount: Merchant: Invoice Number:	HKD 40.00 CUHK - SCS U0480
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Enter your card infor	mation.
Card Type: VIS	A
Credit Card Number	
_	
Expiry Date: MM	Card Verification Number:
	22-1-1-22-0-1-1-1-1-1-1-1-1-1-1-1-1-1-1-
	Pay Now
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You might be redirected Please contact your car	Ib your card issuing bank and required to enter a password for authentication. Id issuing bank for service details.
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	VISA
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You are connected to Services Ltd.	a Secure Payment Page operated by Joint Electronic Teller

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Amount: Merchant: Invoice Number	HKD 40.00 CUHK - SCS	
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Card Type:	VISA	
Credit Card N	lumber: 4111 - 1111 - 💶 -	
Expiry Date:	02 Card Verification Number:	
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rour payment in	issuction will be securely parismitted to the bank for autorisation.	



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∯ BEA東亞銀	Merchant:CUHK - SCS Invoice Number:U04800000	EN 😤
_	Amount:40.00	
Amount:	Expiry Date:02/2022	
Merchant: Invoice Numbe	Card Verification Value (CVV2)	
Card Infor	Confirm to proceed the transaction?	
Enter your ca	OK Cancel	
Card Type:	VISA	
Credit Card N	umber: 4111 - 1111 - 📖 - 📹	
Expiry Date:	02 V Card Verification Number:	2
	Pay Now	
	« Cancel, and return to	CUHK - SCS

Application for e-Copy Transcript

Transaction Result

Transaction Detail				
Tra	nsaction accepted			
Empl ID:	1009045140	XZ, Ywb Mwxz 中文名		
Application Number:	00000	Submission Date:	26/02/2021	
Status:	Approved	Amount:	HKD \$40	
		BACK 1	To Summary	

2.2.6 Application and Payment Status

Applicatio	on for e-C	Copy Trai	nscript				Payment status is marked as "Paid" when applicant has successfully paid
Application Status					the application fee. RES shall start processing the request.		
oplication For	m Status				6	Lation (
polication	Submission	Payment	To concrete Description	Transcript	Application Sendi	10 Permarka	Student
00010101	26/02/2021	Paid 4	B.B.A Integrated BSA Programme	Student Copy	In Progress	ALC: NO.	SEMEX
00010012	02/02/2021	Paid	8.8.A Integrated 88A Programme	Student Copy	In Progress		
00010007	01/02/2021	Paid	B.B.A Integrated BBA Programme	Student Copy	In Progress		
Applicz Comple In prog Rejecte Saved Payme	ation Status ted The sent ress The d The Only syste ent Status	application ha to the email a application is application is the informati em will not for	a been completed. Your e-Copy Transcript didress as provided in your application, now being handled by RES. rejected: Please contact RES if necessary, on input have been saved in the system a sward your application for processing.	is available for nd payment is y	download / has been yet to settle. The		
Paid Rejecte	d The	have successfi payment trans	ully paid the application fee. saction is rejected by the Payment Gateway of	ey, please pay a ease check the p	gain. payment status laten		

*If payment status is marked as "Paid", applicants have 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 applicants may make the payment again.

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

2.3 View Application Status

2.3.1 Transcript (Official Copy)

If the application status changed to "Completed", the application has been completed. The e-Copy Transcript has been sent to the email address as provided in application.



2.3.2 Transcript (Student Copy)

If the application status is changed to "Completed", the application has been completed. The e-Copy Transcript is available for download.

