

System Walkthrough for Application for Hardcopy Transcript

Login

1. Current full-time undergraduate students - Login CUSIS (<http://portal.cuhk.edu.hk>)

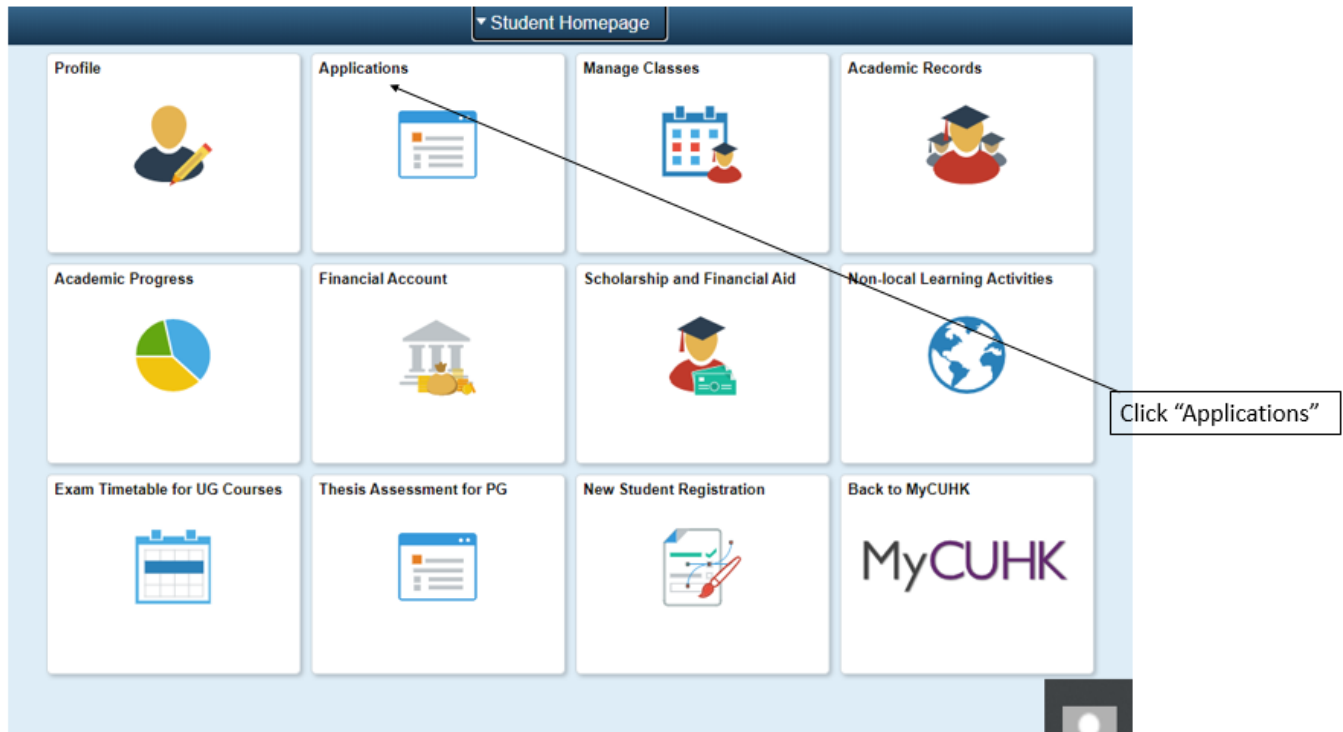
- Enter Student ID and password



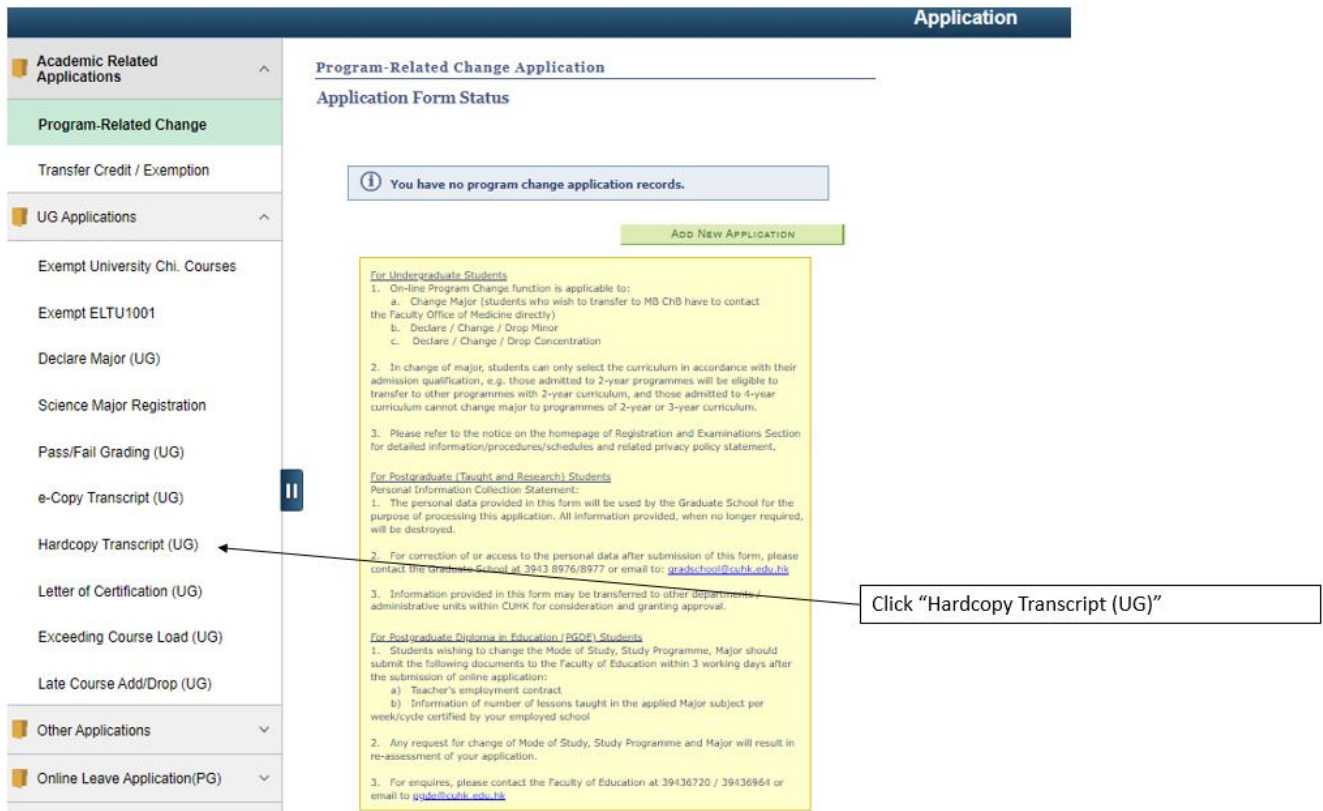
- Click "CUSIS"



- Click “Applications”



- Click “UG Applications” and then click “Hardcopy Transcript (UG)”



2. Graduates of Undergraduate Programmes

(For details on Alumni ID and MyCUHK password, please visit the Alumni Affairs Office Homepage (<https://alumni.cuhk.edu.hk/en/mycuhk>))

- Enter Alumni ID and password



The screenshot shows the CUHK LOGIN page. On the left is a large banner with the text "Welcome to CUHK" and an illustration of a building. To the right of the banner is a grid of application icons. Further right is the login form titled "CUHK LOGIN" with the subtitle "For MyCUHK, Microsoft 365, LibrarySearch...". The form includes fields for "Login ID" and "OnePass Password", a "Sign in" button, and a list of links: "Login Help", "Change Password / Forgot Password", "Forgot Alumni ID / Password", "Contact ITSC", and "Maintenance Schedule". At the bottom right, there are logos for "CADS" and "ITSC Information Technology Services Centre".

Annotations on the login form:

- A box labeled "1. Enter Alumni ID" with an arrow pointing to the "Login ID" input field.
- A box labeled "2. Enter MyCUHK password" with an arrow pointing to the "OnePass Password" input field.

- Click "MyPage"



The screenshot shows the MyCUHK homepage. At the top, there is a purple header bar with the MyCUHK logo on the left, the text "Hi, XZ, Ywb (Alumni), Last Login: 2021-02-2" on the right, and a "Homepage" dropdown menu in the center. Below the header bar are three main content tiles: "MyPage" (with a person icon), "Library" (with a book icon), and "Useful Links" (with a link icon). An arrow points from a box labeled "Click 'MyPage'" to the "MyPage" tile.

- Scroll down to the screen and click “Hardcopy Transcript Application for Undergraduate”

The screenshot shows a 'MyPage' dashboard with a purple header. The dashboard is organized into a grid of service tiles. The 'UG Applications' tile is located in the bottom-left quadrant and contains three links: 'e-Copy Transcript Application for Undergraduate', 'Hardcopy Transcript Application for Undergraduate', and 'Letter of Certification Application for Undergraduate'. A callout box with a black border and white background points to the 'Hardcopy Transcript Application for Undergraduate' link with the text 'Click "Hardcopy Transcript Application for Undergraduate"'. Other tiles include '@Link Alumni Email', 'Email Forwarding Application', 'Security Setting', 'Ways to Give', 'Alumni Publications', 'Subscription Options', 'Alumni Event Registration', 'Alumni Library Services', 'Digital Library Service', and 'My Library Record'. The 'Digital Library Service' tile contains an error message: 'First operand of . is NULL, so cannot access member Count. (180,236) PTPPB_PAGELET.DataSource.1 Name:execute PCPC:15692 Statement:245 Called from:PTPPB_PAGELET.Pagelet'.

Submit Application

Please click one of the following buttons:

- Click “Submit Application for Hardcopy Transcript (Official Copy)”
(“Official Copy” is to be sent directly to the institutions or prospective employers)
- Click “Submit Application for Hardcopy Transcript (Student Copy)”
(“Student Copy” is to be sent directly to the applicants for personal use / retention)

Application for Hardcopy Transcript

[Submit Application / View Application Status](#)

Notes for Application for Hardcopy Transcript

1. Please observe detailed information on RES homepage before making the application.
2. Applicants who apply to send Hardcopy Transcript (Official Copy) directly to the institution or prospective employer MUST indicate clearly the name of the institution, the mailing address and the purpose of the application. No Official Copy Transcript will be sent to applicants' home address.
3. Apply for “Student Copy” Transcript if the applicants need it for self-retention purpose.
4. 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.
5. Applicants should comply and agree with the above information before submission. Payment is required (HKD 50/each copy) upon submission for each application. Additional charge for sending hardcopy transcripts by other delivery method (registered mail/Speedpost) is required.
6. 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.

October 2022

Click “Submit Application for Hardcopy Transcript (Official Copy)”

Click “Submit Application for Hardcopy Transcript (Student Copy)”

SUBMIT APPLICATION FOR HARDCOPY TRANSCRIPT (OFFICIAL COPY)

VIEW APPLICATION STATUS

SUBMIT APPLICATION FOR HARDCOPY TRANSCRIPT (STUDENT COPY)

Submit Application for Official Copy / Student Copy

Select / Input the following information and then click “Submit” and “Proceed To Payment”

- a. 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))
- b. Input Applicant Contact Phone and Email
- c. Select Delivery Method (by Mail / Registered Mail / Speedpost)
- d. Input Number of Copies
- e. Provide Institution / Recipient information (including name, mailing address and purpose for application)
- f. Attach Supporting Document (Optional) *(For Official Copy ONLY)*

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.

Application for Hardcopy Transcript
Submit Application for Official Copy

Application for Hardcopy Transcript (Official Copy)

Application No.: NEW Application Status: Application Status: Status Date: Payment Status: Submission Date:

Select Programme

Transcript Description
 B.A. in Music

Include degree examination result for graduates of 1983 or before: No

Applicant Contact Phone:

Applicant Email:

Delivery Method: Number of Copies:

Application Details

Institution / Recipient Name:

Institution / Recipient Address:

Address:

Purpose for Application:

Upload Document
Please upload additional document to be included when sending the official copy to recipient if necessary.

| Description | Created | Attached File | Add | View | Delete |
|---------------------|---------|---------------|---------------------|----------------------|------------------------|
| Additional Document | | | Add | View | Delete |

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)

Application for Hardcopy Transcript
Submit Application for Student Copy

Application for Hardcopy Transcript (Student Copy)

Application No.: NEW Application Status: Status Date:
Payment Status: Submission Date:

Select Programme

| Transcript Description |
|-------------------------------------|
| <input type="radio"/> B.A. in Music |

Include degree examination result for graduates of 1983 or before: No

Applicant Contact Phone:

Applicant Email:

Delivery Method: Number of Copies:

Application Details

Recipient Name:

Recipient Address:

Select / Input Address

Select the address type from CUSIS:

Or Input Address:

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |

Purpose for Application:

Personal Information Collection Statement

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a
b
c
d
e

Confirm Application Details

Click "Proceed To Payment" if applicants confirm application details

Application Number: NEW

Application Status: B.B.A. in Professional Accountancy

Applicant Contact Phone: 12345678

Applicant Email: aaa@bcd.com

Printed in: English

Include degree examination result for graduates of 1983 or before: No

Delivery Method: By Mail Number of Copies: 1

Recipient Name: ABC

Address: Rdj 33j, 33/i, jhwhm 6
hdmhikm yldqf, hkxz hhm
Hung Hom
Kl Hong Kong

Purpose for Application:

Amount: HK\$50

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 applicants confirm application details

Payment



EN | 繁 | 簡

Amount: **HKD 50.00**
Merchant: CUHK - SCS
Invoice Number: U04800 [REDACTED]

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.



Application for Hardcopy Transcript

Transaction Result

| | | | |
|-----------------------------|------------|---------------------------|------------|
| | | Transaction Detail | |
| Transaction accepted | | | |
| Empl ID: | [REDACTED] | LFBXZ, Hh Ydx 中文名 | |
| Application Number: | 0000010382 | Submission Date: | 24/10/2022 |
| Status: | Approved | Amount: | HKD \$50 |

[BACK TO SUMMARY](#)

View Payment and Application Status

- Payment Status

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

Application for Hardcopy Transcript

Application Status

| Application Form Status | | | | | | | | | | | | |
|-------------------------|-----------------|----------------|----------------|---------------|-----------------|----------------------|--------------------|---------------|--------------------|------------|---------------------------|---------|
| Application Number | Submission Date | Payment Status | Payment Amount | Programme | Transcript Type | Include Distree Exam | Application Status | Nbr of Copies | Delivery Method | Tracking # | Completion / Sending Date | Remarks |
| HT0000010344 | 07/09/2022 | Paid | 115.50 | B.A. in Music | Student Copy | No | In Progress | 2 | By Registered Mail | | | |
| HT0000010343 | 07/09/2022 | Paid | 115.50 | B.A. in Music | Student Copy | No | In Progress | 2 | By Registered Mail | | | |
| HT0000010308 | 15/06/2022 | Paid | 250.00 | B.A. in Music | Student Copy | No | In Progress | 1 | By Speedpost | | | |
| HT0000010279 | 13/06/2022 | Paid | 250.00 | B.A. in Music | Official Copy | Yes | Completed | 1 | By Speedpost | | 17/10/2022 | |
| HT0000010283 | 31/03/2022 | Paid | 240.00 | B.A. in Music | Official Copy | Yes | In Progress | 1 | By Speedpost | | | |
| HT0000010282 | 31/03/2022 | Paid | 40.00 | B.A. in Music | Official Copy | No | In Progress | 1 | By Mail | | | |
| HT0000010280 | 31/03/2022 | Paid | 240.00 | B.A. in Music | Student Copy | No | Completed | 1 | By Speedpost | | 17/10/2022 | |

Application Status

Completed The application has been completed. Your Transcript is available / has been sent to the address as provided in your application.

In progress The application is now being handled by our office.

Rejected The application is rejected. Please contact our office 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](#)

**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*

- View Application Status

Application for Hardcopy Transcript

Application Status

| Application Number | Submission Date | Payment Status | Payment Amount | Programme | Transcript Type | Include Degree Exam | Application Status | Nbr of Copies | Delivery Method | Tracking # | Completion / Sending Date | Remarks |
|--------------------|-----------------|----------------|----------------|---------------|-----------------|---------------------|--------------------|---------------|--------------------|------------|---------------------------|---------|
| HT0000010344 | 07/09/2022 | Paid | 115.50 | B.A. in Music | Student Copy | No | In Progress | 2 | By Registered Mail | | | |
| HT0000010343 | 07/09/2022 | Paid | 115.50 | B.A. in Music | Student Copy | No | In Progress | 2 | By Registered Mail | | | |
| HT0000010308 | 15/06/2022 | Paid | 250.00 | B.A. in Music | Student Copy | No | In Progress | 1 | By Speedpost | | | |
| HT0000010279 | 13/06/2022 | Paid | 250.00 | B.A. in Music | Official Copy | Yes | Completed | 1 | By Speedpost | | 17/10/2022 | |
| HT0000010283 | 31/03/2022 | Paid | 240.00 | B.A. in Music | Official Copy | Yes | In Progress | 1 | By Speedpost | | | |
| HT0000010282 | 31/03/2022 | Paid | 40.00 | B.A. in Music | Official Copy | No | In Progress | 1 | By Mail | | | |
| HT0000010280 | 31/03/2022 | Paid | 240.00 | B.A. in Music | Student Copy | No | Completed | 1 | By Speedpost | | 17/10/2022 | |

The application has been completed if the application status is changed to "Completed"

Application Status

Completed: The application has been completed. Your Transcript is available / has been sent to the address as provided in your application.

In progress: The application is now being handled by our office.

Rejected: The application is rejected. Please contact our office 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

The completed document has been sent to the mailing address as provided in application. Applicant can view the tracking number if the delivery method is "by registered mail" or "by Speedpost"

**Applicants may enquire application progress using the function "View Application Status" of "Application for Hardcopy Transcript" under MyCUHK. The system will mark "Completed" when the processing of application is finished*

***If the application status is changed to "Completed", the application has been completed. The completed document has been sent to the mailing address as provided in application*