香港中文大學圖書館
The Chinese University of Hong Kong Library

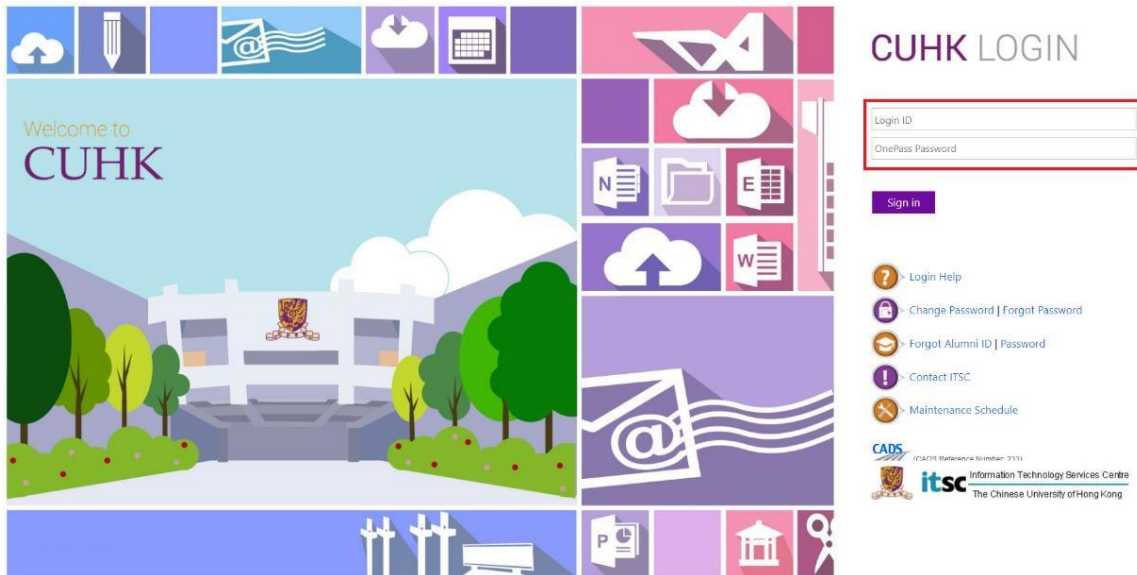*This manual contains two parts.*
[Part I] Click here for Alumni Library Card Application.
[Part II] Click here for Digital Library Service for Alumni (DLSA) Application.

Steps for Alumni Library Card Application

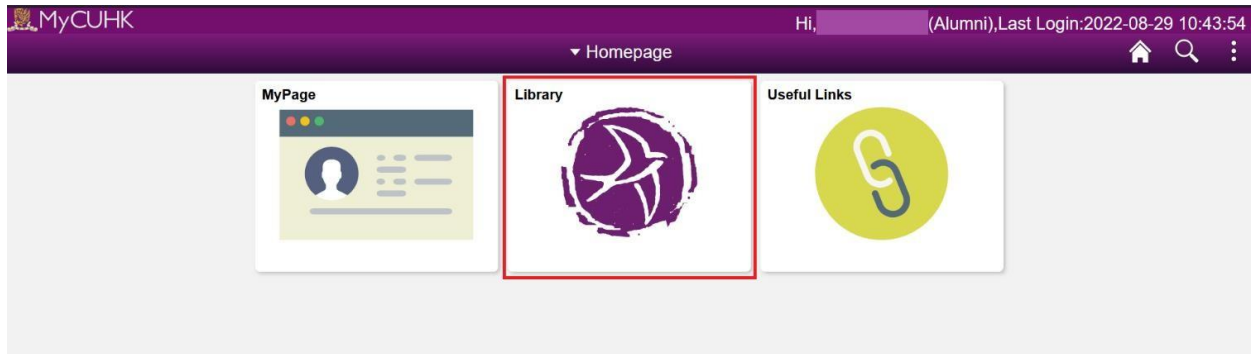1. Log on to the MyCUHK Portal with your Alumni ID and password.

2. If you forgot your Alumni ID and password, please click "Forgot Alumni ID / Password" on the MyCUHK Portal for retrieval.

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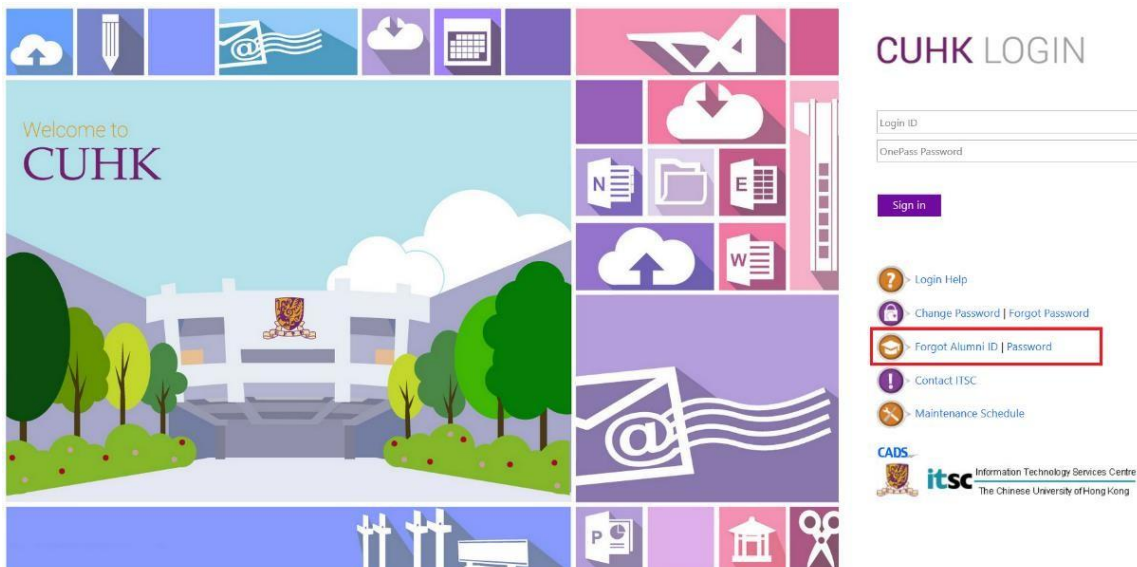
3. Select the box "Library" in the homepage.

4. Click "Submit an application online" under "Alumni Library Services".

   For fresh graduates, please wait for the login status of MyCUHK Portal to change from "Student" to "Alumni". The status will be updated by the University in batches. After your status has been changed to "Alumni", the link "Submit an application online" will be available.
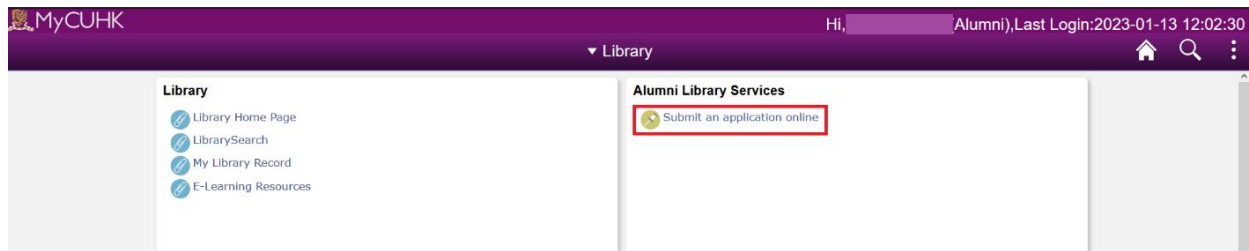
5. Click "Apply Library Card" to apply for Alumni Library Card.

6. Fill in the online form, choose payment method and upload your photo to complete your application.

   Click "Choose File" to select your photo and then click "Upload". A thumbnail of your photo will be shown on the right upon successful uploading.


Upon the receipt of your completed online application form, photo and payment, your Library Card will be processed in 5 working days. An email notification will be sent to you once the Card is ready for pick-up.

For enquiry, please contact us at 3943 7305 or email to library@cuhk.edu.hk.

Steps for Digital Library Service for Alumni (DLSA) Application

1. On top of the CUHK Alumni Library Card, users may consider applying for the Digital Library Service for Alumni (DLSA) to enjoy remote access to selected e-resources subscribed by the CUHK Library.

2. Due to license agreement, DLSA users are only eligible to access specific e-resources through the special URLs provided in the Database List. Please check clearly before you apply.

3. Log on to the MyCUHK Portal with your Alumni ID and password.
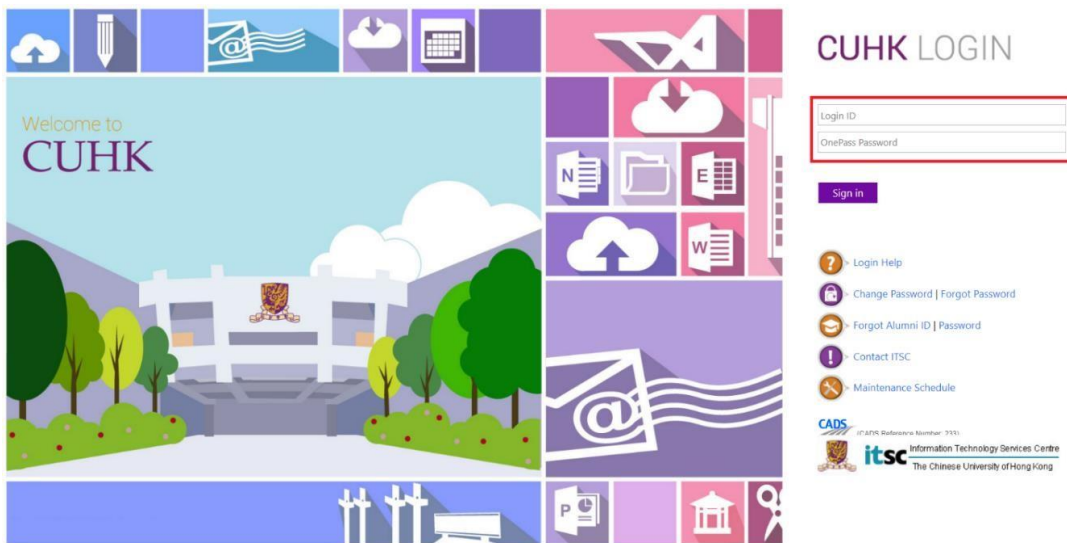
4. If you forgot your Alumni ID and password, please click "Forgot Alumni ID / Password" on the MyCUHK Portal for retrieval.
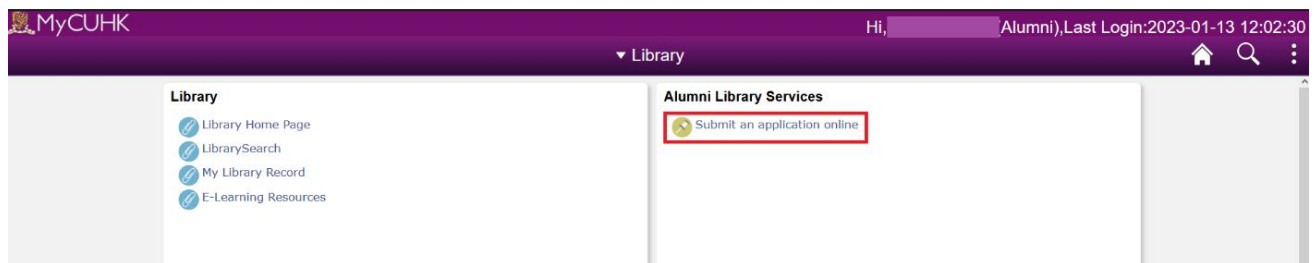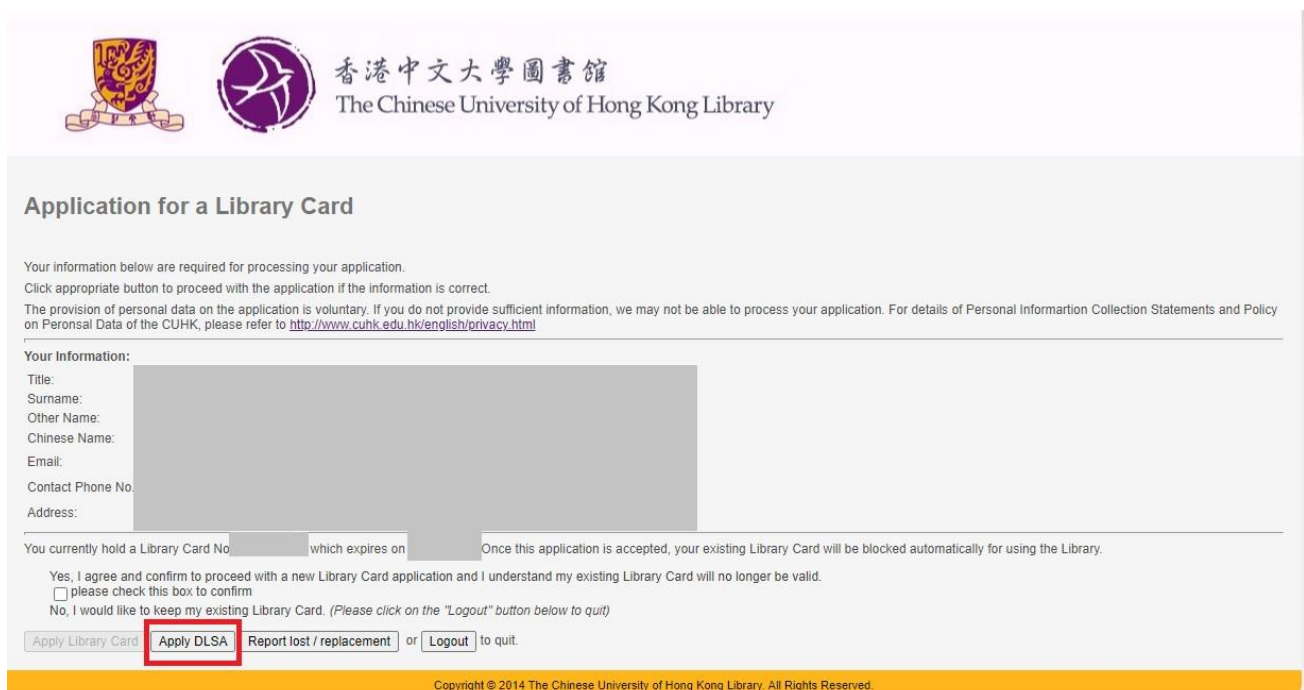
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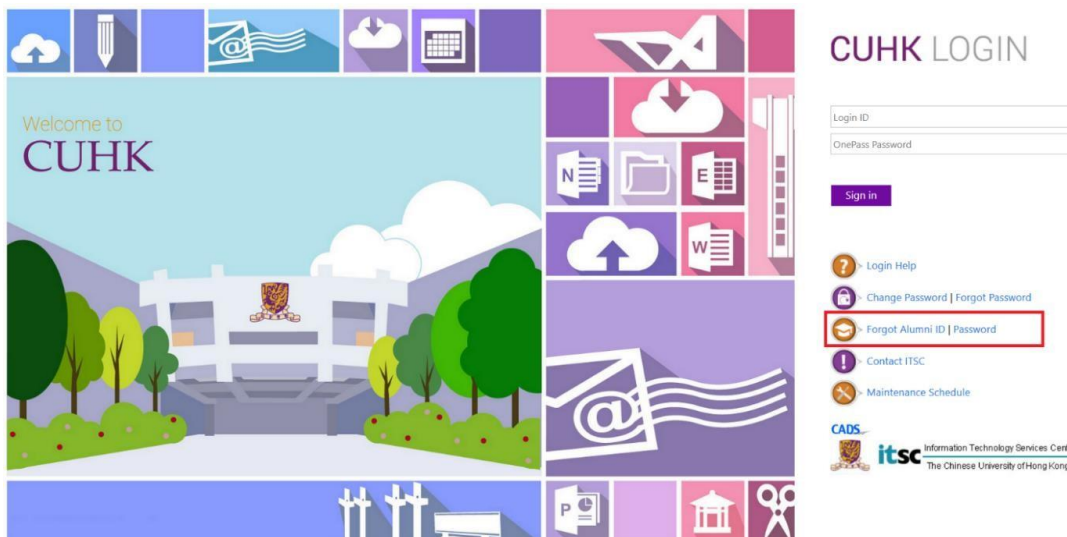
5. Select the box "Library" in the homepage.
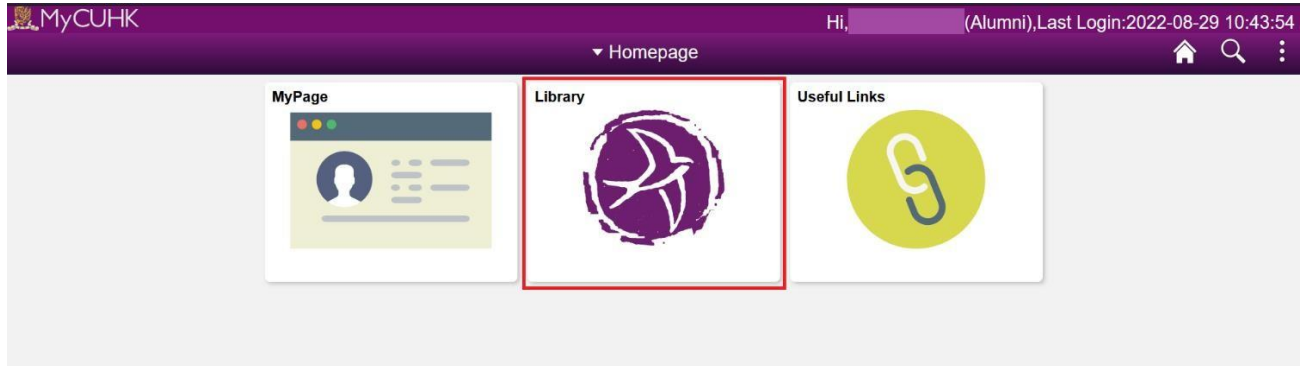
6. Click "Submit an application online" under "Alumni Library Services".

7. Click "Apply DLSA" to apply for DLSA.

8. Fill in the online form and settle the payment to complete the application.

Upon settling the subscription fee, the Library will send you an email with subject "Digital Library Service for Alumni Activation" notifying you of the application result. In the email, you can find the effective date of the service, please start using the service on or after the effective date. Please be reminded to access the selected e-resources through the special URLs provided in the Database List.

For enquiry, please contact us at 3943 7305 or email to library@cuhk.edu.hk.