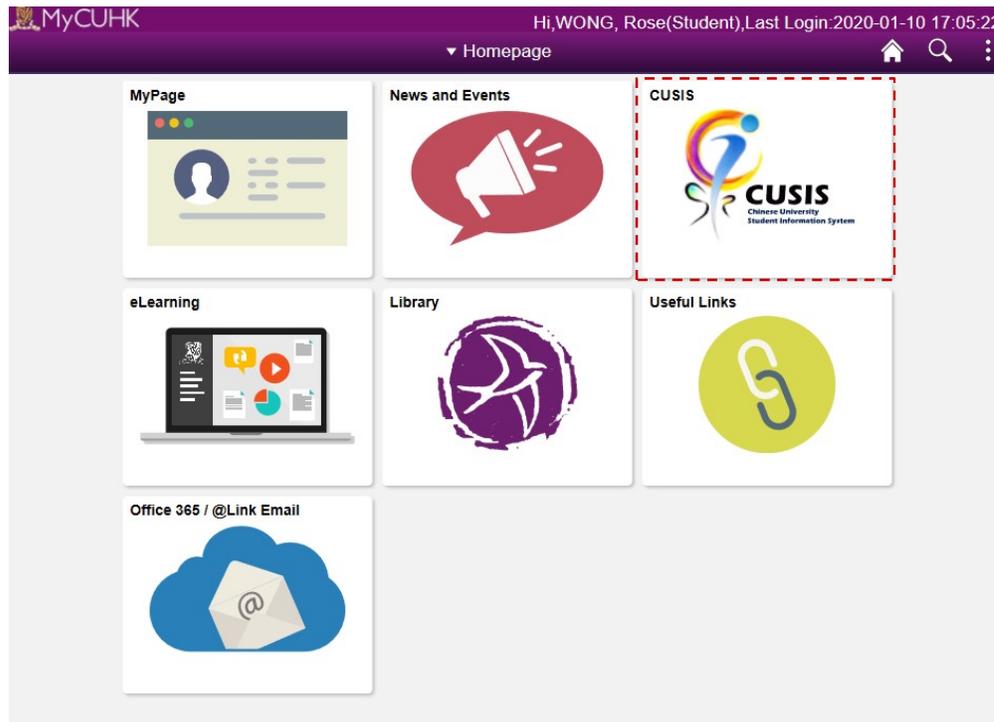


1. After login to MyCUHK, click 'CUSIS' tile.



2. Click 'New Student Registration' tile



### 3. Read the Guideline

The screenshot displays the 'New Student Registration' page on a university website. The page is titled 'New Student Registration' and includes a navigation menu with options like 'Registration', 'Personal Information', and 'Participation'. The 'Registration' section is active, showing a list of guidelines for completing the on-line Student Record Form. The guidelines are numbered 1 through 6, with sub-points a, b, and c. The page also features a search bar, a language dropdown set to 'English', and a 'go to top' link at the bottom.

Student Homepage | **New Student Registration** | Data Language: English

Registration | Personal Information | Participation

[Guidelines](#) | [Personal Information](#) | [Addresses](#) | [Phone Numbers](#) | [Emergency Contacts](#) | [Upload Document](#) | [Amendment Request](#) | [Declaration](#)

#### Registration Guidelines

Notes for completing the on-line Student Record Form:

1. The admission data and personal information provided on this on-line Student Record Form will be used by CUHK for the purpose of processing student records.
2. Student may update/provide contact information to the University, but cannot amend any information on this form concerning admission records, e.g. programme of study, name, HKID card no. etc. If there is any update, please provide the information in the "Amendment Request" section and the administrative office concerned will contact you for further information/verification.
3. To complete the registration procedures, please upload the following required documents and provide necessary information. Please use "view" function to check and make sure the images of the uploaded documents are clear. Uploading incorrect or blurred documents may render your registration unsuccessful.
  - a. To upload a copy of your HKID card/passport/other identity document\* (required for Undergraduates only, marked COPY onto it and click [here](#) for specification); and
    - \* University Regulations require a student to be registered in the name as appeared on his/her HKID card/passport. Mainland students admitted on the strength of Gao Kao (高考) should upload the People's Republic of China resident identity card (中华人民共和国居民身份证).
  - b. To upload a passport size photo for the purpose of application for Student ID card (click [here](#) for specifications of the photo; unsuitable photo may defer the issuance of your Student ID card); and
  - c. To upload the [Consent Form](#) (click [here](#) for details and the form) for students under 18

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  - \* University Regulations require a student to be registered in the name as appeared on his/her HKID card/passport. Mainland students admitted on the strength of Gao Kao (高考) should upload the People's Republic of China resident identity card (中华人民共和国居民身份证).
- b. To upload a passport size photo for the purpose of application for Student ID card (click [here](#) for specifications of the photo; unsuitable photo may defer the issuance of your Student ID card); and
- c. To upload the [Consent Form](#) (click [here](#) for details and the form) for students under 18 years old at the time of registration; and
- d. To provide the information of at least one emergency contact person; and
- e. To provide the information of nationality.

- 4. Any false/incorrect information provided herewith on this on-line Student Record Form may render your registration being incomplete/unsuccessful.
- 5. Please read the important information in the "Declaration" section and the University Regulations.
- For Undergraduates, please click [here](#).
- For Postgraduates, please click [here](#).
- For International Asian Studies Programme (IASP) students, please click [here](#).
- 6. After the above procedures, student MUST check the two boxes in the "Declaration" section then click "Submit". Upon successful submission, a message "You have completed the student registration" will appear to denote that the on-line new student registration process has been completed. An e-mail notification will also be sent to undergraduate student under the campus e-mail account if s/he has completed the registration procedures.

[go to top](#)

CUHK Confidential

- Click 'Personal Information'. Check Personal Information & [Update Nationality / Place of Origin](#)  
If student's Country/Region of Nationality is China, then student has to indicate the Registered Place of Household

Student Homepage > New Student Registration

Registration

QHDX,Bwvx Jwx

Registration | Personal Information | Participation

Guidelines | **Personal Information** | Addresses | Phone Numbers | Emergency Contacts | Upload Document | Amendment Request | Declaration

### Personal Information

ID: [REDACTED]

Primary Name: QHDX,Bwvx Jwx [REDACTED]

Gender: [REDACTED]

Date of Birth (DD/MM/YYYY): [REDACTED]

#### National Identification Number

Country / Region	Short Description	National ID
Hong Kong	ID No2	[REDACTED]

Note:  
According to University regulations, a student shall register in the name which appears in his/her Hong Kong Identity Card or Passport. The administrative office will contact you in case of discrepancies.

\* Mandatory field  
\* Registered Place of Household (戶籍) - for Mainland China Students Only

\* Country/Region of Nationality:  Hong Kong SAR, China

Admission Program: Doctor of Philosophy in Chinese Medicine

[Go to top](#)

- Click 'Addresses'. Check the address shown on this page.

Student Homepage > New Student Registration

Registration

QHDX, Bwvx Jwx

Registration | Personal Information | Participation

Guidelines | Personal Information | **Addresses** | Phone Numbers | Emergency Contacts | Upload Document | Amendment Request | Declaration

### Addresses

View, add, change or delete an address.

Address Type	Address	
Home	[REDACTED]	
Mail	[REDACTED]	

[Go to top](#)

6. Click 'Phone Numbers'. Check the phone numbers shown on this page.

The screenshot shows the 'New Student Registration' page for user QHDX, Bwxx Jwx. The 'Phone Numbers' tab is selected and highlighted with a red dashed box. The page contains a table for entering phone numbers with columns for Phone Type, Telephone, Ext, Preferred, and a delete icon. A 'Mobile (HK)' entry is shown with a redacted telephone number. Buttons for 'Add a Phone Number', 'Save', and 'Go to top' are visible.

*Phone Type	*Telephone	Ext	Preferred	
Mobile (HK)	[Redacted]		<input type="checkbox"/>	

7. Click 'Emergency Contacts'. Input your emergency contact.

The screenshot shows the 'New Student Registration' page with the 'Emergency Contacts' tab selected and highlighted with a red dashed box. Below the heading, there is a table with columns for Primary Contact, Contact Name, Relationship, Phone, Extension, and Country. One contact is listed with 'XXX' as the name and 'Spouse' as the relationship, with a redacted phone number. Buttons for 'Add an Emergency Contact', 'Save', and 'Go to top' are present.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	XXX	Spouse	[Redacted]				

The screenshot shows the 'Emergency Contact Detail' form. It includes fields for Contact Name (XXX), Relationship (Spouse), Contact's Address (Same Address as Individual checked, Address Type Mailing, Country/Region Hong Kong), and Contact's Phone (Same Phone as Individual unchecked, Phone field with redacted number, Extension, and Country Code). Buttons for 'Add a Phone Number', 'Save', and 'Return to Emergency Contacts Summary' are visible.

8. Click 'Upload Document'. Upload HKID Card / Passport and Photograph.

The screenshot shows the 'New Student Registration' page for user QHDX,Bwxx Jwx. The 'Upload Documents' section is active, with the 'Upload Document' link highlighted by a red dashed box. The page includes instructions for uploading documents for undergraduates and postgraduates. Below the instructions is a table with columns for Description, add, view, and delete.

Description	add	view	delete
Photograph	add	view	delete
Consent Form (under 18)	add	view	delete

9. Click 'Amendment Request'. Input Amendment request if necessary.

The screenshot shows the 'New Student Registration' page for user QHDX,Bwxx Jwx. The 'Amendment Request' section is active, with the 'Amendment Request' link highlighted by a red dashed box. The page includes instructions for providing correct information and a text box for inputting the amendment request. A 'SAVE' button is visible below the text box.

Please make the following amendment.

- xxxxxx000x
- xxxxxx000x

SAVE

10. Click 'Declaration'.

Read the two statements at the bottom of the page. Check the checkboxes if you agree with them.

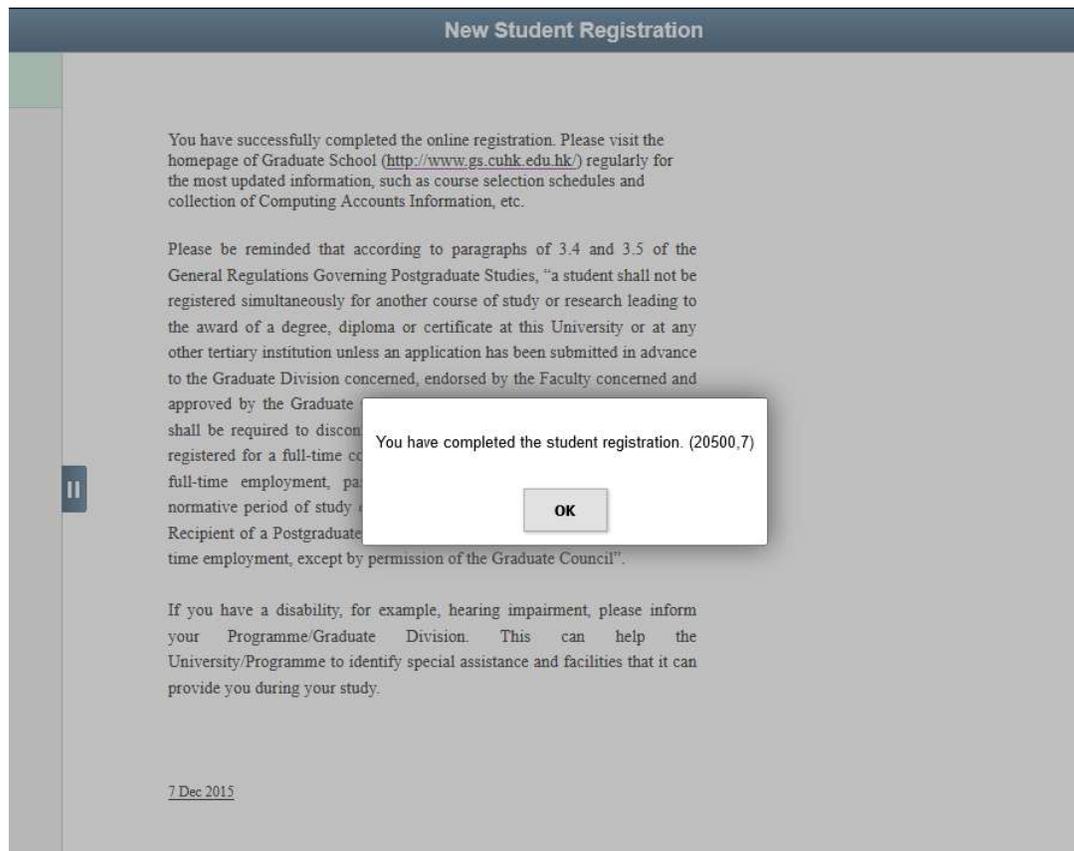
Click 'Submit'.

The screenshot shows the 'New Student Registration' page. The header includes 'Student Homepage', 'New Student Registration', and 'Data Language: English'. The left sidebar has a 'Registration' tab. The main content area has a breadcrumb trail: 'Registration > Personal Information > Participation'. Below this is a navigation menu with links: 'Guidelines', 'Personal Information', 'Addresses', 'Phone Numbers', 'Emergency Contacts', 'Upload Document', 'Amendment Request', and 'Declaration'. The 'Declaration' link is highlighted with a red dashed box. The main heading is 'Important Information'. Below it, there are two paragraphs of text regarding data privacy and UAT\_RPG data. At the bottom of this section is a table with three columns: 'Personal Data Relating to Students Pursuing', 'Office', and 'Contacts'.

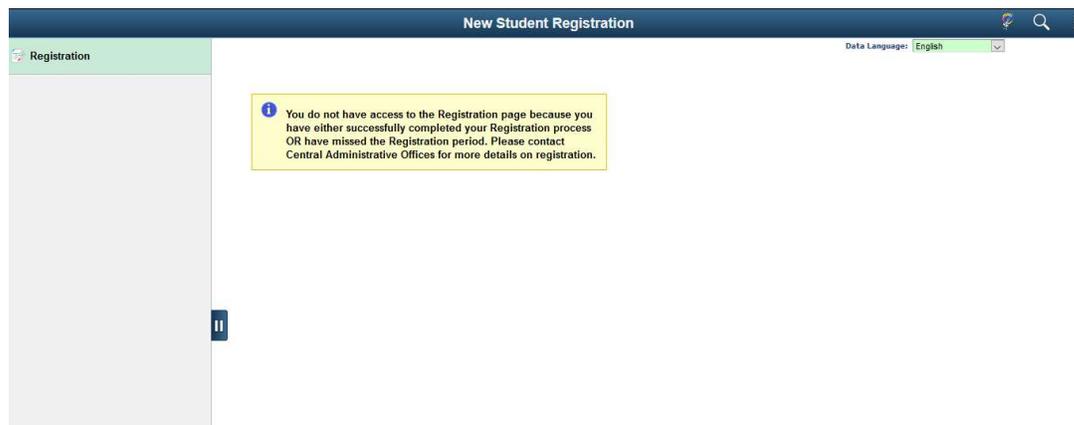
Personal Data Relating to Students Pursuing	Office	Contacts
Postgraduate Studies (excluding PGDE)	Graduate School Office	(852) 3943 8976 <a href="mailto:gradschool@cuhk.edu.hk">gradschool@cuhk.edu.hk</a>
Postgraduate Diploma in Education Programme / Postgraduate Diploma in Education (Early Childhood Education) Programme / Postgraduate Diploma in Education (Primary) Programme (PGDE)	Faculty of Education	(852) 3943 6937 <a href="mailto:pgde@cuhk.edu.hk">pgde@cuhk.edu.hk</a>

This screenshot shows the lower portion of the 'New Student Registration' page. It features the same table as the previous screenshot. Below the table is a paragraph of text: 'In general, students should comply with all the relevant University Regulations and take full responsibility for all activities in which they are engaged in relation to their academic studies and other non-academic activities at the University, as well as other partner universities (where applicable for students who participate in exchange programmes), e.g. course selection, internship, participation in orientation activities, etc. Students should also read the Postgraduate Student Handbook and Codes of Practice to prepare for their studies in the University. The University may sometimes need to contact students' emergency contact person in the event of an emergency or other special circumstances.' Below this text are two declaration statements, each with an unchecked checkbox: 'I have read the important information above in relation to my academic study at the University, and I consent to the use of my data and agree to comply with all the relevant University Regulations.' and 'I understand and agree that in the event of an emergency or other special circumstances the University may contact my parent, guardian or emergency contact person.' A yellow 'Submit' button is located below the second statement. At the bottom left, there is a 'Go to top' link.

11. The online student registration have been completed.



12. You will the following message when clicking the 'New Student Registration' tile again.



To learn more on "How to use Chinese University Student Information System (CUSIS)", please visit

- Computer-based training: <https://www.cuhk.edu.hk/cusis/training.html>
- FAQs and How-to page: <http://www.cuhk.edu.hk/cusis/faqs.html>