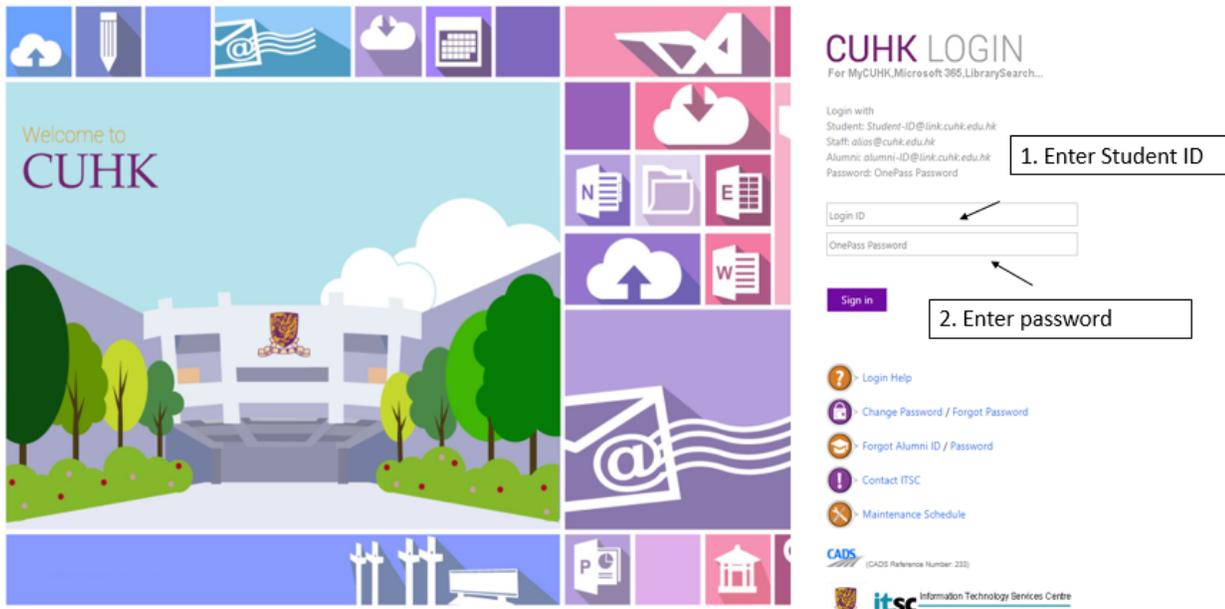


# System Walkthrough for Application for e-Copy Transcript (Applicable for current full-time undergraduate students and graduates of undergraduate programmes)

## 1. Login

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

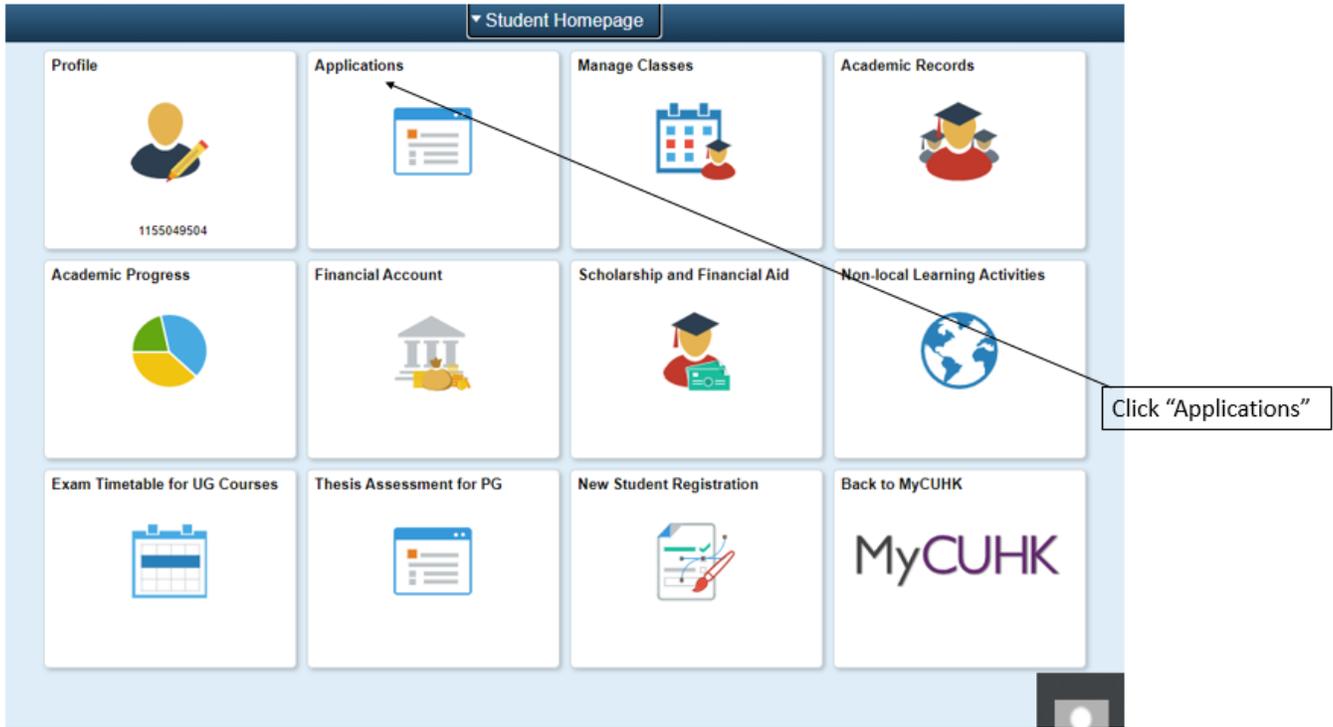
1.1.1 Enter Student ID and password



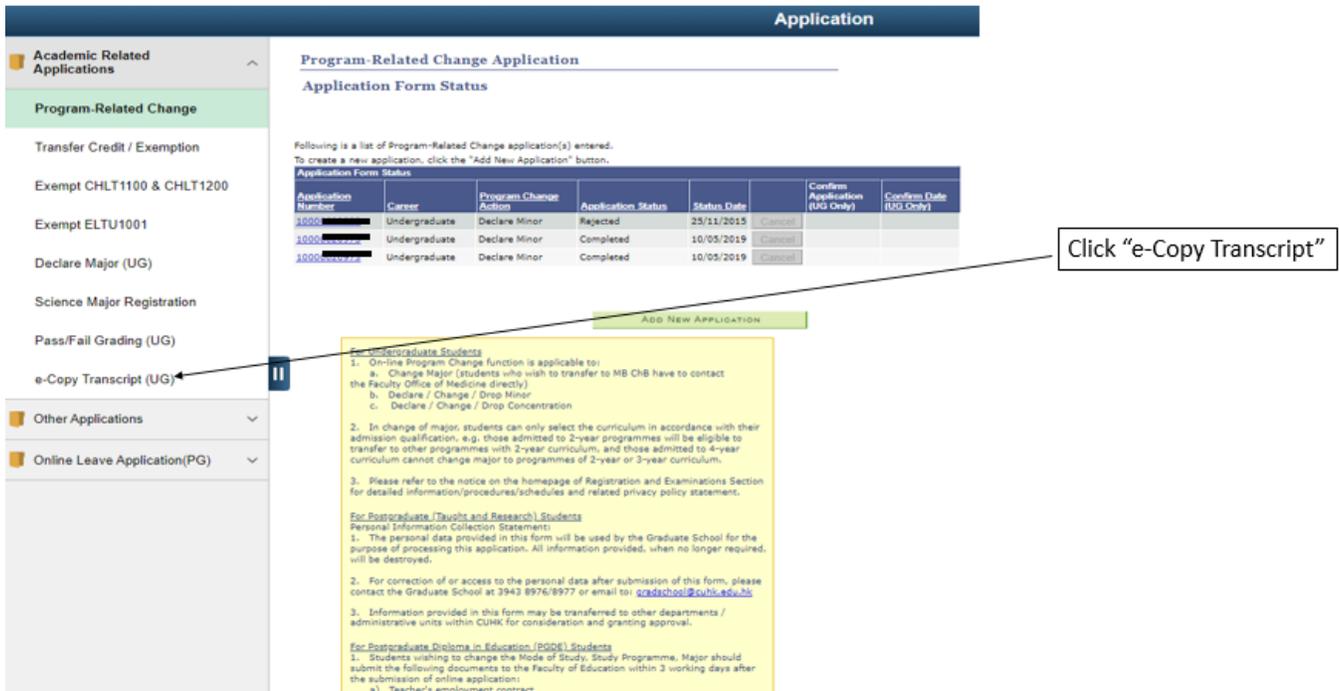
1.1.2 Click "CUSIS"



1.1.3 Click “Applications”



1.1.4 Click “e-Copy Transcript (UG)”

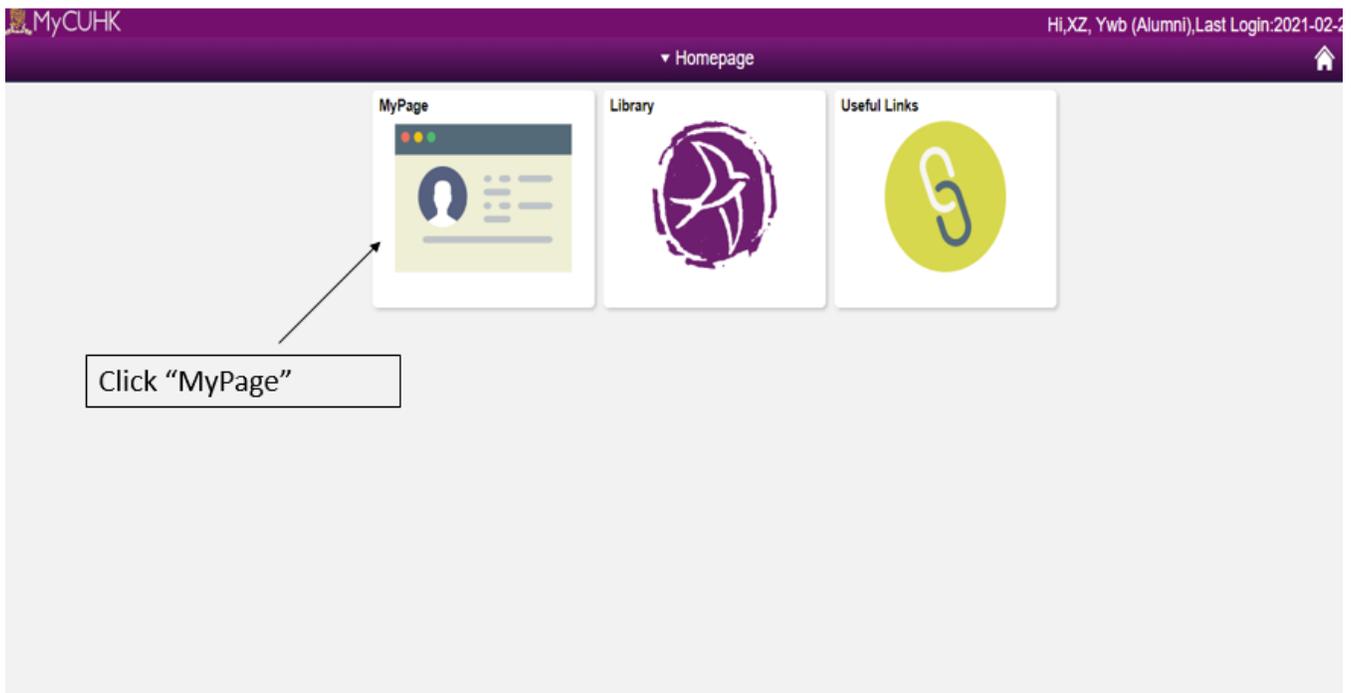


1.2 For graduates of undergraduate programmes – Login MyCUHK with your Alumni ID and MyCUHK password  
(For details on Alumni ID, please visit the Alumni Affairs Office Homepage  
(<https://alumni.cuhk.edu.hk/en/mycuhk>))

1.2.1 Enter Alumni ID and password



1.2.2 Click "MyPage"



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

The screenshot shows the MyCUHK MyPage dashboard. The top navigation bar includes the MyCUHK logo, the user's name 'Hi,XZ, Ywb (Alumni)', and the last login time 'Last Login:2021-02-23 11:29:4'. The main content area is a grid of service tiles. The 'UG Applications' tile at the bottom right contains a link for 'e-Copy Transcript Application for Undergraduate', which is highlighted by a blue box and an arrow pointing from a callout box below the screenshot.

View All Articles and Sections		Addresses	Work Experience	@Link Alumni Email	Email Forwarding Application
		Security Setting	Ways to Give	Alumni Publications	Subscription Options
Alumni Event Registration	Alumni Library Services	Digital Library Service	My Library Record	Graduate Cert Related Services	UG Applications

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

The screenshot shows the CUSIS (Chinese University Student Information System) interface. At the top left is the CUSIS logo. Below it, the page title is "Application for e-Copy Transcript" and the navigation links are "Submit Application / View Application Status". A yellow box contains "Notes for applicants" with six numbered points. To the right of the notes are three callout boxes: 1. "1. Click “Submit Application for e-Copy Transcript (Official Copy)”" pointing to a green button labeled "SUBMIT APPLICATION FOR E-COPY TRANSCRIPT (OFFICIAL COPY)". 2. "2. Click “Submit Application for e-Copy Transcript (Student Copy)”" pointing to a green button labeled "SUBMIT APPLICATION FOR E-COPY TRANSCRIPT (STUDENT COPY)". 3. "3. Click “View Application Status”" pointing to a green button labeled "VIEW APPLICATION STATUS". At the bottom of the page, there are three more buttons: "SUBMIT APPLICATION FOR E-COPY TRANSCRIPT (OFFICIAL COPY)", "SUBMIT APPLICATION FOR E-COPY TRANSCRIPT (STUDENT COPY)", and "VIEW APPLICATION STATUS".

**CUSIS** Chinese University Student Information System

Application for e-Copy Transcript  
Submit Application / View Application Status

**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 apply for their own retention the e-Copy Transcript (Student Copy) may consider downloading the unofficial transcript under CUSIS, or apply for printed version using the Application System on RES homepage. If e-Copy version is applied through this System, applicants need to download the PDF in this System and print the copy on their own for self-retention purpose.
- 4 Applicants who need to send e-COPY Transcript (Official Copy) directly to the institution or prospective employer must check on their own and make sure the institution or prospective employer accepts the e-Copy transcript as an email attachment. Please provide the e-mail address correctly as RES accepts no responsibility to ensure the recipient's e-mail address is correct. The attachment will be sent as password-protected document.
- 5 Applicants need to upload a copy of the HKID card for identity verification, which should match the registration records kept by the University. In case there is no HKID card copy, please upload passport copy. The copy of the document will be erased once the System completes the application. Mark "COPY" on the identity document before upload.
- 6 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 (transcript@cuhk.edu.hk).

1. Click “Submit Application for e-Copy Transcript (Official Copy)”  
SUBMIT APPLICATION FOR E-COPY TRANSCRIPT (OFFICIAL COPY)

2. Click “Submit Application for e-Copy Transcript (Student Copy)”  
SUBMIT APPLICATION FOR E-COPY TRANSCRIPT (STUDENT COPY)

3. Click “View Application Status”  
VIEW APPLICATION STATUS

SUBMIT APPLICATION FOR E-COPY TRANSCRIPT (OFFICIAL COPY)    VIEW APPLICATION STATUS  
SUBMIT APPLICATION FOR E-COPY TRANSCRIPT (STUDENT COPY)

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"

The screenshot shows the 'Application for e-Copy Transcript' form. At the top, it says 'Submit Application for e-Copy Transcript (Official Copy)'. The form includes several sections: 'Application No.: NEW', 'Application Status: Payment Status', and 'Status Date: Submission Date'. The 'Select Programme' section has a dropdown menu with 'B.Ed. in Liberal Studies' selected. The 'e-Copy Transcript Type' is set to 'Official Copy'. There are input fields for 'Applicant Contact Phone' and 'Applicant Email'. The 'Application Details' section has fields for 'Institution / Recipient Name', 'Institution / Recipient Email', and 'Purpose for Application'. Below this is the 'Upload Document' section with a table for 'Attach Supporting Document' and an 'Add' button. At the bottom, there is a 'Personal Information Collection Statement' and 'Submit' and 'Cancel' buttons. Five numbered callouts point to: 1. 'Select Programme' (dropdown), 2. 'Provide Applicant Contact Phone and Email' (input fields), 3. 'Provide Institution / Recipient information (Name, Email and Purpose for Application)' (input fields), 4. 'Attach Supporting Document (Optional)' (table and button), and 5. 'Click "Submit"' (button).

Application for e-Copy Transcript (Official Copy)

1. Select Programme

2. Provide Applicant Contact Phone and Email

3. Provide Institution / Recipient information (Name, Email and Purpose for Application)

4. Attach Supporting Document (Optional)

5. Click "Submit"

## 2.1.6 Confirm Application Details

Please click “Proceed To Payment” if applicants confirm application details.

### Application for e-Copy Transcript

#### Confirm Application Details

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

Application Number:	NEW
Application Status:	
Transcript Description:	B.Sc. in Biochemistry
Applicant Contact Phone:	12345678
Applicant Email:	abcabc@cuhk.edu.hk
Institution / Recipient Name:	DEF Company
Institution / Recipient Email:	defdefdef@def.com
Purpose for Application:	Application for job

Amount: HK\$40

Click “Proceed to Payment” if applicant confirm application details

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.

\$\$ PROCEED TO PAYMENT \$\$ CANCEL

## 2.1.7 Payment



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Amount: **HKD 40.00**  
Merchant: CUHK - SCS  
Invoice Number: U0480000 [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.



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. **Jetco**

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

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. **Jetco**

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



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.

Amount:  
Merchant:  
Invoice Number:

ujpg.jtetbwkl.com.hk says  
Merchant:CUHK - SCS  
Invoice Number:U04800000000000000000  
Amount:40.00  
Credit Card Number:41111111  
Expiry Date:02/2022  
Card Verification Value (CVV2):

Confirm to proceed the transaction?

OK

Cancel

Card Information

Enter your card

Card Type: **VISA**

Credit Card Number: 4111 - 1111 - -

Expiry Date: 02 -

Card Verification Number: [What is this?](#)

Pay Now

« Cancel, and return to CUHK - SCS

### Application for e-Copy Transcript

### Transaction Result



#### Transaction Detail

**Transaction accepted**

Empl ID:	1000015110	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 e-Copy Transcript

#### Application Status

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

Application Form Status								
Application Number	Submission Date	Payment Status	Transcript Description	Transcript Type	Application Status	Completion / Sending Date	Remarks	Student Copy
0000010098	26/02/2021	Paid	B.Sc. in Biochemistry	Official Copy	In Progress			

#### Application Status

**Completed** The application has been completed. Your e-Copy Transcript is available for download / 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](#)

\*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-Copy Transcript (Student Copy)**

---

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

Application No.: NEW      Application Status:      Status Date: 25/02/2021  
Payment Status:      Submission Date:

Select Programme

Transcript Description
<input checked="" type="radio"/> B.B.A. - Integrated BBA Programme

e-Copy Transcript Type: Student Copy

Applicant Contact Phone:

Applicant Email:

A link will be provided under "View Application Status" for the applicant to download the e-Copy transcript (Student Copy) within 6 months AFTER the application is marked

**Personal Information Collection Statement**

1. 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.
2. Information provided on this form may be transferred to other departments/ administrative units within CUHK for processing the application, where applicable.
3. 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)

The screenshot shows a web form for submitting an application for an e-Copy Transcript (Student Copy). It includes fields for application number, status, dates, and programme selection. A table lists the available programme, 'B.B.A. - Integrated BBA Programme'. Below are fields for transcript type, contact phone, and email. A yellow box contains a 'Personal Information Collection Statement' with three numbered points. At the bottom are 'Submit' and 'Cancel' buttons. Three callout boxes with arrows point to: 1. The 'Select Programme' section, 2. The contact phone and email fields, and 3. The 'Submit' button.

## 2.2.4 Confirm Application Details

Please click “Proceed To Payment” if applicants confirm application details.

### Application for e-Copy Transcript

#### Confirm Application Details

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

**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 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.

**\$\$ PROCEED TO PAYMENT \$\$** CANCEL

Click “Proceed to Payment” if applicant confirm application details

## 2.2.5 Payment



EN | 繁 | 簡

Amount: **HKD 40.00**  
Merchant: CUHK - SCS  
Invoice Number: U04800 [REDACTED] 3

Press your payment method to pay.



« 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.



Amount: **HKD 40.00**  
Merchant: CUHK - SCS  
Invoice Number: U0480 [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.



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.

Amount: **HKD 40.00**  
Merchant: CUHK - SCS  
Invoice Number: U0 [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.



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.



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.

ujpg.jtetbwkl.com.hk says

Merchant:CUHK - SCS  
 Invoice Number:U04800000 [REDACTED]  
 Amount:40.00  
 Credit Card Number:411111111 [REDACTED]  
 Expiry Date:02/2022  
 Card Verification Value (CVV2)[REDACTED]

Confirm to proceed the transaction?

OK Cancel

Amount:  
Merchant:  
Invoice Number:

Card Information

Enter your card details

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

## Application for e-Copy Transcript

### Transaction Result

 **Transaction Detail**

**Transaction accepted**

<b>Empl ID:</b> 1009045140	XZ, Ywb Mwxz 中文名
<b>Application Number:</b> 0000 [REDACTED]	<b>Submission Date:</b> 26/02/2021
<b>Status:</b> Approved	<b>Amount:</b> HKD \$40

[BACK TO SUMMARY](#)

## 2.2.6 Application and Payment Status

### Application for e-Copy Transcript

#### Application Status

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

Application Number	Submission Date	Payment Status	Transcript Description	Transcript Type	Application Status	Completion / Sending Date	Remarks	Student Copy
0000010101	26/02/2021	Paid	B.B.A. - Integrated BBA Programme	Student Copy	In Progress			
0000010012	02/02/2021	Paid	B.B.A. - Integrated BBA Programme	Student Copy	In Progress			
0000010007	01/02/2021	Paid	B.B.A. - Integrated BBA Programme	Student Copy	In Progress			

Application Status	
Completed	The application has been completed. Your e-Copy Transcript is available for download / 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

\*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.

Application for e-Transcript  
 Application Status

Application Number	Submission Date	Payment Status	Transcript Description	Transcript Type	Application Status	Completion / Sending Date	Remarks	Student Copy
000010086	24/02/2021	Paid	B.Eng. in Information Engineering and B.B.A. - Integrated BBA Programme	Student Copy	In Progress			
000010080	22/02/2021	Paid	B.Eng. in Information Engineering and B.B.A. - Integrated BBA Programme	Student Copy	In Progress			
000010081	22/02/2021	Paid	B.Eng. in Information Engineering and B.B.A. - Integrated BBA Programme	Official Copy	Completed	22/02/2021		

1. The application has been completed if the application status is changed to “Completed”.

**Application Status**

Completed: The application has been completed. Your e-Copy Transcript is available for download / 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.

2. e-Copy Transcript (Official Copy) 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.

Application for e-Copy Transcript  
 Application Status

Application Number	Submission Date	Payment Status	Transcript Description	Transcript Type	Application Status	Completion / Sending Date	Remarks	Student Copy
0000010101	26/02/2021	Paid	B.B.A. - Integrated BBA Programme	Student Copy	Completed	01/03/2021		<a href="#">View</a>
0000010012	02/02/2021	Paid	B.B.A. - Integrated BBA Programme	Student Copy	In Progress			
0000010007	01/02/2021	Paid	B.B.A. - Integrated BBA Programme	Student Copy	In Progress			

1. The application has been completed if the application status is changed to “Completed”.

**Application Status**

Completed: The application has been completed. Your e-Copy Transcript is available for download / 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.

2. Click “view” to download e-Copy Transcript.

Back