

How to complete your online application

Please read the following thoroughly before you start working on your online application.

Step 1 – Prepare the information

The form features 8 sections. Please make sure you have all the documents and information you need before you log in to the online application system.

Section 1	Personal Details: Your particulars and contact information.
Section 2	Study Information: Your intended admission status, period of study, degree level and class level at CUHK.
Section 3	Current or Latest Study: General information about your studies at your home institution.
Section 4	Other Studies: Information about any other institutions you have attended.
Section 5	Statement of Purpose: Please explain in no more than 300 words the academic and personal reasons why you'd like to take part in the exchange or study-abroad programme.
Section 6	Preliminary Study Plan at CUHK: A tentative list of courses you intend to take during your time at CUHK. This is just for course-planning purposes, and does not mean you have registered for any courses. Please click here to view the full list of courses, and here to find out which ones you can study.
Section 7	Emergency Contact: Contact information of whoever should be informed in case of emergency.
Section 8	Undergraduate Accommodation Preference: The type of accommodation you'd prefer while you're at CUHK: for undergraduate students only.

Step 2 – Read the notes

To complete your online application successfully, please note the following:

Note 1	Use English only: Use English for everything you enter on the form. Material in non-English characters will not be considered.
Note 2	Save your form frequently: Please remember to save your draft every 15 minutes to ensure you don't lose any unsaved material, using the Save button at the top right-hand corner of the form. You will be automatically sent an email each time you save.
Note 3	Beware of page time-outs: Pages of the online application form will expire if you leave them idle for 20 minutes. Remember to save your draft each time you stop working on it, or you risk losing it.
Note 4	Adjust the resolution of your computer: Use PC screen resolution of 1,024 x 768 (96DPI) or higher with Internet Explorer 11 or higher; otherwise you might be unable to see some elements of the form.
Note 5	Set up the pop-up blocker if you are using a computer running Microsoft Windows XP Service Pack 2: 1. Open Internet Explorer 2. Choose Tools → Pop-up Blocker → Pop-up Blocker Settings 3. Type iaspnta.oal.cuhk.edu.hk in "Address of Web site to allow" 4. Select Add 5. Click Close

Step 3 – Create, update, print and submit an application online

Note 1	Create your application: Follow the link below to access the online application form login page. Click on New Application to create a new application form, and fill it out.
Note 2	Save your application: Click the Save button any time you want to stop working on your application.
Note 3	Update your application: If you have already saved a draft, log in to the system using your email address and password.
Note 4	Review your application <u>before</u> submission: Ensure all the information you have provided in the form is accurate and correct before submitting your application. You cannot amend your application once we have started processing it.
Note 5	Print and submit your application: 1. Click the Submit button. 2. Click the Print button. 3. Save a copy of your application and print a hardcopy of your application for record. Your home institution may also need a printed copy of the form in order to endorse your application. 4. Click the Finish button <u>after</u> you have finished saving and printing. 5. Read the declaration carefully and click the Accept button within the Declaration Section to finish submitting an application to CUHK's Office of Academic Links. You will receive an automatic confirmation email.



Important

1. **Double-check your application and ensure all the information you have provided in the form is accurate and correct before submission.** You cannot amend your application once we have started processing it.
2. **Save and Print a copy of your application before clicking the “Finish” button.** You cannot print your application once we have started processing it.

[Go to the online application form](#)

(Please disable the “Pop-up Blocker” of your browser before clicking on the above link.)

Once you have submitted your application, please check your email account regularly for messages from us, and make sure that your account is working properly and has at least 200KB of storage space free.

Step 4 – View application number and amend submitted application

Note 1	View your application number: Use your email address and password to log in to the system and view your application number, shown on the My Application page.
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My Application

Choose an Application: 2012000011 IASP: SEP 2012 - JAN 2013 (1st Term) [Edit / view my application form](#)

My Application Status My Task

Note 2	Amend your application data: You cannot amend your application once we have started processing it. If there is something you feel needs to be amended after that time, please email us at iasp@cuhk.edu.hk .
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