1. After login to MyCUHK, click ‘CUSIS’ tile.

2. Click ‘New Student Registration’ tile
3. Read the Guideline

Registration Guidelines

Notes for completing the on-line Student Record Form:

1. The submission data and personal information provided on this online Student Record Form will be used by CUHK for the purpose of processing student records.

2. Student may upload or 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 "new" function to check and ensure 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 and passport or other identity documents (required for Undergraduates only); scanned COPT onto it and click here to specification, and

   * University Regulations require a student to be registered in the same as appeared on their HKID card and passport. Male students admitted on the strength of One-China ( eid66f ) should upload the People's Republic of China resident identity card ( 身份证 )

   b. To upload the passport size photo for the purpose of application for Student ID card ( click here for specifications of the photo; unscalable photo may delay the issuance of your Student ID card ); and

   c. To upload the Current 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

4. Any false/incorrect information provided herein on this online Student Record Form may render your registration being incomplete/inaccurate.

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 online new student registration process has been completed. An e-mail notification will also be sent to your email account after the campus e-mail account of the has completed the registration procedure.
4. Click ‘Personal Information’. Check Personal Information & Update Nationality / Place of Origin. If student’s Country of Nationality is China, then student has to indicate the Registered Place of Household.

5. Click ‘Addresses’. Check the address shown on this page.
6. Click ‘Phone Numbers’. Check the phone numbers shown on this page.

7. Click ‘Emergency Contacts’. Input your emergency contact.
8. Click ‘Upload Document’. Upload HKID Card / Passport, Photograph and Consent Form if you are under 18.

9. Click ‘Amendment Request’. Input Amendment request if necessary.
10. Click ‘Academic Honesty’. Read the student declaration statements. Check the checkboxes if you understand and agree with them. Click ‘Next’.
11. Click ‘Declaration’.

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

Click ‘Submit’.
12. The online student registration have been completed.

13. 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