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**The Chinese University of Hong Kong  
Office of Admissions and Financial Aid**

**UNDERGRADUATE ADMISSIONS RECOMMENDATION SYSTEM**

**Step-by-Step Guide  
for Referees  
(International applicants)**

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# NOTES FOR REFEREES

1. To access the **Undergraduate Admissions Recommendation System**, please ask your students to nominate you as a referee by providing your particulars in the “Referee Information” section of the online application.
2. Once your students have submitted their applications, you will receive an invitation email to access the Undergraduate Admissions Recommendation System.
3. You have 21 days to complete the online recommendation by inputting the form or uploading the documents.
4. You can use the same account and password to complete the recommendations for different applicants who have invited you (using the same email address) as their referee.

## **Supporting documents**

4. Files with the same name cannot be uploaded more than once for the same student.
5. Uploaded documents cannot be viewed or deleted once the recommendation has been submitted.
6. You can upload files that are up to 30MB in total. Please ensure your files are appropriately resized before uploading to optimize the use of your storage.

# ACTIVATE YOUR ACCOUNT BY INVITATION (EMAIL SAMPLE)

CUHK Recommendation System - Invitation for Reference



\*\*This is a system-generated email. Please do not reply to this email.\*\*

Dear [REDACTED]

Greetings from The Chinese University of Hong Kong (CUHK)!

We are pleased to inform you that you have been invited by [REDACTED] to serve as a referee as part of our admissions process at CUHK. We sincerely appreciate your willingness to support the applicant, as your insights and feedback are invaluable to us.

To facilitate a confidential submission of your reference, we invite you to join our Recommendation System. To get started, please click the activation link below to create a password, which you can then use to sign in with this email: [REDACTED]

Recommendation System: [Activation Link](#)

## 2. Click to activate your account

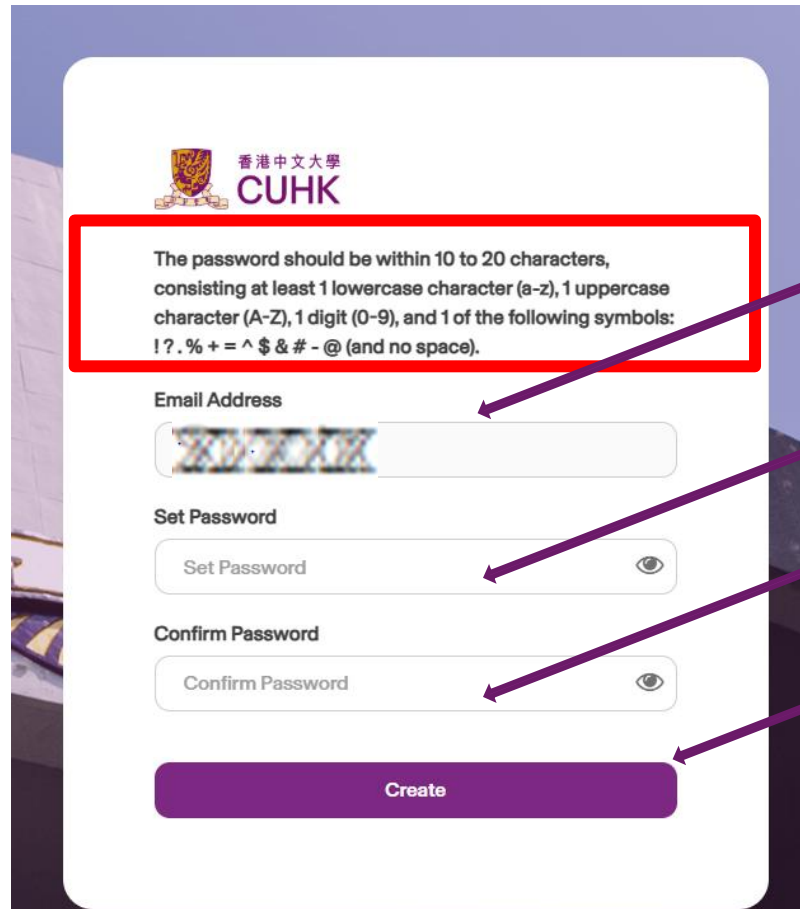
Thank you for your attention and support. Please feel free to contact us at [REDACTED] if you have any questions.

Learn more about [CUHK](#) and discover the many ways we empower and support our students on their journey to success.

Best regards,  
Office of Admissions and Financial Aid  
The Chinese University of Hong Kong

1. Once the application is submitted by your students, you will receive an invitation email to join the Undergraduate Admissions Recommendation System

# CREATE A PASSWORD



The screenshot shows the CUHK password creation interface. At the top is the CUHK logo. Below it, a red-bordered box contains the password requirements: "The password should be within 10 to 20 characters, consisting at least 1 lowercase character (a-z), 1 uppercase character (A-Z), 1 digit (0-9), and 1 of the following symbols: ! ? . % + = ^ \$ & # - @ (and no space)." Below this box are four input fields: "Email Address" (with a CAPTCHA), "Set Password" (with a toggle icon), "Confirm Password" (with a toggle icon), and a purple "Create" button at the bottom. Four purple arrows point from the instructions on the right to the respective fields: the first arrow points to the red-bordered box, the second to the "Set Password" field, the third to the "Confirm Password" field, and the fourth to the "Create" button.

香港中文大學  
CUHK

The password should be within 10 to 20 characters, consisting at least 1 lowercase character (a-z), 1 uppercase character (A-Z), 1 digit (0-9), and 1 of the following symbols: ! ? . % + = ^ \$ & # - @ (and no space).

Email Address

Set Password

Confirm Password

Create

1. You will be asked to create a password during your first log-in

2. Create a password as instructed

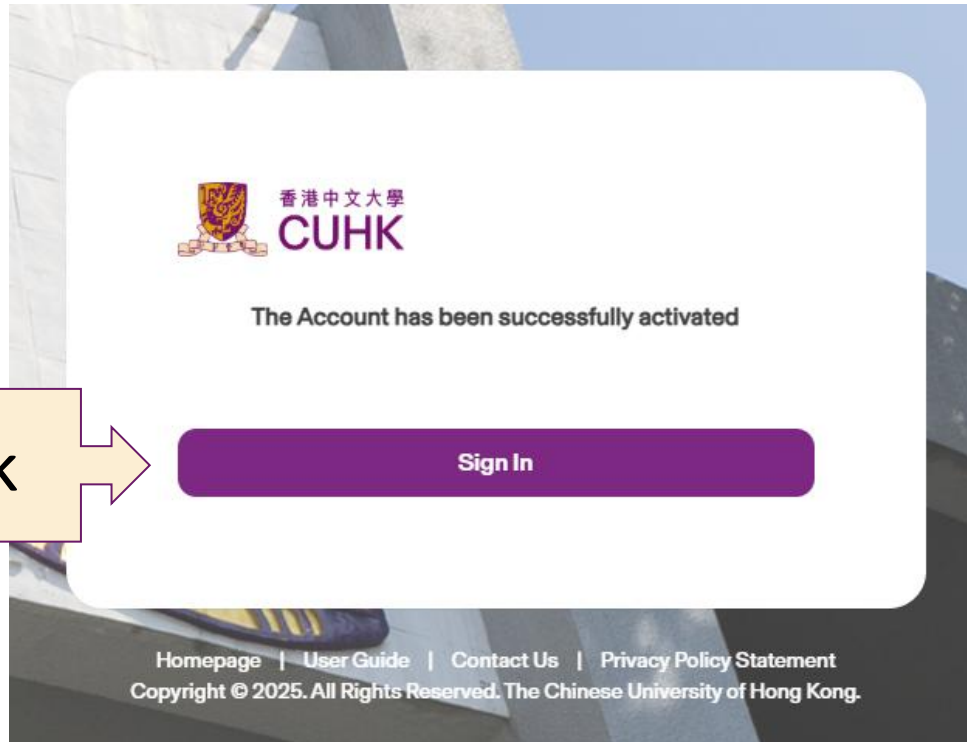
3. Retype the password

4. Click

# SIGN IN

1. Your referee account has been activated

2. Click



## Undergraduate Admissions Recommendation System

Sign In

Email

Password

[Forgot Password?](#)

Sign In

3. Fill in email address and password

4. Click

# SECURITY MEASURES



A Verification Code has been sent to your email. Please input the code in the "Verification Code" box below and click "Verify Code".

Email

Verification Code

The code would be expired after 10 minutes (599s)

Send New Code

Verify Code

1. Referee will be required to enter the verification code (to be sent to the email address registered) when logging in to the system

2. Click

# PERSONAL INFORMATION COLLECTION

1. Scroll down and read

## PERSONAL INFORMATION COLLECTION STATEMENT

### 2. Use of Personal Data for Direct Marketing

We may use your personal data for direct marketing purposes, such as sending promotional materials and information about our programs, services, or events.

- Types of personal data used: Your name, contact details, and relevant professional or educational information.
- Classes of marketing subjects: Educational programs, seminars, workshops, newsletters, and related events.
- Response channel: You may communicate your consent or withdrawal of consent, free of charge, via email at [oafa@cuhk.edu.hk](mailto:oafa@cuhk.edu.hk) or other provided means.

### 3. Use of Personal Data for Direct Marketing – Consent Requirement

We will only use your personal data for direct marketing if we have obtained your explicit consent. You have the right to withdraw your consent at any time, free of charge, by contacting us at the above email address.

### 4. Underage Applicants and Parental Consent

If you are under the age of 18, we require your parent or legal guardian's explicit consent before you provide us with your personal data.

You should read this statement together with our Privacy Policy Statement, which is available on this website: <https://www.cuhk.edu.hk/policy/pdo/en/>.

Check all applicable box(es) after you have read through the Personal Information Collection Statement.

- ☒ I confirm that I have read and accepted the terms of the above Personal Information Collection Statement.
- ☐ I would like to **opt-out** from Direct Marketing communication and the proposed use of my personal data for direct marketing purpose as stated in the Personal Information Collection Statement.
- ☒ I consent to the University using my personal information for matching procedures for the purpose as stated in the Personal Information Collection Statement.

Are you aged 18 years old or above?

- ☒ Yes, I am 18 years old or above.
- ☐ No, I confirm that I am under 18 years of age and have the consent of my parents or other guardians, who have read and accepted the terms of the above Personal Information Collection Statement on my behalf.

Are you habitually located in the following regions?

- ☐ Mainland China
- ☐ European Union
- ☒ No, I am not habitually located in Mainland China or the European Union.

2. Select all that apply

Continue

3. Click

# REGISTRATION

## Referee Registration Form

Thank you for being a referee.

Your recommendation on the applicant matters. Please submit your recommendation before the due date, and be reminded that information submitted will not viewable again.

If you wish to decline the invitation from the applicant, please click decline, and the applicant may nominate another suitable referee.

\*Mandatory

Title\*

Name in English\*

Position\*

Name of School / Organization

Address of School / Organization

Please enter

Website of School / Organization

https://

Link to Profile of School / Organization

https://

Contact Number

(Click [here](#) to check the IDD list)

+IDD CodePhone Number

Notes to CUHK (If any)

Please enter

1. Complete the registration form

2. Click

Confirm saving above page?

OK

Cancel

# OVERVIEW OF ALL INVITATIONS

## Overview

| Sort By                            |  | Name In English |      |
|------------------------------------|--|-----------------|------|
| Application Number                 |  |                 |      |
| Recommendation Submission Deadline |  |                 |      |
| Recommendation Status              |  | Not Submitted   |      |
| Last Change                        |  |                 |      |
|                                    |  |                 | Edit |

|                                    |  |            |      |
|------------------------------------|--|------------|------|
| Application Number                 |  |            |      |
| Recommendation Submission Deadline |  |            |      |
| Recommendation Status              |  | Processing |      |
| Last Change                        |  |            |      |
|                                    |  |            | Edit |

You can view the submission status here

Click to Edit

# RECOMMENDATION FORM

## 1. Compulsory to fill in

\*Mandatory

Relationship with the Applicant\*

Please enter

Duration of Relationship\*

Please enter

# RECOMMENDATION FORM (Q1)

Q1) Please provide any comments that may assist in evaluating the applicant by filling in the text box OR by uploading a file.\*

Please enter

1. You may provide  
comments here;  
**AND / OR**

2. Upload documents, including but not limited to:

- a. Academic Documents
  - Predicted Grades
  - School Transcripts
- b. Reference Letters

0 / 4000

 Select File

# RECOMMENDATION FORM (Q1) (UPLOAD DOCUMENTS)

Q1) Please provide any comments that may assist in evaluating the applicant by filling in the text box OR by uploading a file. \*

Please enter

PDF or JPEG preferred

You may upload a single file that is up to 3MB

You may upload up to ten files, with a total size limit of 30MB

 CUHK\_1.pdf  
PDF - 41.962 KB

Files with the same name for the same student cannot be uploaded more than once

 Select File

0.04 MB / 30 MB

# RECOMMENDATION FORM (Q2 – Q4)

Q2) How long and in what capacity has the applicant been known to you? (Optional)

Please enter

0 / 4000

Q3) What are the applicant's strengths? (Optional)

Please enter

0 / 4000

Q4) What are the applicant's weaknesses? (Optional)

Please enter

0 / 4000

Optional to fill in

# RECOMMENDATION FORM (Q5)

Q5) Please rate the applicant's abilities in the following characteristics in comparison with other students you have taught\*

|                         |                   |
|-------------------------|-------------------|
| Sense of responsibility | --Please select-- |
| Initiative              | --Please select-- |
| Perseverance            | --Please select-- |
| Leadership              | --Please select-- |
| Judgement               | --Please select-- |
| Conduct                 | --Please select-- |

Q6) Please indicate the strength of your recommendation\*

|                |                   |
|----------------|-------------------|
| Recommendation | --Please select-- |
|----------------|-------------------|

Decline

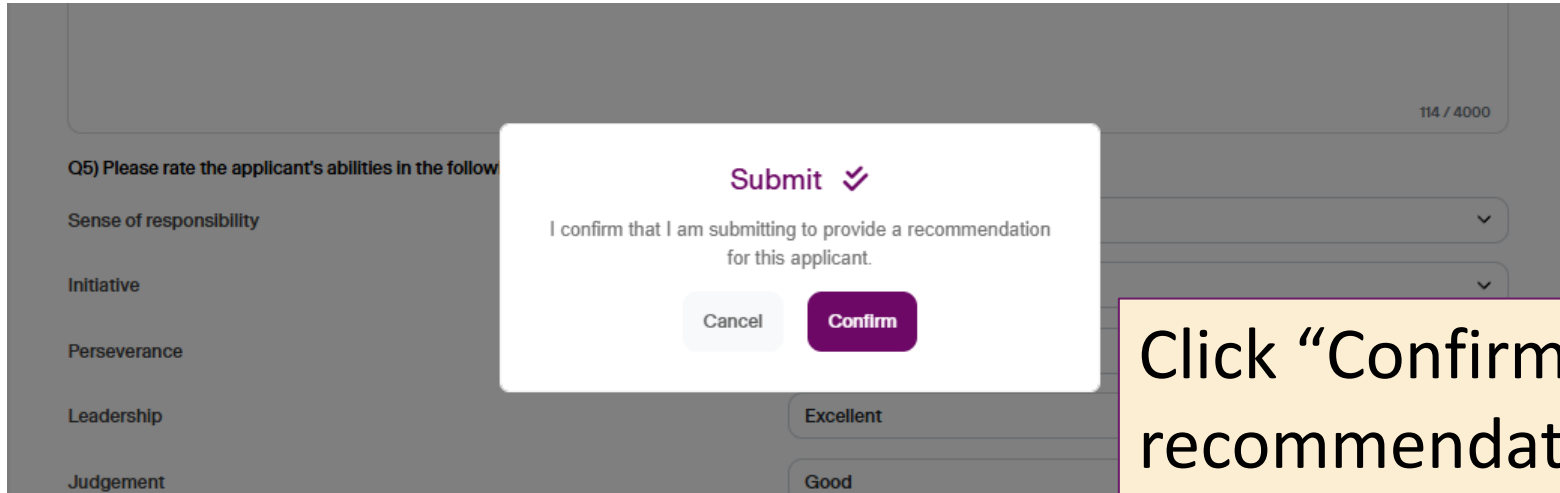
Save to edit / submit later

Save Submit

Compulsory to choose the rate for each category

Click to submit the recommendation

# RECOMMENDATION FORM



The screenshot shows a recommendation form interface. On the left, a list of traits is visible: "Sense of responsibility", "Initiative", "Perseverance", "Leadership", and "Judgement". To the right of these traits are input fields, with "Excellent" and "Good" visible for "Leadership" and "Judgement" respectively. A modal dialog is centered on the screen, titled "Submit" with a checkmark icon. The modal contains the text "I confirm that I am submitting to provide a recommendation for this applicant." and two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted in purple. In the top right corner of the form, the text "114 / 4000" is visible.

Click “Confirm” to submit your recommendation. The recommendation form and uploaded documents cannot be viewed or deleted once the recommendation has been submitted

# RECOMMENDATION FORM

XXXXXXXXXX

Application Number

XXXXXX

Recommendation Submission Deadline

XXXXXXXXXX

Recommendation Status

Submitted

Last Change

XXXXXXXXXX

Status displayed as:  
“Submitted”

# RECOMMENDATION FORM

[REDACTED]

Application Number

Recommendation Submission Deadline

Recommendation Status

Last Change

[REDACTED]

[REDACTED]

Processing

[REDACTED]

If you save to edit / submit later

Status displayed as: "Processing"

Edit

# RECOMMENDATION FORM

|                                    |          |
|------------------------------------|----------|
| Application Number                 |          |
| Recommendation Submission Deadline |          |
| Recommendation Status              | Declined |
| Last Change                        |          |

## If you decline the invitation

Status displayed as:  
“Decline”

# RECOMMENDATION FORM



Application Number



Recommendation Submission Deadline



Recommendation Status

Invitation Withdrawn

Last Change



If the student withdraw the invitation

Status displayed as:  
“Invitation Withdrawn”

# ACCESS TO THE RECOMMENDATION SYSTEM VIA INVITATION EMAIL (EMAIL SAMPLE)

After registering, you will receive an email invite to the Undergraduate Admissions Recommendation System each time a student nominates you

CUHK Recommendation System - Invitation for Reference



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Dear [REDACTED]

Greetings from The Chinese University of Hong Kong (CUHK)!

We are pleased to inform you that you have been invited by [REDACTED] to serve as a referee as part of our admissions process at CUHK. We sincerely appreciate your willingness to support the applicant, as your insights and feedback are invaluable to us.

According to our system records, you have already registered. Please log in to the Recommendation System using this email address:

[REDACTED] to submit your reference confidentially.

Recommendation System: [REDACTED]

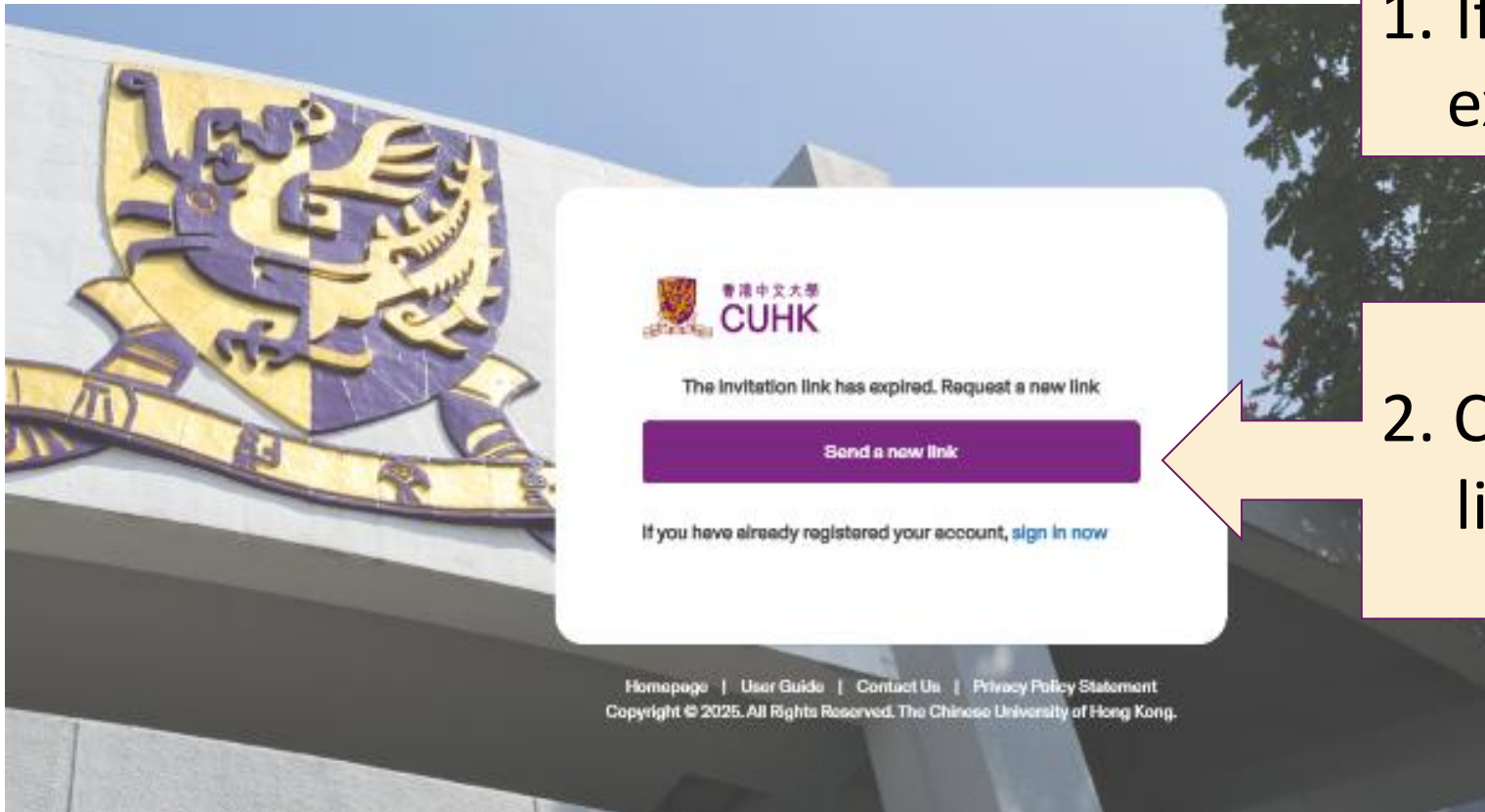


Thank you for your attention and support. Please feel free to contact us at [REDACTED] if you have any questions.

Learn more about [CUHK](#) and discover the many ways we empower and support our students on their journey to success.

Best regards,  
Office of Admissions and Financial Aid  
The Chinese University of Hong Kong

# RESEND AN INVITATION LINK



1. If the invitation link has expired

2. Click to receive a new link to continue

# FORGOT PASSWORD



## Undergraduate Admissions Recommendation System

Sign In

Email

Email

Password

Forgot Password?

Password

Sign In



Email Address

Email Address

Continue

2. Put in your email  
address registered

1. Click

# FORGOT PASSWORD



A Verification Code has been sent to your email. Please input the code in the "Verification Code" box below and click "Verify Code".

Email

Verification Code

The code would be expired after 10 minutes (597s)

Send New Code

Verify Code

2. Click

1. Referee will be required to enter the verification code (to be sent to the email account registered) when logging in to the system

# FORGOT PASSWORD



The password must not be the same as your old password.

The password should be within 10 to 20 characters, consisting at least 1 lowercase character (a-z), 1 uppercase character (A-Z), 1 digit (0-9), and 1 of the following symbols: ! ? . % + = ^ \$ & # - @ (and no space).

New Password



Confirm New Password



Continue

1. Create a new password as instructed

2. Retype the password

# ENQUIRIES

## ■ Frequently Asked Questions

<https://admission.cuhk.edu.hk/application/overseas-other-qualifications-non-local-international-team/faq/>



## ■ Contact Us

Email: [ugapp2@cuhk.edu.hk](mailto:ugapp2@cuhk.edu.hk)