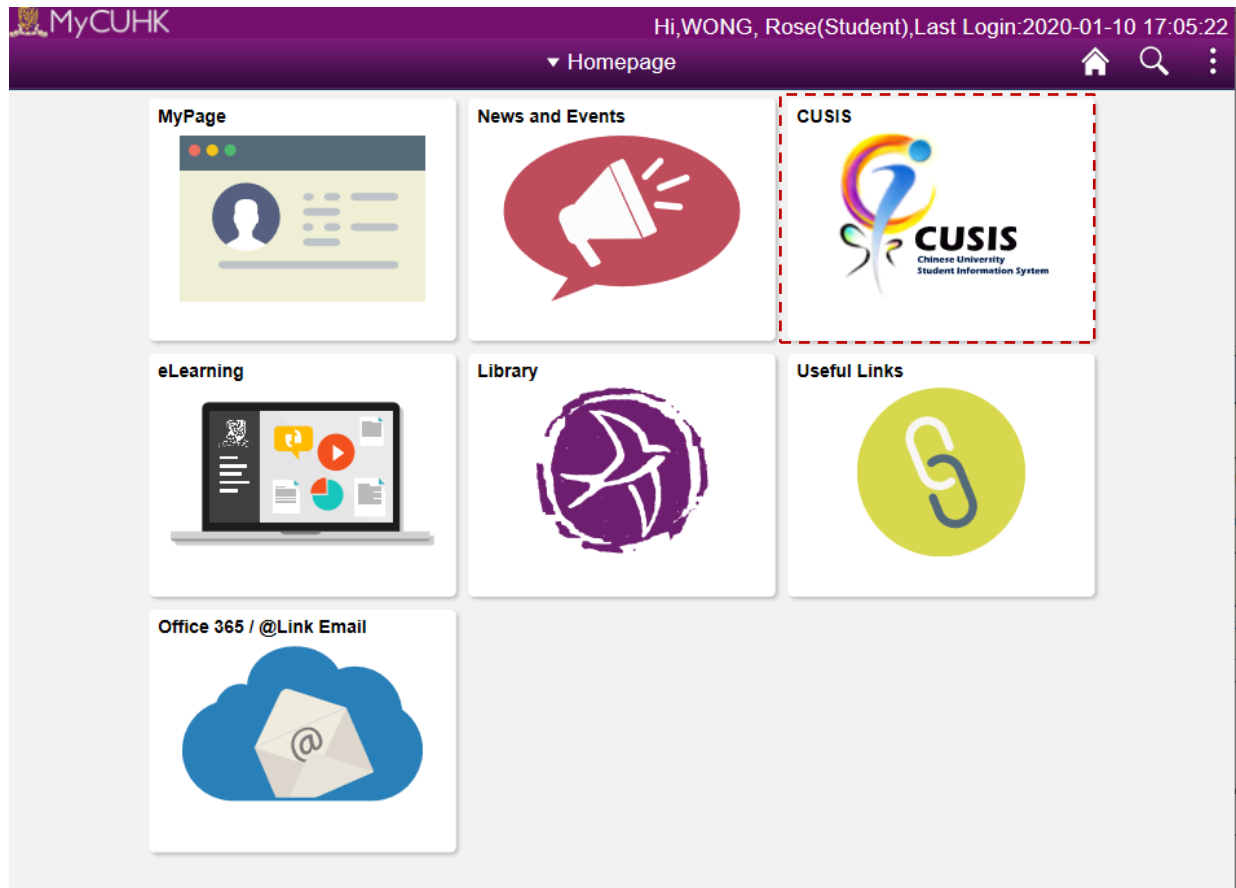
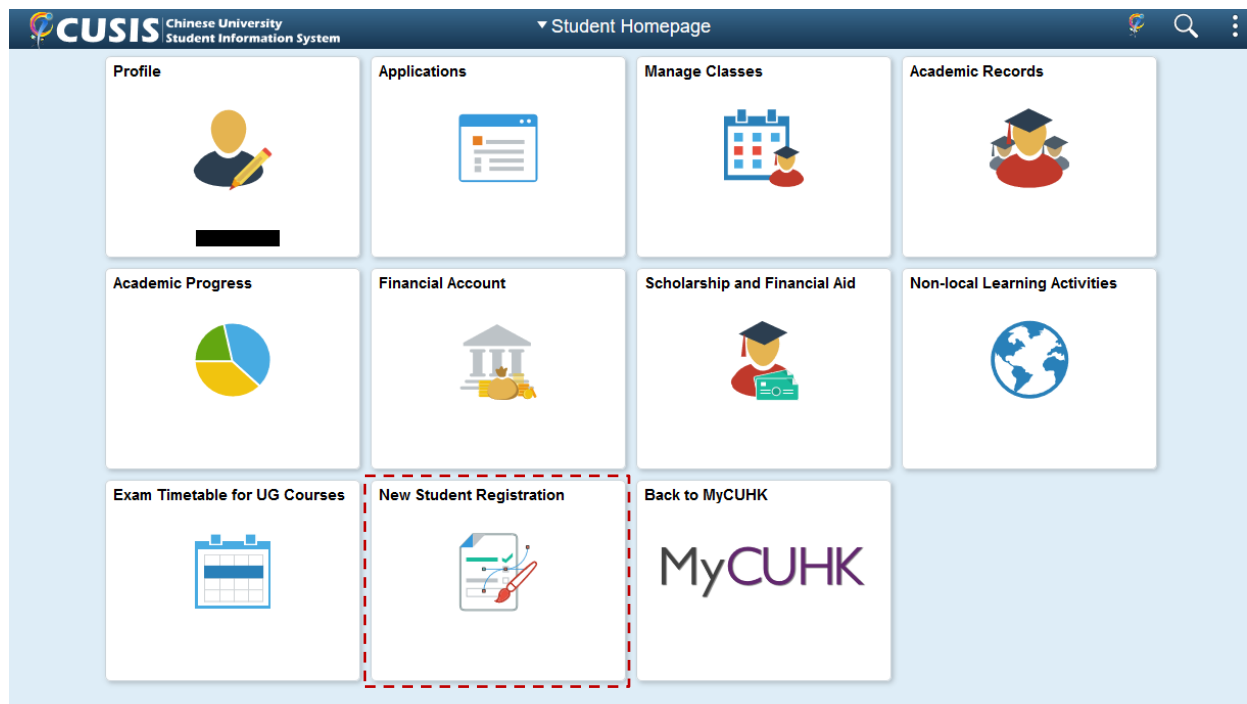


1. After login to MyCUHK, click 'CUSIS' tile.



2. Click 'New Student Registration' tile



3. Read the Guideline

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

Registration MFL_Jfij D

Registration | Personal Information | Participation

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

- 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

Student Homepage | New Student Registration | Data Language: English

Registration | Personal Information | Participation

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

Personal Information

ID: [Redacted]
 Primary Name: MFL,Jfj D
 Gender: Unknown
 Date of Birth: 01/08/2012 (DD/MM/YYYY)

Country / Region	Short Description	National ID
Hong Kong	ID No2	X888888(X)

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: CHN | China
 *Registered Place of Household (戶籍): 33 | Zhejiang

Admission Program: [Redacted]

SAVE

[Go to top](#)

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

Student Homepage | New Student Registration | Data Language: English

Registration | Personal Information | Participation

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

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	mhhm 123	
	jm	
	hb	
Mail	NT	
	Hong Kong	
	mhhm 123	
	jm	
	hb	
	Hong Kong	

Add a new address

[Go to top](#)

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

New Student Registration

MFL, Jfij D

Registration | Personal Information | Participation

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

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Preferred	
Business	24468882		<input type="checkbox"/>	
Home	28428888		<input checked="" type="checkbox"/>	
Mobile (HK)	22244668		<input type="checkbox"/>	

Add a Phone Number

Save

* Required Field

[Go to top](#)

7. Click 'Emergency Contacts'. Input your emergency contact, and indicate a 'Primary Contact'.

New Student Registration

MFL, Jfij D

Registration | Personal Information | Participation

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

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country / Region		
<input checked="" type="checkbox"/>	XXX	Parent	28428888				

Add an Emergency Contact

Save

[Go to top](#)

New Student Registration

MFL, Jfij D

Emergency Contacts

Emergency Contact Detail

Contact Name XXX
Relationship Parent

Contact's Address

Same Address as Individual Address Type Home

Country/Region Hong Kong

Address
mhjm 123
jm
hb
NT
Hong Kong

Contact's Phone

Same Phone as Individual Phone Type Home

Phone 28428888 Extension Country/Region Code

Other Telephone Numbers
No phone numbers are defined

[Return to Emergency Contacts Summary](#)

- Click 'Upload Document', Upload HKID Card/Passport, Photograph, and Consent Form if you are under 18.

The screenshot shows the 'New Student Registration' page for user MFL,Jfij D. The page has a dark blue header with 'Student Homepage' and 'New Student Registration' links. A language dropdown is set to 'English'. A navigation menu includes 'Registration', 'Personal Information', and 'Participation'. A secondary menu lists 'Guidelines', 'Personal Information', 'Addresses', 'Phone Numbers', 'Emergency Contacts', 'Upload Document' (highlighted with a red dashed box), 'Amendment Request', 'Academic Honesty', and 'Declaration'. The main content area is titled 'Upload Documents' and contains instructions for undergraduates and postgraduates. Below the text is a table with columns for 'Description', 'add', 'view', and 'delete'.

Description	add	view	delete
HKID Card	add	view	delete
Passport	add	view	delete
Photograph	add	view	delete
Consent Form (under 18)	add	view	delete

[go to top](#)

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

The screenshot shows a web interface for 'New Student Registration'. At the top, there is a navigation bar with 'Student Homepage' and 'New Student Registration'. A user profile 'MFL, Jfj D' is visible. Below the navigation bar, there are tabs for 'Registration', 'Personal Information', and 'Participation'. A menu of links includes 'Guidelines', 'Personal Information', 'Addresses', 'Phone Numbers', 'Emergency Contacts', 'Upload Document', 'Amendment Request' (highlighted with a red dashed box), 'Academic Honesty', and 'Declaration'. The 'Amendment Request' section contains a text box with the prompt 'Please add my Chinese Name: 小男' and a 'SAVE' button. A 'Go to top' link is located at the bottom of the page.

10. Click 'Academic Honesty'.

Read the student declaration statements. Check the checkboxes if you understand and agree with them.

Click 'Next'.

Student Homepage > New Student Registration

Registration

MFL,Jfj D

Registration | Personal Information | Participation

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

Data Language: English

THE CHINESE UNIVERSITY OF HONG KONG

DECLARATION OF ACADEMIC HONESTY FOR UNDERGRADUATE STUDIES
(for students admitted in 2020-21)

STUDENT DECLARATION STATEMENTS

1. I confirm that it is my responsibility to observe (i) the University's policy and regulations on honesty in academic work and of the disciplinary guidelines and procedures applicable to breaches of such policy and regulations (http://www.cuhk.edu.hk/policy/academic_honesty/), (ii) the "Rules to be Observed by Candidates at Examination Centre" (http://rgsntl.rgs.cuhk.edu.hk/ags_ord_applx/Public/Handbook/document.aspx?id=1551&tv=T&lang=en) and the "Rules to be Observed by Candidates in Taking Centralized Online Course Examinations" (<http://www.res.cuhk.edu.hk/en-gb/examinations>), and (iii) any other rules, guidelines and instructions given by the course teaching staff/Department/Faculty in relation to examination and submission of assignments.
2. I confirm that I shall act honestly and ethically in taking examinations and completing other forms of assessment, and shall abide by the rules, regulations, guidelines and instructions given in relation to these assessments.
3. I confirm that I shall not commit any act of academic dishonesty, including but not limited to the following, I understand that any act of academic dishonesty, once established by the concerned authorities, shall be disciplined in accordance with the University's policies and guidelines governing academic honesty ([https://www.cuhk.edu.hk/policy/academic_honesty/Eng_html_files_\(2013-14\)/p06.htm](https://www.cuhk.edu.hk/policy/academic_honesty/Eng_html_files_(2013-14)/p06.htm)).
 - Plagiarism, such as failure to properly acknowledge another person's work, use of the work of others as my own, and submit work of my own that has been previously submitted for another assessment, in my own individual work or any group work.
 - Employment or use of services provided by a third party to undertake my submitted work,

Student Homepage > New Student Registration

Registration

following, I understand that any act of academic dishonesty, once established by the concerned authorities, shall be disciplined in accordance with the University's policies and guidelines governing academic honesty ([https://www.cuhk.edu.hk/policy/academic_honesty/Eng_html_files_\(2013-14\)/p06.htm](https://www.cuhk.edu.hk/policy/academic_honesty/Eng_html_files_(2013-14)/p06.htm)).

- Plagiarism, such as failure to properly acknowledge another person's work, use of the work of others as my own, and submit work of my own that has been previously submitted for another assessment, in my own individual work or any group work.
- Employment or use of services provided by a third party to undertake my submitted work, provision of services to another student as a third party, share of any materials obtained from the employment or use of services provided by a third party to other students, and knowingly use of materials obtained by anyone who has employed or used the services provided by a third party.
- Distribution/Sharing/Copying of teaching materials, including question papers of examinations and tests, to anyone or any platforms to gain unfair advantage in the courses without the consent of the course teachers.
- Cheating in tests and examinations.
- Impersonation fraud in tests and examinations by asking/allowing someone to assume my identity or assuming the identity of another student in tests and examinations.
- Any other acts of academic dishonesty, such as use of fabricated data, falsifying results, and use of fraudulent documents/information to gain unfair advantage for any academic work or in any courses taken.

4. I consent to the collection of my personal data during online and face-to-face tests/examinations/other forms of assessment as required, and understand that the University will comply with the requirements of the Personal Data (Privacy) Ordinance in the dissemination and management of these data.

I understand and agree to comply with the above declaration statements during my course of studies at CUHK.

Next

[go to top](#)

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'.

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

Registration

MFL,Jfij D

Registration | Personal Information | Participation

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

Important Information

The Chinese University of Hong Kong (the University) as a data user undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance in the collection, dissemination and management of the data collected from, or generated by, students during their studies at the University.

Data collected will be held/ transferred to departments/ administrative units within the University as management information to facilitate verifications, communication, operations and planning. Upon graduation, students' personal data will be converted to alumni data for further communication and other purposes, where applicable. For correction of or access to personal data held by the University during their studies at the University, students should contact the following offices:

Personal Data Relating to	Office	Contact
Undergraduate Studies	Registration and Examinations Section	3943 9888 ugadmin@cuhk.edu.hk
MBChB Programme	Faculty and Planning Office, Faculty of Medicine	3943 6891 faculty@med.cuhk.edu.hk
International Asian Studies Programme	Office of Academic Links	3943 7597 iasp@cuhk.edu.hk

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 at other partner universities (where applicable for students who participate in exchange programmes), e.g. course selection, internship, participation in orientation activities, etc. The University may sometimes need to contact the parent/ guardian of the students in the event of an emergency or other special circumstances.

Student Homepage **New Student Registration**

Undergraduate Studies	Examinations Section	ugadmin@cuhk.edu.hk
MBChB Programme	Faculty and Planning Office, Faculty of Medicine	3943 6891 faculty@med.cuhk.edu.hk
International Asian Studies Programme	Office of Academic Links	3943 7597 iasp@cuhk.edu.hk

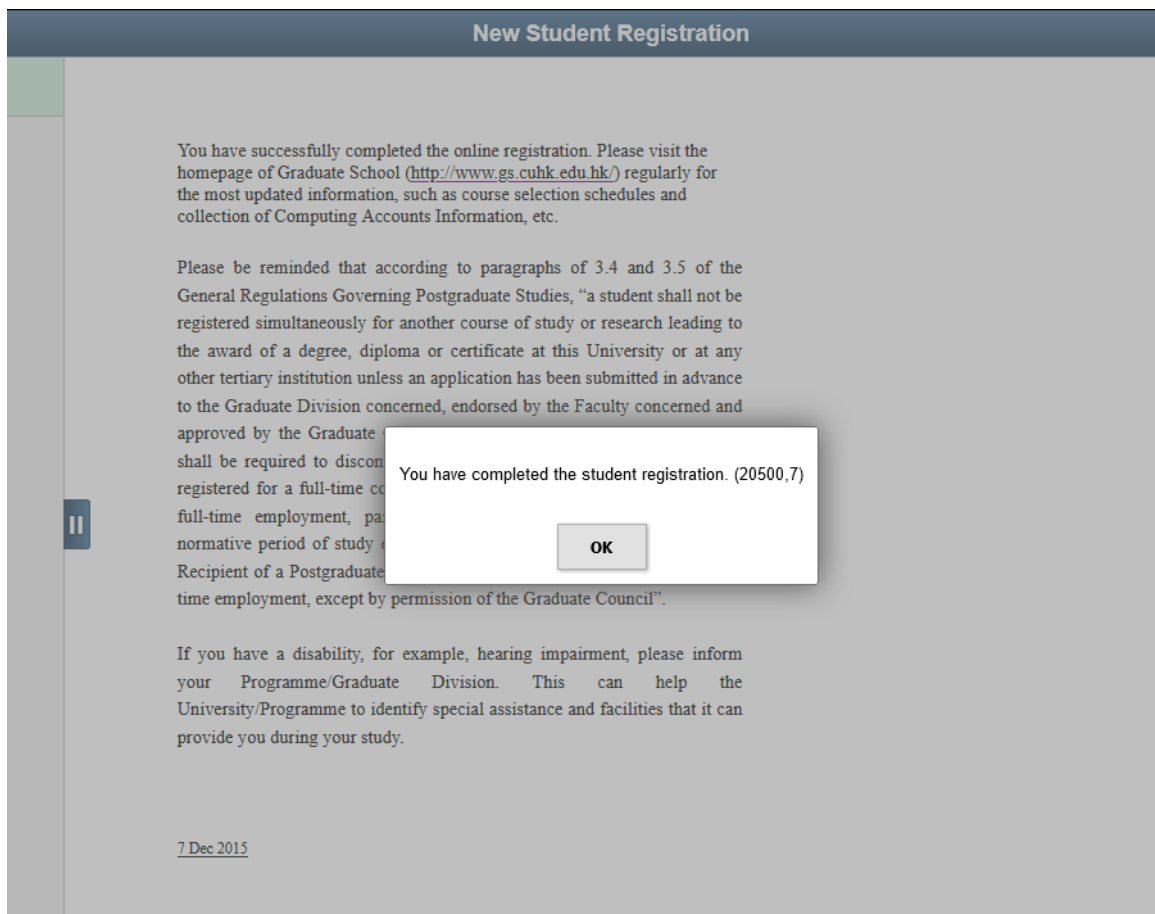
In general, students should comply with all the relevant University Regulations and take full responsibility for all activities in which they are engaged in relation to their academic studies and other non-academic activities at the University, as well as at other partner universities (where applicable for students who participate in exchange programmes), e.g. course selection, internship, participation in orientation activities, etc. The University may sometimes need to contact the parent/ guardian of the students in the event of an emergency or other special circumstances.

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.

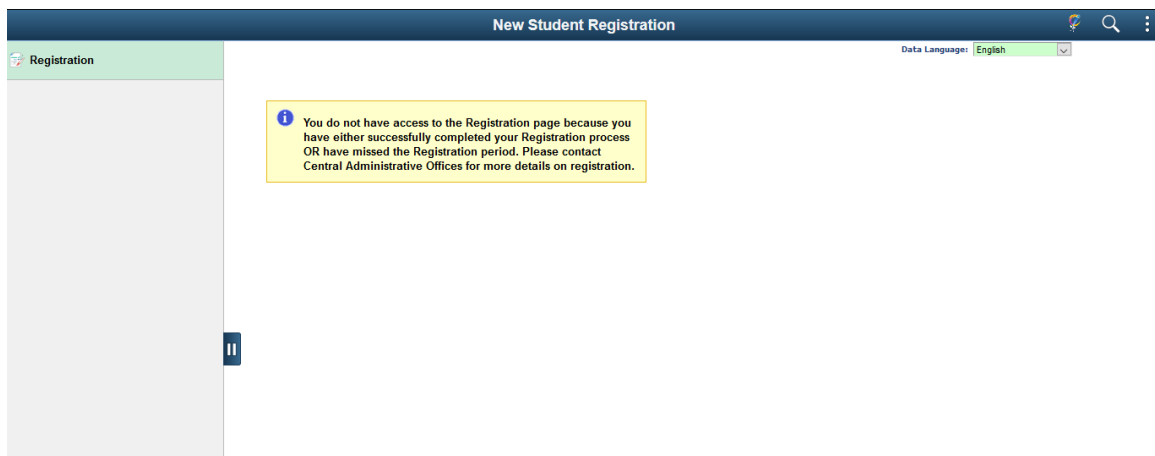
I understand and agree that in the event of an emergency or other special circumstances the University may contact my parent, guardian or emergency contact person.

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>