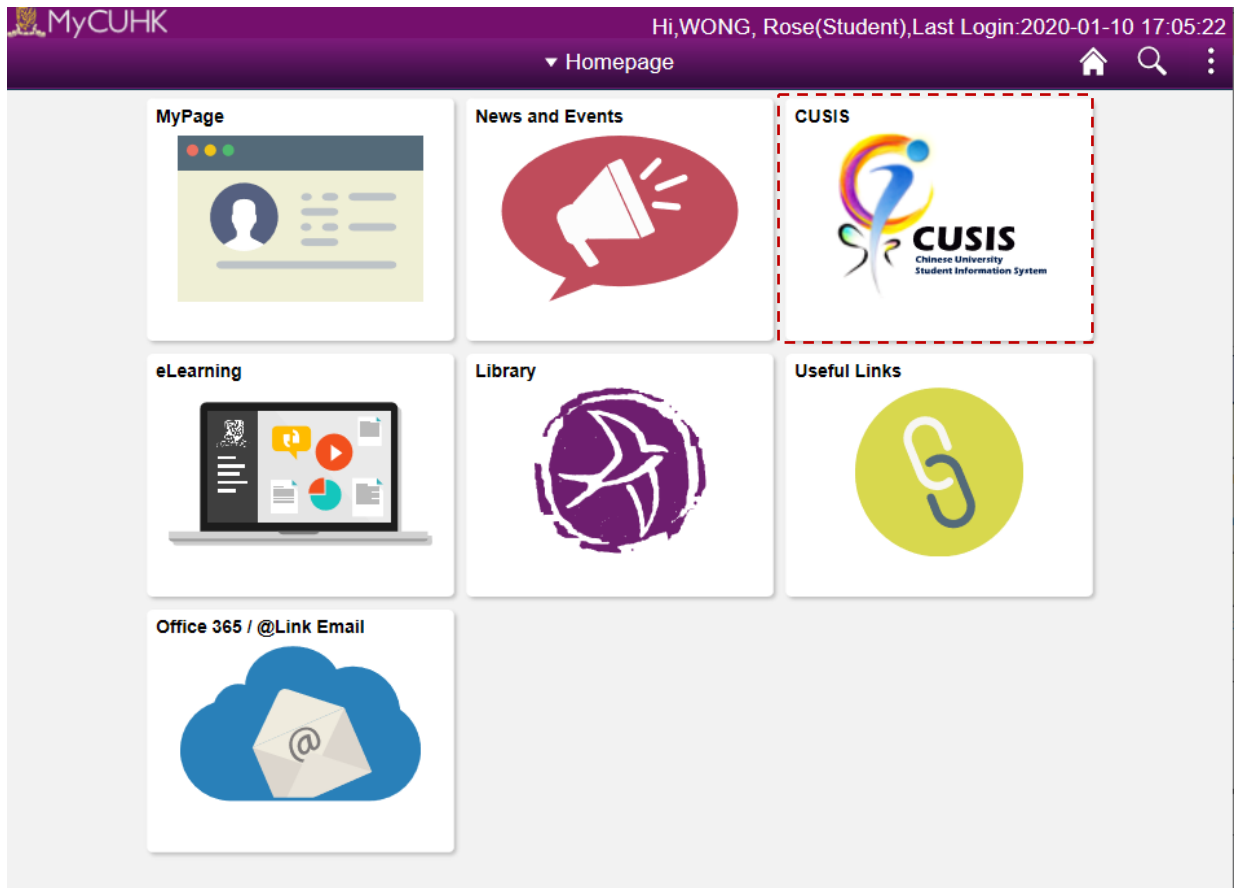
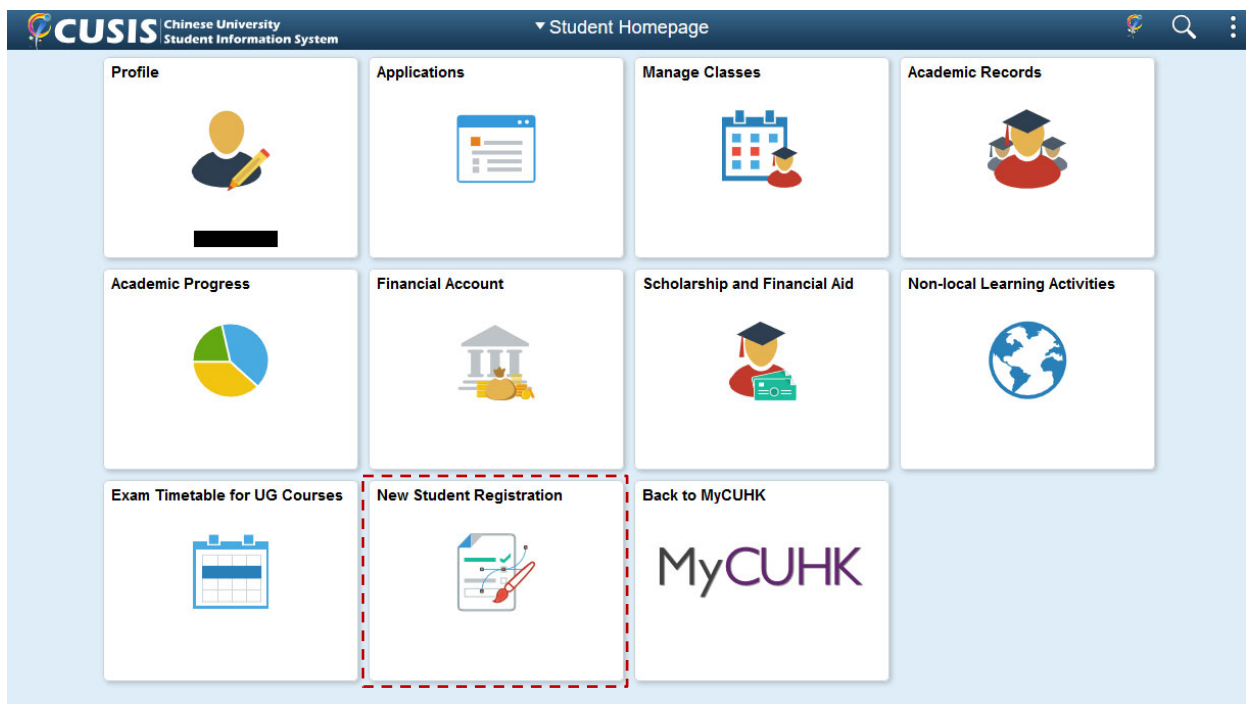


1. After login to MyCUHK, click 'CUSIS' tile.



2. Click 'New Student Registration' tile



3. Read the Guideline

The screenshot displays the 'New Student Registration' page. At the top, there is a navigation bar with 'Student Homepage' and 'New Student Registration'. Below this, a 'Registration' sidebar is visible on the left. The main content area is titled 'MFL_Jfij D' and contains a navigation menu with 'Registration' selected. Below the menu, the 'Registration Guidelines' section is displayed, starting with 'Notes for completing the on-line Student Record Form:'. The guidelines are numbered 1 through 6, detailing the requirements for the registration process, including the need to provide accurate information, upload specific documents (HKID card/passport, photo, consent form), and provide emergency contact information. A list of links is provided for different student categories: Undergraduates, Postgraduates, and International Asian Studies Programme (IASP) students. The page concludes with a final instruction to check the 'Declaration' section and click 'Submit' upon successful submission.

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,Jfij D
 Gender: Unknown
 Date of Birth: 01/08/2012 (DD/MM/YYYY)

Country / Region	Short Description	National ID
Hong Kong	ID No2	XB88888(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.

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'.

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](#)

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](#)

8. Click 'Upload Document'

For students who applied as **Postgraduates** at CUHK

Upload Photograph, and Consent Form if you are under 18.

The screenshot shows the 'New Student Registration' page for a user named QHDX,Bwkk Jwx. The page has a dark blue header with 'Student Homepage' and 'New Student Registration' links, and a search icon. A language dropdown is set to 'English'. The main content area has a left sidebar with 'Registration' and a top navigation bar with tabs for 'Registration', 'Personal Information', and 'Participation'. Below these are links for 'Guidelines', 'Personal Information', 'Addresses', 'Phone Numbers', 'Emergency Contacts', 'Upload Document' (highlighted with a red dashed box), 'Amendment Request', and 'Declaration'. The 'Upload Documents' section contains instructions for Undergraduates and Postgraduates. A table lists document types with 'add', 'view', and 'delete' buttons.

Description	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' on the left and 'New Student Registration' in the center. On the right of the navigation bar, there is a search icon and a language dropdown menu set to 'English'. Below the navigation bar, there is a sidebar on the left with a 'Registration' menu item. The main content area has a breadcrumb trail: 'Registration' > 'Personal Information' > 'Participation'. Below this, there is a horizontal menu with several options: '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 is active, showing the title 'Amendment Request' and a sub-header 'Please add my Chinese Name: 小勇斌'. Below this is a large text input area. At the bottom of the section, there is a green 'SAVE' button and a 'Go to top' link.

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 | Data Language: English

Registration | Personal Information | Participation

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

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'.

The screenshot shows the 'New Student Registration' page with the 'Declaration' tab highlighted in red. The page includes a navigation menu with 'Registration', 'Personal Information', and 'Participation'. Below the navigation, there is a section titled 'Important Information' with two paragraphs of text and a table of contact information for various departments.

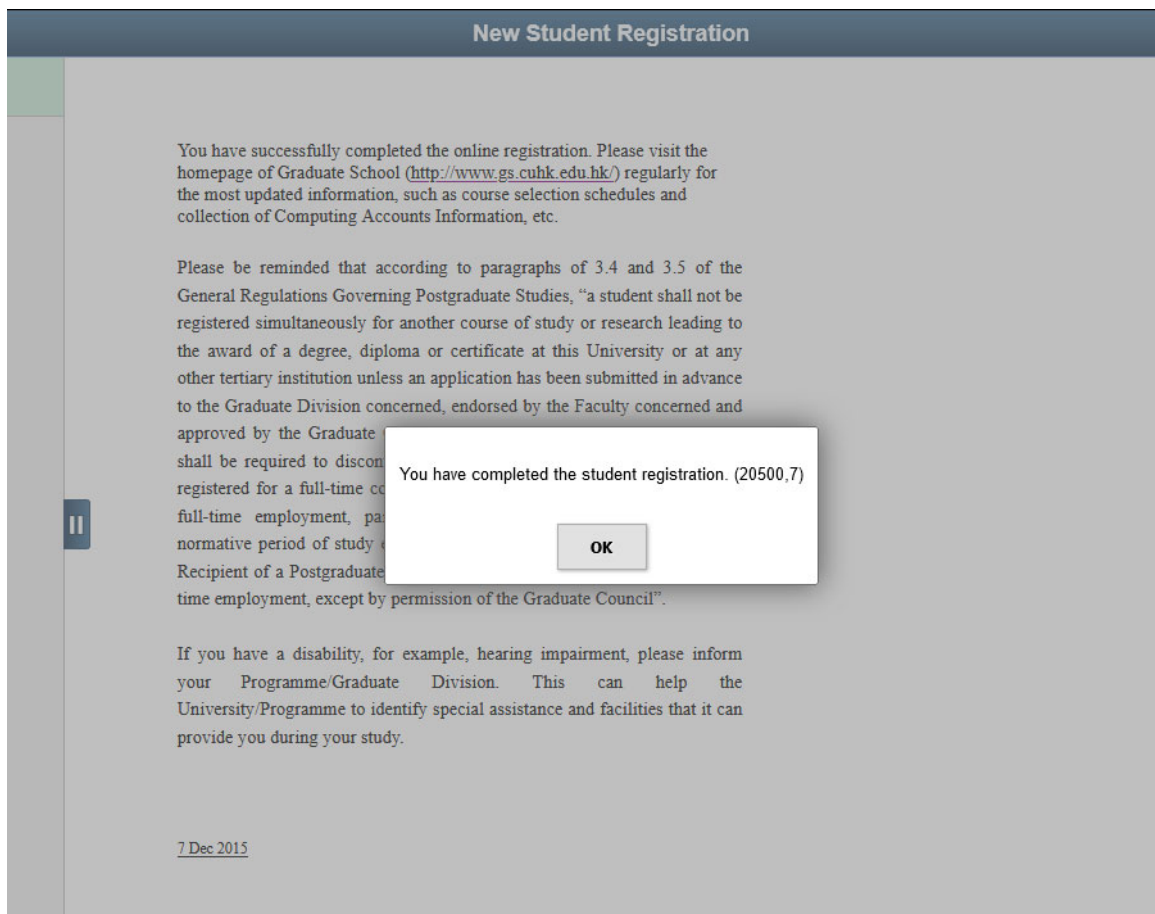
Personal Data Relating to	Office	Contact
Undergraduate Studies	Registration and Examinations Section	3943 9888 ugadmin@cuhk.edu.hk
MBChB Programme	Faculty and Planning Office, Faculty of Medicine	3943 6891 faculty@med.cuhk.edu.hk
International Asian Studies Programme	Office of Academic Links	3943 7597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

The screenshot shows the 'New Student Registration' page with the declaration statements and the 'Submit' button. The statements are enclosed in red dashed boxes, and the 'Submit' button is also highlighted with a red dashed box.

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.

12. The online student registration have been completed.



The screenshot shows a web page titled "New Student Registration". The main content area contains the following text:

You have successfully completed the online registration. Please visit the homepage of Graduate School (<http://www.gs.cuhk.edu.hk/>) regularly for the most updated information, such as course selection schedules and collection of Computing Accounts Information, etc.

Please be reminded that according to paragraphs of 3.4 and 3.5 of the General Regulations Governing Postgraduate Studies, "a student shall not be registered simultaneously for another course of study or research leading to the award of a degree, diploma or certificate at this University or at any other tertiary institution unless an application has been submitted in advance to the Graduate Division concerned, endorsed by the Faculty concerned and approved by the Graduate Council".

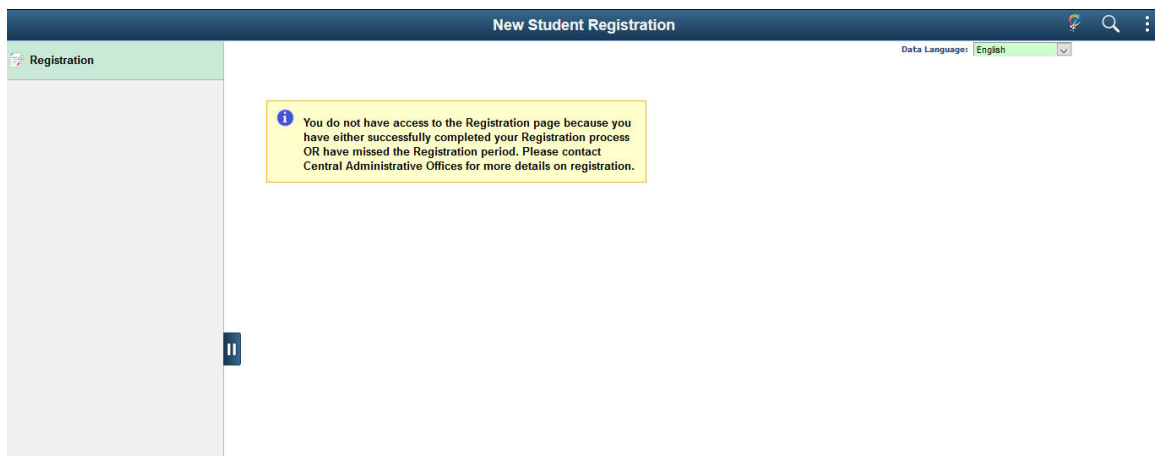
Recipient of a Postgraduate Scholarship shall be required to discontinue their registration for a full-time course of study if they are engaged in full-time employment, part-time employment, or other activities during the normative period of study.

If you have a disability, for example, hearing impairment, please inform your Programme/Graduate Division. This can help the University/Programme to identify special assistance and facilities that it can provide you during your study.

7 Dec 2015

A white dialog box is overlaid on the page with the text: "You have completed the student registration. (20500,7)" and an "OK" button.

13. You will the following message when clicking the 'New Student Registration' tile again.



The screenshot shows a web page titled "New Student Registration". The main content area contains the following text:

You do not have access to the Registration page because you have either successfully completed your Registration process OR have missed the Registration period. Please contact Central Administrative Offices for more details on registration.

The page also shows a "Registration" tile on the left and a "Data Language: English" dropdown menu on the right.

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>