The Chinese University of Hong Kong
Registration and Examinations Section

Information on New Student Registration
(Admitted via Non-JUPAS)

1. **Verification Code (V-code) for Obtaining the Computing Accounts Information (CAI)**
   Students who have completed the necessary payment procedures should receive the V-code from Information Technology Services Centre (ITSC) (see https://cai.itsc.cuhk.edu.hk/userguide/) by e-mail and/or SMS (only applicable to students with local mobile number provided). Students admitted through Non-JUPAS will start receiving the V-code from 4 August 2022. They should contact ITSC at (852) 3943 8845 or send enquiry to ITSC service desk (https://cai.itsc.cuhk.edu.hk/servicedesk/guest/) if they have not received the V-code by 12 August 2022.

   Students should use this V-code to logon the Student Computing Accounts Collection System immediately (https://cai.itsc.cuhk.edu.hk) to obtain their personal CAI, which includes the Student ID number and OnePass password. For detailed steps, please see the User Guide (https://cai.itsc.cuhk.edu.hk/userguide/).

2. **Online Student Registration**

   Registration Period

   From 9:00a.m. on 8 August (Monday). Please complete the new student registration according to the date and time specified by the Office of Admissions and Financial Aid. Late registration will NOT be accepted.

   Registration Procedures:

   i. Students must read the following information and complete the online student registration by the registration period.

   Computer-based Training for Online Student Registration:
   https://www.cuhk.edu.hk/cusis/howto/online-reg-new-ug-students/online-reg-new-ug-students.html

   Detailed User Guide for Online Student Registration:
   https://www.cuhk.edu.hk/cusis/howto/studreg.pdf

   ii. Students should logon MyCUHK (https://portal.cuhk.edu.hk) using campus e-mail account (@link.cuhk.edu.hk) and OnePass password. After logon to MyCUHK, select "CUSIS" then click on "New Student Registration".

iii. Input and upload the required information/documents according to the instructions. 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.

iv. Students under 18 years old at the time of registration should read the "Essential Information for Students Under 18" and upload the "Consent Form". (http://www.res.cuhk.edu.hk/en-gb/undergraduate-students/information-for-year-1-students/information-for-online-student-registration/information-for-students-under-18).

v. Students should read the Declaration of Academic Honesty for Undergraduate Studies under the tab "Academic Honesty" and the Important Information under the tab "Declaration", and check the boxes under the tabs to indicate agreement to the declarations. After completion of all necessary inputs and other steps, students MUST click "Submit" on the last declaration page, then a message "You have completed the student registration" will be shown to indicate that the online registration process has been completed. Students will also receive an e-mail notification under their campus e-mail account of CUHK (@Link Email) if they have completed the new student registration procedures.

Important Note:

i. All new students MUST complete the above registration procedures **by 5:00pm on 18 August 2022 (Thursday)**. Late registration will NOT be accepted except with prior approval from the Office of Admissions and Financial Aid and Registration and Examinations Section. Any students who have not successfully completed the entire registration procedures by the deadline may NOT be able to join the course registration under CUSIS on 30 August 2022 (Tuesday).

ii. Students MUST read the University Regulations prior to student registration (https://www.aqs.cuhk.edu.hk/documents/ug_student_handbook.html). Please take special note of clause 1.2 of the General Regulations Governing Full-time Undergraduate Studies, which stipulates, "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 any other tertiary institution except by prior permission of the Board of the Faculty to which s/he belongs. A student in breach of this regulation shall be required to discontinue studies at the University."

 * *Students' registration information can also be used for the purpose of checking of concurrent registration among local institutions, if deemed necessary.*

iii. Students' admission qualifications and results submitted/ transferred through systems will be kept by the University as part of the student records.

iv. For data collected from or generated by students during their studies at the University, if deemed necessary, they will be kept as permanent records by the University. Upon graduation, students' personal data will be converted to alumni data for further communication and other purposes, where applicable.

3.   Enquiries

Please contact the Registration and Examinations Section for further enquiries.

Address: 10/F Yasumoto International Academic Park, CUHK
e-mail: ugadmin@cuhk.edu.hk
Website: http://www.res.cuhk.edu.hk
Telephone: (852) 3943 9888
Fax: (852) 2603 5129