The Chinese University of Hong Kong
Registration and Examinations Section

Information on New Student Registration

1. **Verification Code (V-code) for Obtaining the Computing Accounts Information (CAI)**
   Students who have completed the necessary payment procedures will be sent the V-code at the latest on 8 August 2019 by Information Technology Services Centre (ITSC) by e-mail and/or SMS (only applicable to students with local mobile number provided). Students should contact ITSC at (852) 3943 8845 or send enquiry to ITSC service desk (https://cai.itsc.cuhk.edu.hk/servicedesk/guest/) if they do not receive the V-code by 2:00p.m. on 8 August 2019.

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

2. **Online Student Registration**

   **Registration Period**
   From 2:00p.m. on 9 August (Friday) to 5:00p.m. on 12 August 2019 (Monday). Late registration will NOT be accepted.

   **Registration Procedures**
   i) Students should logon MyCUHK (http://portal.cuhk.edu.hk) using their Student ID and OnePass password.

   ii) Select “Registration” under “CUSIS and MyStudy”. Detailed steps and procedures are available on RES homepage (http://www.cuhk.edu.hk/cusis/login/howto/cbt-student/1eng.html)

   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) Please follow all necessary steps and after you have read through the important information and checked the two boxes under the tab “Declaration” and click “Submit”, a message “You have completed the student registration” will appear to denote that the online registration process has been completed. Students will also receive an e-mail notification under their campus e-mail account (@Link Email) if they have completed the registration procedures.
3. Important note

i) Students MUST complete the above registration procedures by 5:00p.m. on 12 August 2019 (Monday). Late registration will NOT be accepted except with prior approval from the Registration and Examinations Section. Any students who have not successfully completed the entire registration procedures by the specified deadline may NOT be able to join the on-line course registration under CUSIS on 23 August 2019 (Friday).

ii) Students MUST read the University Regulations prior to student registration (http://www.cuhk.edu.hk/aqs/handbook/ug_student_handbook.htm). 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 under 18 years old at the time of registration should read the “Essential Information for Students Under 18” and upload the “Consent Form” for student registration. For details, please browse the information at the Orientation website (http://www.orientation.cuhk.edu.hk/en/survival-kit/important-information-for-undergraduates/information-for-students-under-18).

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

v) 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.

4. 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: 3943 9888
Fax: 2603 5129