

# Online Application Form for CUHK Student Exchange Programmes

## 1. Logging into CUSIS and Creating an Online Application

### 1.1 Logon “MyCUHK” (<http://portal.cuhk.edu.hk>)



**Welcome to OnePass**

Login ID:

Password:

[Login](#) [Clear](#)

[繁體中文](#)

(CADS Reference Number: 246)

1. Enter Student ID No.

2. Enter OnePass (CWEM) Password

[Change Current / Expired Password](#)

Forgot Your Password? [Staff](#) | [Students](#) | [Alumni](#) | [Others](#)

### 1.2 Click “Self Service” and then select “Exchange Application Summary”

A screenshot of the OnePass Self Service interface. On the left is a navigation menu with 'Self Service' expanded. The main content area shows a grid of service tiles. The 'Exchange Application Summary' tile is circled in black. Other tiles include 'Declare Major (UG)', 'Interview Registration', 'Consent for Research Project', 'Life Long Email Opt-in', 'Academic Planning', 'Teaching Timetable by Subi/Dpt', and 'Campus Finances'.

**Menu**

Search:

- My Favorites
- Self Service
  - Class Search / Browse Catalog
  - Academic Planning
  - Enrollment
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree
  - Progress/Graduation
  - Transfer Credit
  - Admissions
  - Application for Program Change
  - Declare Major (UG)
  - Registration
  - Exchange Application Summary**
  - Interview Registration
  - Contact during Exchange
  - Student Center
  - Consent for Research Project
  - Exempt ELTU1001
  - Exempt CHLT1100 & CHLT1200
  - Life Long Email Opt-in
  - Class Search
  - Browse Course Catalog

**Main Menu >**

**Self Service**  
Navigate to your self service information and activities.

- Application for Program Change**
- Exchange Application Summary**  
Exchange Application Summary
- Student Center**  
Use the student center to manage school related activities.
- Exempt CHLT1100 & CHLT1200**  
Apply for Course Exemption for CHLT1100 & CHLT1200
- Class Search / Browse Catalog**  
Find classes that match your selection criteria, or browse the course catalog by subject.
  - Class Search
  - Browse Course Catalog
- Browse Course Catalog**  
Browse the course catalog by subject.
- Timetable Planner**  
Timetable Planner
- Declare Major (UG)**  
Declare Major (UG)
- Interview Registration**  
Outgoing Exchange Interview Registration
- Consent for Research Project**  
Consent to use HKID for research project on Language Proficiency Monitoring
- Life Long Email Opt-in**  
Life Long Email Opt-in Form
- Academic Planning**  
Build your academic planner
  - My Planner
  - Enrollment Shopping Cart
  - My Course History
- Teaching Timetable by Subi/Dpt**  
Enquire Teaching Timetable by Subject / Department
- Campus Finances**  
View your account, make an electronic payment, view and accept your financial aid awards.

### 1.3 Click “Create Application”

**Menu**

Search:

My Favorites

- Self Service
  - Class Search / Browse Catalog
  - Academic Planning
  - Enrollment
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation
  - Transfer Credit
  - Admissions
  - [Application for Program Change](#)
  - [Declare Major \(UG\)](#)
  - [Registration](#)
  - [Exchange Application Summary](#)**
  - [Interview Registration](#)
  - [Contact during Exchange](#)
  - [Student Center](#)

## 2. Completing Online Application Form via CUSIS

The application form consists of 4 pages. Please read the instructions at the beginning of the form and fill out all the information in **English** (\* = mandatory field).

### **Mandatory fields:**

#### **On Page 1**

- Passport Type
- Academic Career
- Did you get any demerits at CUHK?
- Total No. of Units Completed
- Total No. of Units Remaining

#### **On Page 4**

- References

### **Important Note**

Please read the [Application and Policy Manual](#) carefully. For u-wide summer exchange programmes, please read through the FAQ for u-wide summer exchange programmes.

# Outgoing Exchange Online Application Form

Sample

Exchange Academic Year: 2011-2012 Round: 1 Reference No: NEW

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The Application form is best viewed using PC resolution of 1024 x 768 (96DPI)  
(Please press the 'Save' button for every 15 minutes to secure your input into the form.)

Instruction: This online application system will help you figure out the exchange programs that you are eligible to apply. Before you fill in the form, you are highly recommended to read the application information section of the OAL website to ensure that you meet all basic requirements of CUHK student exchange programs and the requirements of some/all individual exchange programs offered by different host universities. You may click [here](#) to review the requirement details. Note that fields marked with "\*" are compulsory, which you must enter values for them in order to complete the application.

**Application Status:** Draft  
**Submission Date-Time:**  
**Last Update Date-Time:**  
**Interview Status:** Not Scheduled  
**Interview Timeslot:**  
**Composite Score:** 0.00

All the mandatory fields must be filled out. Otherwise you will not be able to save the form.

## Personal Information

**ID:** WHXZ,Bdw Yw  
**Date of Birth:** 19/09/1991 **Gender:** Female  
**Nationality:** China  
**\*Passport Type:**  **Please specify:**   
**Admission Type:** JUPAS  
**Year of Attendance:** 2

You MUST provide the information in order to complete the form. If you do not have a passport, please select "Not Applicable".

(If your remaining study period at CUHK is less than or equal to one year, you are a final year student.)

**\*Academic Career:**

Institution - CUHK  
Career - Undergraduate  
Program - BBA Integrated BBA Programme  
Major - Integrated IBBA

**Expected Graduation Date DD/MM/YYYY:** 31/07/2012

**College:** Chung Chi College  
**Home Address:** mhhm 1 27/f hw jdw hhkIf,fk jdw fljdjf,jkfx mkx xfw jfmmwjhmwfl,  
**Mailing Address:** mhhm 1 27/f hw jdw hhkIf,fk jdw fljdjf,jkfx mkx xfw jfmmwjhmwfl,  
**Phone Number:**  
**Email Address:**

All email messages from OAL regarding your application will be sent to your CUHK email account. You should review the messages in your Junk E-mail folder as well.

(All forms of contacts will be based on the information provided above. It is your own responsibility to follow up the progress of your submitted application by checking the above email account frequently for the important messages from OAL. Please ensure that the account is functioning properly and with, at least 200KB, email storage space all the time.)

Your HKCEE/HKALE/HKDSE results are shown automatically (if any).

### Academic Performance

#### Public Examination Results

Examination	Year	Subject	Grade
HKALE	2009	PRINCIPLES OF ACCOUNTS	C
HKALE	2009	ECONOMICS	C
HKALE	2009	GEOGRAPHY	D
HKASL	2009	CHINESE LANGUAGE AND CULTURE	A
HKASL	2009	USE OF ENGLISH	C
HKCEE	2007	PRINCIPLES OF ACCOUNTS	A
HKCEE	2007	CHINESE HISTORY	A
HKCEE	2007	CHINESE LANGUAGE	5*
HKCEE	2007	CHINESE LITERATURE	C
HKCEE	2007	ECONOMICS	A
HKCEE	2007	ENGLISH LANGUAGE	5
HKCEE	2007	GEOGRAPHY	A
HKCEE	2007	MATHEMATICS	B
HKCEE	2007	MUSIC	E

Sample

### Education Background

Please list your education in chronological order starting from secondary school.

Please input information of the secondary and post-secondary schools that you have attended in the following fields and then press the "Add" button to confirm. Multiple entries are allowed in the table.

From (MM/YYYY)	To (MM/YYYY)	Institution Name	Certificate, Degree or Diploma	Qualification Granted Date

e.g. Diploma of a (discipline), Bachelor/ Master of a (discipline)

Delete entry

Add more entries

### CUHK

\*Did you get any demerits at CUHK?

Yes, please specify:   
 No

You MUST provide the information in order to complete the form.

Term	Term GPA	Units Taken
1560 2009-10 Term 1	3.405	21.000
1570 2009-10 Term 2	3.406	39.000
1615 2010-11 Term 1	0.000	0.000

Cumulative GPA: 3.405

The term GPA reported under CUSIS is rounded to 3 decimal places e.g. 2.1685 → 2.169. For term GPA records prior to CUSIS, please refer to the records on the official transcript.

If you are a Year one student, please input "0.1" for the Total No. of Units Completed in October. You should update the information when the form re-opens in December.

NEXT PAGE

SAVE

Only TOEFL/IELTS scores resulted from tests **on or after 1 September 2017** are valid for the application for summer 2018-19 / regular term-time 2019-20 exchange programmes administered by OAL.

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REFRESH

PREVIOUS PAGE

NEXT PAGE

SAVE

### TOEFL / IELTS Score

TOEFL/IELTS score taken before 01 Sep 2017 will NOT be considered. TOEFL/IELTS score is valid only if it is resulted from a test within 2 years before admission to exchange programme. Please ensure the data shown below is accurate. If you have uploaded a clear image of your relevant TOEFL/IELTS test score report on Page 4 of this application form. Your full name, test date and score MUST be clearly shown on the report. Missing or incorrect information will definitely affect your eligibility for specific exchange programmes. Your relevant programme choices will in the process of placement allocation be skipped/ignored automatically, without any notification.

TOEFL Score		Find   View All	First	1 of 1	Last
Test Date:	<input type="text"/>	Overall Score:	<input type="text"/>	(Internet-based)	<input type="button" value="+"/> <input type="button" value="-"/>
Sub-score					
Listening	<input type="text"/>	Reading	<input type="text"/>	Writing	<input type="text"/>
		Speaking	<input type="text"/>		

IELTS Score		Find   View All	First	1 of 1	Last
Test Date:	<input type="text"/>	Overall Score:	<input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>
Sub-score					
Listening	<input type="text"/>	Reading	<input type="text"/>	Writing	<input type="text"/>
		Speaking	<input type="text"/>		

- (1) If English is the official language of all your selected exchange programmes, you may skip this part.
- (2) Otherwise, you **MUST** indicate that you have the proficiency level which is at least one level lower than the specified requirement (e.g. if the requirement is German – Intermediate, you MUST indicate you have the proficiency of elementary German).

### Other Language Proficiency

If you decide to go on exchange to an institution that requires proficiency in a language(s) other than English, please input information of your proficiency of the language(s) in the following table. Multiple entries are allowed.

		Customize   Find	First	1 of 1	Last
Language Code	Description	*Level			
1	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Your current academic honors and awards information is shown automatically according to the University record (if any).

### Honors & Awards

No current academic honors and awards information found.

### Extracurricular Activities

No current extracurricular activities information found.

REFRESH [Add / Update Extracurricular Activities](#)

Please input information of the academic award(including prizes & scholarships )you obtained and the significant activities in which you participated in other organizations and/or at university through Student Self-Service.

**Step 1:** Click “[Add/Update Extracurricular Activities](#)” to input the activities that are significant to your academic and personal development. You may input honors and awards which are not included in the previous section under this Extracurricular Activities section.

**Step 2:** Click the “[Refresh](#)” button to add the information to your online application.

### Employment

No current work experience information found.

REFRESH [Add / Update Employment](#)

Please input information of your working experience (including full-time, part-time and summer jobs), if any, through Student Self-Service. You will need to press the "Refresh" button after completing your Employment input in Student Self-Service.

**Step 3:** Click “[Add/Update Employment](#)” to input your full-time, part-time or summer job (if any).

**Step 4:** Click the “[Refresh](#)” button to add the information to your online application.

REFRESH

PREVIOUS PAGE

NEXT PAGE

SAVE

*Sample*

## Choice of Host Institutions and Exchange Periods

Sample

## Points to note:

1. You are required to input at least one choice of host institution and exchange period in this section.
2. For students who are in their first year of study at CUHK, do not have a TOEFL/IELTS score and/or a cumulative GPA that meets the requirement of your desired programme choices while submitting the application, please specify in Section 10 (Study Plan) the exchange programmes you are unable to include in Section 8 (Choice of Programmes) so that interviewers could have an understanding of your preference (for those who attend the interview). Once your GPA for the current term or latest TOEFL/IELTS score is available, you MUST update your choice of programmes in Section 8 (Choice of Programmes) before the deadline for finalizing your choice of programmes. Choice of programmes listed in Section 10 (Study Plan) is for interview purpose only. They are not for placement allocation.
3. You are highly recommended to go on exchange for one academic year to maximize your benefit from the exchange opportunity.
4. The "Host Institution" and "Programme" search lists show only the eligible options according to your academic background and admission requirements. For a full list of available exchange opportunities for the following summer and academic year, please click "CUSIS and MyStudy" and then select "Exchange Program Requirement" under "CUSIS Services".
5. In the first round, if you wish to apply for regular term-time student exchange programmes, you should make a choice of only one programme (regardless of the exchange period) with the same institution. If you choose more than one programme with the same institution, only the first choice of programme with the institution will be considered. The rules do not apply to university-wide summer exchange programmes. See the [placement arrangements](#) section in the Application and Policy Manual for examples.
6. In the second placement round, you are permitted to select more than one programme with the same institution.
7. You should click [here](#) and read carefully the placement arrangements. Please note that if your application violates any rule, you will not be provided an offer even if quota is available.

Choice	Destination	Host Institution	Programme	Exchange Period
1	Australia	OU0658 Monash University		
	Remarks			

**(1) If you have typed in new information or changed any information on the application form, please click the 'SAVE' button in red circle before clicking the icon.**

- (2) Choose at least one exchange programme.
- (3) Do not skip any choice when you input the programmes.
- (4) Be patient. It will take a few seconds for the system to check your information and the programme requirements.
- (5) To rearrange your choices, you MUST delete the entries (i.e. delete the host institution code and press "Enter"), and then input your choices all over again. Therefore, **please always keep a record of your choices.**
- (6) To apply for regular term-time programmes, you should make a choice of only one programme with the same institution. (Refer to "Placement Arrangements" in the [Application and Policy Manual](#) for details.)
- (7) You are strongly advised to:
  - Discuss your choices with professors and departmental advisors about your academic interests.
  - Discuss your choices with your family
  - Consider your geographic and cultural interests as well as your financial situation.
  - Research information of the available exchange programmes and the host institutions.
  - Assess your language ability in light of the requirements of particular programmes.
  - Investigate the availability of courses that are relevant to your major.
  - Consult student advisors in Office of Academic Links for further information of the available exchange programmes and their recommendations to your situation.
- (8) If you are in your first year of study at CUHK or do not have a TOEFL/IELTS score or do not have a cumulative GPA that meets the requirement of your desired programme choices while submitting the application, please select "**OU9999 – Choices to be updated**" under "Host Institution" and select one of the four options under "Programme" according to your situation. Please note that selecting this programme is only a temporary solution for those who do not have a cumulative GPA or do not have a TOEFL/IELTS score that meets the requirement of desired programme choices to submit the online application form in October. You **MUST** indicate your preferred choice of programmes in the "Study Plan" on Page 4, so that interviewers could have an understanding of your preference (for those who attend the interview). **It is your responsibility to update your programme choices in the "Choice of Host Institutions and Exchange Periods" section before the deadline for finalizing the choice of programmes once your GPA for the current term or latest TOEFL/IELTS score is available.** Choice of programmes listed in the Study Plan is for interview purpose only. They are not for placement allocation.



Interview Attendance(For 1st round selection)

Please read the [interviews](#) section in the

If you would like to request for exemption from attending the interview, please send your referees to complete and submit the [online recommendation form](#) to OAL **on or before 30 October 2018**.

- I would like to request for exemption from interview if I were shortlisted.
- I have decided to attend the interview if I were shortlisted.

You MUST provide the information in order to complete the form. (Students who are in their 1<sup>st</sup> year of study at CUHK will be required to attend the interview if they are shortlisted.)

This option is only applicable to those students who have completed at least two semesters at CUHK and wish to request for exemption from the selection interview. Students MUST ask their referees to complete and submit the [online recommendation form](#) to OAL **on or before 30 October 2018**.

Study Plan

Please describe your proposed field of study while abroad. Explain your preference to exchange program and how the exchange experience would help you achieve your future goals. (250-300 words in English)

What is the study plan for?

- To you, it assists in your identification of interests and orientation for exchange.
- To interviewers, it provides knowledge for their assessments to your suitability for exchange.
- To programme administrators, it is taken as a reference while assigning exchange programme to you, if you are a selected applicant.

**Please write in full sentences and complete paragraphs (250 – 300 words in English).** Do not use bulletin points, non-English characters and any short form of words. (Please double-check spelling and grammar before submitting.)

Sample

Upload Supporting Documents

Please upload a clear image of your academic supporting documents and upload one file only for each attachment type. Your full name, test date (if any) and score MUST be clearly shown on the documents. You may be required to present the original documents to OAL for verification. Missing or incorrect information will definitely affect your eligibility for specific exchange programmes. Your relevant programme choices will in the process of placement allocation be skipped/ignored automatically, without any notification. For non-JUPAS students who do not have GPA at CUHK, please upload your latest OFFICIAL academic report/transcript with your full name shown on the copies of official document(s), otherwise, your application will not be considered.

\*Attachment Type

- 1. IELTS Score Report
- 2. TOEFL Score Report
- 3. Acad. Report\_Non-JUP&No GPA
- 4. Other Lang. Proficiency

1. IELTS Score Report: Must be taken **on or after 1 September 2017**

2. TOEFL Score Report: Must be taken **on or after 1 September 2017**

3. OFFICIAL Academic Report (e.g. education certificates / transcripts / score reports from previous institution): Only for Non-JUPAS students who are in their 1<sup>st</sup> year of study at CUHK

4. Other Language Proficiency (e.g. certificate of your other language proficiency, if any)



You MUST provide the information in order to complete the form.

- (1) Approach two **current full-time** CUHK teaching staff to request for consent before inputting their information. **(Applicable to all applicants)**
- (2) If you have completed at least two semesters at CUHK and wish to be exempted from the interview, please ask your referees to complete and submit the [online recommendation form](#) to OAL **on or before 30 October 2018**.

#### References

Please approach TWO current full-time teaching staff at CUHK to request consent before inputting their information in the following boxes.

Reference 1	
*Name:	<input type="text"/>
*Position:	<input type="text"/>
*Department:	<input type="text"/>
*Phone Number:	<input type="text"/>
*Email Address:	<input type="text"/>

Sample

Reference 2	
*Name:	<input type="text"/>
*Position:	<input type="text"/>
*Department:	<input type="text"/>
*Phone Number:	<input type="text"/>
*Email Address:	<input type="text"/>

#### Declaration

By submitting this online application form, I accept and agree to abide by the [declaration statements](#) in the Application & Policy Manual.

Click and read the declaration statements carefully before clicking the "SUBMIT" button.

PREVIOUS PAGE

SAVE

SUBMIT

Click the "SUBMIT" button to submit your online application form.

### 3. [Checking Your Application Status via CUSIS \(Important!\)](#)

#### Exchange Application Summary

ID:

ZHDXZ,Bfjwd

	Exchange Academic Year	Round	Reference No.	Application Status	
1	<a href="#">2011</a>	<a href="#">1</a>	<a href="#">10000275</a>	<a href="#">Submitted</a>	<a href="#">Schedule Interview</a>

Check your application status after clicking the "SUBMIT" button. It should be changed to "SUBMITTED".

Applying Exchange Academic Year:

Sample

[Eligibility](#)

Application Round:

[Application Procedure](#)

CREATE APPLICATION