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

1.1 Logon “MyCUHK” ([http://portal.cuhk.edu.hk](http://portal.cuhk.edu.hk))

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

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**
   a. Passport Type
   b. Academic Career
   c. Did you get any demerits at CUHK?
   d. Total No. of Units Completed
   e. Total No. of Units Remaining

   **On Page 4**
   a. 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.
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 the mandatory fields must be filled out. Otherwise you will not be able to save the form.

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

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.

*Did you get any demerits at CUHK?  
- Yes, please specify:  
- No

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.

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

(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).

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

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.
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.

Choose at least one exchange programme.

Do not skip any choice when you input the programmes.

Be patient. It will take a few seconds for the system to check your information and the programme requirements.

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.

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.)

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.

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.
You MUST provide the information in order to complete the form. (Students who are in their 1st 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.

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 bullet points, non-English characters and any short form of words. (Please double-check spelling and grammar before submitting.)

Upload Supporting Documents

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 1st year of study at CUHK
4. Other Language Proficiency (e.g. certificate of your other language proficiency, if any)

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)
3. Checking Your Application Status via CUSIS (Important!)

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

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.

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

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

Click the “SUBMIT” button to submit your online application form.