



香港中文大學(深圳)

The Chinese University of Hong Kong, Shenzhen

香港中文大學(深圳) 用戶培訓

Application for Program Change





Course Agenda

- Demonstration and Practice Session
 - Submit Change of Student Record
 - Suspension (exchange/visiting)/Suspension
 - View Result



Suspension (exchange/visiting)/Suspension

Navigation: Personal Center > My Application > Change of Student Record

1. Select the Suspension (exchange/visiting).
2. Click “add new application” to edit a new application.

XXX(X. xx)

go to ...

Class Search / Browse Catalog

Academic Planning

Enrollment

Academics Records

My Application

change of student record

transcripts print

overdue add/drop classes

credit transfer

oal enrollment

course load change

graduation t

Program-Related Change

Change Type

Program-Related Change Type: Suspension (Exchange/Visiting)



SEARCH

ADD NEW APPLICATION



Application List

						Personalize F
Application No.	Change Type	View Detail	Student ID	Name	St	
1						



Suspension (exchange/visiting)/Suspension

Navigation: [Personal Center](#) > [My Application](#) > [Change of Student Record](#)

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【SUSPENSION (EXCHANGE/VISITING)】 APPLICATION FORM

<input type="button" value="BACK"/>			<input type="button" value="SAVE"/>			<input type="button" value="SUBMIT"/>		
Student Information								
Student:	██████████	Name:	████████████████████	Acad Career:	Undergraduate			
School:	Sch of Science and Engineering	Plan:	Statistics	Time Basis:	Full-time			
College:	Shaw College	Year of Attend:	3rd Year					
Contact Information								
Contact Phone:	██████████							
Email Address:	peoplesoftdev@cuhk.edu.cn							
Contact Address:	████████████████████							

3. Click "BACK" can back to the last page.
4. Click "save" can save the page information.
5. Click "submit" can submit the page information. After submitting ,you can't change the information.
6. The phone number is registered by default, but you can also modify it.
7. The mailbox number is registered by default, but you can also modify it.
8. The contact address is registered by default, but you can also modify it.



Suspension (exchange/visiting)/Suspension

Navigation: Personal Center > My Application > Change of Student Record

Page 2/2

Application Information

Application No.: SPNE000000000005
 Approval Status: Saved
 Change Type: Suspension (Exchange/Visiting)

Suspension / Leave of Absence Period

Time Type: Term
 Term From: 2017-18 T1 **9**
 To: 2017-18 T1 **10**

Reason(s)

11 g(3+2 Project)

Other reason(s): **12**

Exchange/Visiting University

Name of Host University of the Exchange/Visiting Programme:
 13

A copy of admission letter attached

Comment(s)

14

If you select the box , you must upload the attachment which including the copy of admission letter attached.

DateTime Submitted: 2018/11/28 15:54:42

Attachment

Please attach the relevant document(s) as required. Please also combine all pages into one single PDF file before uploading.

Attachment Name	Upload	View/Download
1 CUSZ_SCHEDULE_CLASS.rtf	<input type="button" value="Upload"/> 15	View/Download <input type="button" value="Delete"/> 16

9. Select the term from.
10. Select the term to.
11. Select the reason.
12. Enter the other reasons.
13. Enter the exchange /visiting university.
14. Enter the comments.
15. Click "Upload" to upload an attachment.
16. Click to view / download attachment.

When you edit the all information, you can click "submit".



Suspension (exchange/visiting)/Suspension

Navigation: Personal Center > My Application > Change of Student Record

Page 2/2

Application Information

Application No.: NEW
 Approval Status: Initial
 Change Type: Suspension (Exchange/Visiting)

Suspension / Leave of Absence Period

Time Type: Term
 Term From: 1810 2018-19 T1
 To: 1820 2018-19 T2

Reason(s)

EXC1 Exchange(3+2 Project)

Other reason(s):

Exchange/Visiting University

Name of Host University of the Exchange/Visiting Programme:
 XXXXX

A copy of admission letter attached

Date Time Submitted: 2019/03/14 16:28:31

Attachment

Please attach the relevant document(s) as required. Please also combine all pages into one single PDF file before uploading.

Attachment Name	Upload	View/Download
1 SSR_TSRPT.pdf	Upload	View/Download

9. Select the term from.
10. Select the term to.
11. Select the reason.
12. Enter the other reasons.
13. Enter the exchange /visiting university.
14. Click "Upload" to upload an attachment.
15. Click to view / download attachment.

When you edit the all information, you can click "submit".

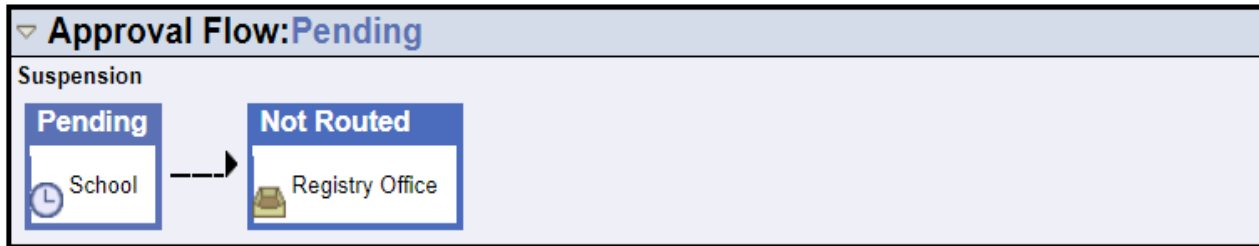
If you select the box ,you must upload the attachment which including the copy of admission letter attached.





Suspension (exchange/visiting)/Suspension

Navigation: [Personal Center](#) > [My Application](#) > [Change of Student Record](#)



Approval History

	Action	DateTime	Comment
1	Submitted	19/03/14 04:37:11	Submit application

When you submit Successfully the end of page will show the approval flow and approval history.

Suspension is the same action as Suspension (exchange/visiting).



Course Agenda

- Demonstration and Practice Session
 - View Result



Student View Result

Navigation: Personal center > Academic Records

XXX(X,xx)

go to ...

[Class Search / Browse Catalog](#)

[Academic Planning](#)

[Enrollment](#)

[Academics Records](#)

[My Application](#)

My Academics

Academic Requirements [View my advisement report](#)

Course History [View my course history](#)

Transcript [View my unofficial transcript](#)
[Request official transcript](#)

My Program:

Institution - CUHK(SZ)
Career - Undergraduate
Program - Bachelor of Science
Major - Statistics
Stream - Data Science

My Period / year Information

Admit Term 2016-17 Term 1
Expected Graduation Term
Normative study Period / year 4.00
Normative Graduation Term
Maximum study Period / year 6.00
Maximum Graduation Term