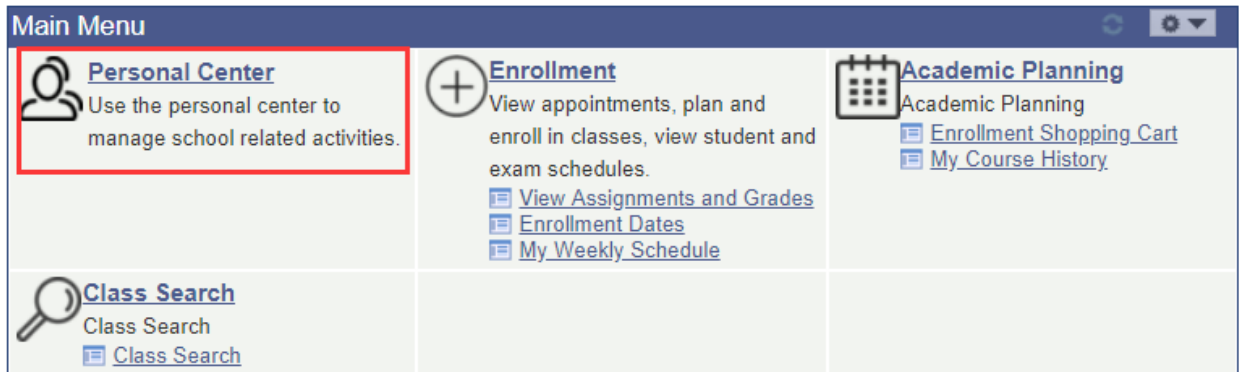


How to fill in the online Course & Unit Exemptions application form in SIS

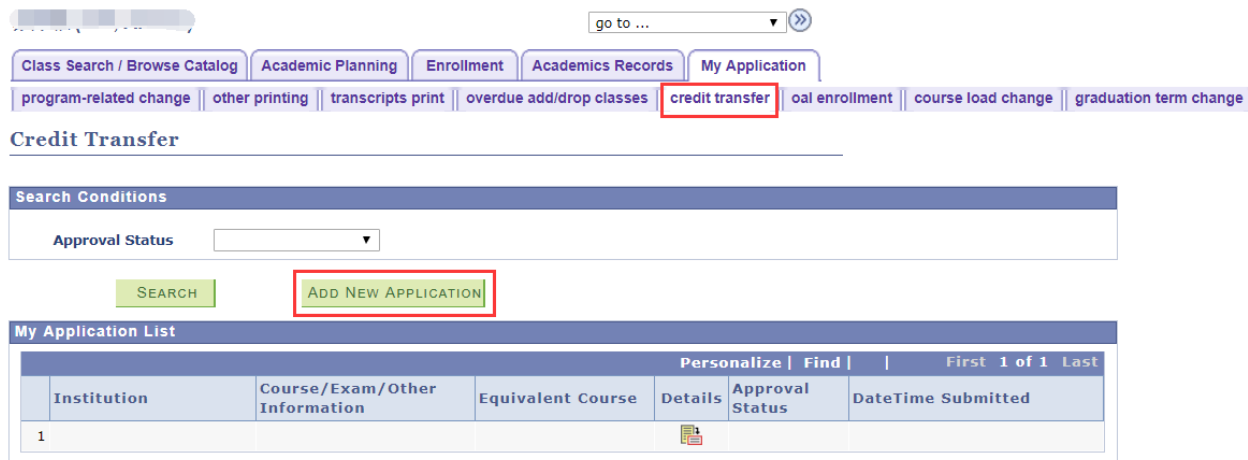
Students who would like to apply for credit transfer/exemption should follow the instruction below:

1. After login SIS, select **Personal Center** and enter **My Application** page.



2. Select Credit Transfer tab from My Application page, and click the button **ADD NEW APPLICATION** to create a new application.

On this page, you can also click the button **SEARCH** to review your application records.



3. When filling in the application form, the information should be the same as stated in the transcript/certificate related to your present application.

- A. Select **External Course, Qualification or Other**, according to your qualification:

For course taken in previous degree program, visiting, exchange or summer program, please select **External Course**.


For post-secondary qualification or examination obtained outside CUHK(SZ), for example ACCA, please select **Qualification**.


For other qualification that may be recognized as equivalent to a CUHK(SZ) course, for example AP course, please select **Other**.

Credit Transfer/ Exemption Details Find | View All First 1 of 1 Last

External Course Qualification Other **A**

External Course


Institution  **B**
 Other Institution

Articulation Term  **C**
Year Taken **D**

Subject **E**
Course Number

Course Title **F**
Grade
Unit
Total Hours
Description
 254 characters remaining



Equivalent Course

Transfer type Course Area **G**
Course ID 
Course Title
Units


Contact Information

Comments **H**

Attachments Upload **I**

	Attachment	Upload Attachment	View/Download Attachment		
1		Upload Attachment	View/Download Attachment		

B. Institution

Click the icon  next to the text box of institution, search and select the institution you attended, if it hasn't been listed in the institution list, please select **Other Institution** to enter the institution, , shown as below..

External Org ID: begins with

Description: contains business

Long Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

External Org ID	Description	Long Description
000000827	Copenhagen Business School	Copenhagen Business School
000000876	Esade Business School Ramon Llull University	Esade Business School Ramon Llull University

C. Articulation Term

Click the icon  to select corresponding term:

For studies prior to admission to CUHK(SZ), please select current term at CUHK(SZ).

For studies during your registration at CUHK(SZ), please select the term when you complete the study.

D. Year taken

Enter the year you took the course.

E. Subject, Course Number

Enter course subject, course number or course code as stated in the transcript. If Subject/Course Number isn't included in the course you have taken, you can enter 'NA' in the text box of Subject/Course Number.

F. Course Title

If the length of course title is over 30 characters, please enter the full name of the course in the text box of Description.

G. Transfer type

Academic Institution: CUSZ1
Academic Career: Undergraduate
Subject Area: begins with ▾ ECO 🔍
Catalog Nbr: begins with ▾
Description: begins with ▾
Long Course Title: begins with ▾

[Basic Lookup](#)

Search Results

View 100 First 1-24 of 24 Last

Course ID	Subject Area	Catalog Nbr	Description	Long Course Title
000001	ECO	2011	Basic Microeconomics	Basic Microeconomics
000007	ECO	2021	Basic Macroeconomics	Basic Macroeconomics
000008	ECO	2121	Basic Statistics	Basic Statistics
000023	ECO	3011	Intermediate MicroEcon Theory	Intermediate Microeconomic Theory
000024	ECO	3121	Introductory Econometrics	Introductory Econometrics
000093	ECO	2031	AE for Business Analysis	Applied Econometrics for Business Analysis
000094	ECO	3021	Intermediate MacroEco Theory	Intermediate Macroeconomic Theory
000095	ECO	3160	Game Theory & Biz Strategy	Game Theory and Business Strategy

If an equivalent course at CUHK(SZ) is available, please select 'Course', click the icon 🔍 to search and select corresponding course, shown as below.

Equivalent Course

Transfer type Course Area

Major Second Major Minor GE

Area	
<input checked="" type="checkbox"/>	EXFE Exemption for free electives
<input type="checkbox"/>	EXME Exemption for major electives

Units

If no equivalent course(s) available, please select 'Area', then select the corresponding area 'Major Electives', 'Minor Electives', 'GE' or 'Free Elective' as appropriate and enter the number of exempted unit(s) to be applied, shown as below.

H. Comments

If you wish to use more than one courses to apply equivalence to one CUHK(SZ) course, please add additional course information in the text box of Description and note in the text box of Comment.

I. Supporting documents

It's required to provided supporting documents, including copy of transcript and/or certificate, course outline/description/ timetable and other supporting materials (if any). And student need to bring along the original(s) to relevant school office for inspection, if applicable.

* The course outlines should show the contact/lecture hours, or students need to provide relevant supporting materials with the information of course timetable and study duration. Contact/lecture hours need to be highlighted in the attached outlines. Normally, School will check the contact/lecture hour first.

Please refer to the following samples to complete application form as appropriate:

Sample 1: Online Application Form _External course

The screenshot shows the 'Credit Transfer/ Exemption Details' form. At the top, there are navigation links: 'Find | View All', and pagination: 'First 1 of 1 Last'. Below this are three radio buttons: 'External Course' (selected), 'Qualification', and 'Other'. The form is divided into two main sections: 'External Course' and 'Equivalent Course'.

External Course Section:

- Institution:** A search box containing '00000085' with a magnifying glass icon, and the text 'UC Berkeley' next to it. Below it is a checkbox for 'Other Institution'.
- Articulation Term:** A search box containing '1850' with a magnifying glass icon, and the text '2018-19 Summer Session' next to it.
- Year Taken:** A text box containing '2019'.
- Subject:** A text box containing 'STAT'.
- Course Number:** A text box containing '155'.
- Course Title:** A text box containing 'Game Theory'.
- Grade:** A text box containing 'A-'.
- Unit:** A text box containing '3.00'.
- Total Hours:** A text box containing '48.00'.
- Description:** A large text area with a small icon in the bottom right corner. Below the text area, it says '254 characters remaining'.

Equivalent Course Section:

- Transfer type:** Three radio buttons: 'Course', 'Area' (selected), and 'GE'.
- Area:** A sub-section with two rows of checkboxes and labels:
 - EXFE Exemption for free electives
 - EXME Exemption for major electives
- Units:** A text box containing '3.000'.

Sample 2: Online Application Form _Qualification

Credit Transfer/ Exemption Details Find | View All First **1 of 1** Last

External Course
 Qualification
 Other

Qualification		Equivalent Course	
Name	OTHER Other	Transfer type	<input checked="" type="radio"/> Course <input type="radio"/> Area
Component	ACCT (The Association of Chartered	Course ID	000022 3.00 FIN 2010
Test Date	16/12/01	Course Title	Financial Management
Score	53	Units	3.000
Articulation Term	1610 2016-17 Term 1		
Description	The Association of Chartered Certified Accountants F9 Financial Management		

Sample 3: Online Application Form _Other

Credit Transfer/ Exemption Details Find | View All First **1 of 1** Last

External Course
 Qualification
 Other

Other		Equivalent Course	
Other Credit	AP Public Speaking , Rhetoric	Transfer type	<input checked="" type="radio"/> Course <input type="radio"/> Area
Short Description	English	Course ID	000004 3.00 ENG 1001
Other Credit Type	AP	Course Title	English Bridge Program (EBP)
Articulation Term		Units	3.000
Evaluation Date	2016/06/30		
Description	AP Public Speaking , Rhetoric and Debate		