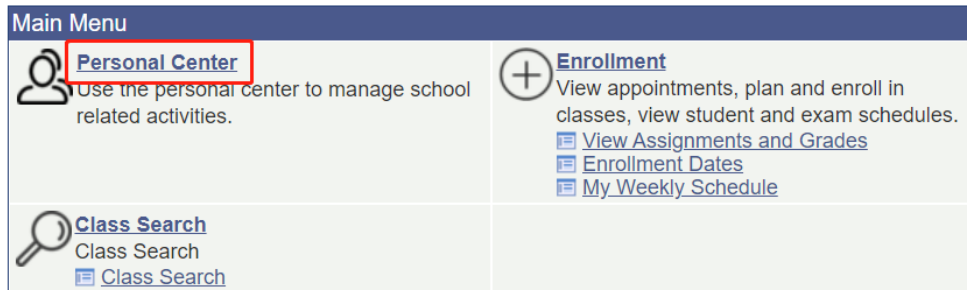





How to fill in the online Course & Unit Exemptions application form in SIS

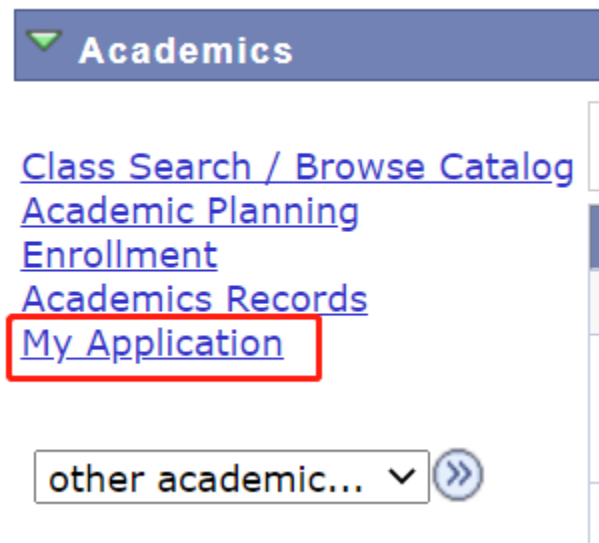
Students who would like to apply for credit transfer/exemption should follow the instruction below:

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




Main Menu

 Personal Center Use the personal center to manage school related activities.	 Enrollment View appointments, plan and enroll in classes, view student and exam schedules. View Assignments and Grades Enrollment Dates My Weekly Schedule
 Class Search Class Search Class Search	



Academics

- [Class Search / Browse Catalog](#)
- [Academic Planning](#)
- [Enrollment](#)
- [Academics Records](#)
- [My Application](#)**

other academic... ▾ 

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.

Credit Transfer

Search Conditions

Approval Status

SEARCH

ADD NEW APPLICATION

My Application List

Personalize Find						First 1 of 1 La
Institution	Course/Exam/Other Information	Equivalent Course	Details	Approval Status	DateTime Submitted	
1						

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

A. Transfer Type

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, please select **Other**.

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

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**

Please note the first item of the required qualification is 'postgraduate courses completed when the student was a postgraduate student or an undergraduate student; in the latter case, a postgraduate course which was already used to earn an undergraduate degree cannot be reused for exemption.' Details please see <https://gs.cuhk.edu.cn/page/52>.


Attachments Upload **I**

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

Remark: Please merge all the above documents in order and in one PDF before submit. Wrong type of document may cause push back.

Back **Save** **Submit**

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.

Look Up Institution

External Org ID:

Description:

[Basic Lookup](#)

Search Results

[View 100](#)

External Org ID	Country/Region	Description	Description
000000827	DNK	Denmark	Copenhagen Business School
000000828	USA	United States	University of Southern California
000000829	ITA	Italy	Bocconi University
000000830	IRL	Ireland	University College Dublin
000000831	IRL	Ireland	University College Cork

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

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

Look Up Course ID

Academic Institution: CUSZ1

Subject Area: begins with 

Catalog Nbr: begins with

Course Offering Nbr: =

Description: begins with

Long Course Title: begins with

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.

[View 100](#)

Course ID	Subject Area	Catalog Nbr	Course Offering Nbr	Description	Long Course Title
000481	ACT	5002	1	Business Economics	Business Economics
000482	ACT	5003	1	Business Management	Business Management
000483	ACT	5004	1	Information Management	Information Management

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, proof of compliance and other supporting materials (if any). And student need to bring along the original(s) to relevant school office for inspection, if applicable. Details see web:

<https://gs.cuhk.edu.cn/page/52>

* 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

External Course		Equivalent Course	
Institution	<input type="text" value="00000181"/> CUHK(Shenzhen) <input type="checkbox"/> Other Institution	Transfer type	<input checked="" type="radio"/> Course <input type="radio"/> Area
Articulation Term	<input type="text" value="2210"/> 2022-23 Term 1	Course ID	<input type="text" value="001843"/> 3.00
Year Taken	<input type="text" value="2020"/>	Course Title	Machine Learning for Biomedical Research
Subject	<input type="text" value="ERG"/>	Units	<input type="text" value="3.000"/>
Course Number	<input type="text" value="2050"/>		
Course Title	<input type="text" value="Introduction to Data Analytics"/>		
Grade	<input type="text" value="B"/>		
Unit	<input type="text" value="3.00"/>		
Total Hours	<input type="text" value="56.00"/>		
Description	<input type="text" value="data mining and modern statistical learning methods: linear regression, classification, resampling methods, linear model selection and"/> 120 characters remaining		

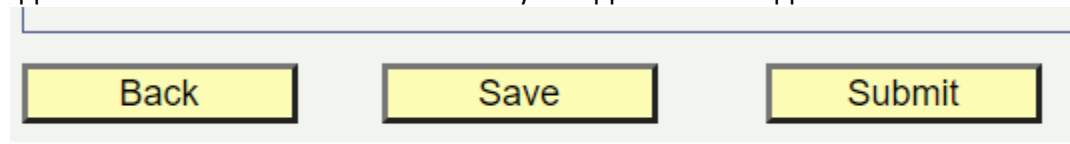
Sample 2: Online Application Form _Qualification

Qualification		Equivalent Course	
Name	<input type="text" value="OTHER"/> Other	Transfer type	<input checked="" type="radio"/> Course <input type="radio"/> Area
Component	<input type="text" value="ACCT"/> (The Association of Chartered	Course ID	<input type="text" value="000554"/> 3.00
Test Date	<input type="text" value="21/11/08"/>	Course Title	Spreadsheet/VBA Modelling in Finance
Score	<input type="text" value="53.00"/>	Units	<input type="text" value="3.000"/>
Articulation Term	<input type="text" value="2210"/> 2022-23 Term 1		
Description	<div style="border: 1px solid black; padding: 5px;">The Association of Chartered Certified Accountants F9 Financial Management</div>		

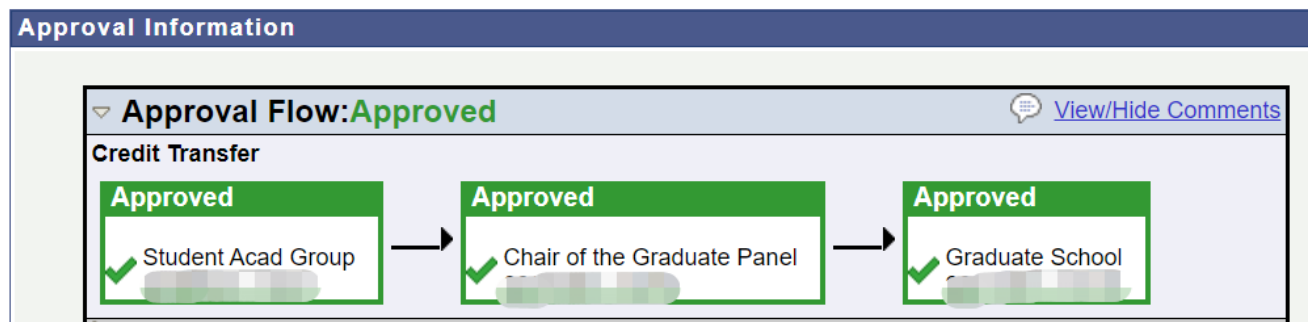
Sample 3: Online Application Form _Other

Other		Equivalent Course	
Other Credit	<input type="text" value="AP Public Speaking"/>	Transfer type	<input checked="" type="radio"/> Course <input type="radio"/> Area
Short Description	<input type="text" value="English"/>	Course ID	<input type="text" value="000491"/> <input type="text" value="3.00"/>
Other Credit Type	<input type="text" value="AP"/>	Course Title	Financial Management
Articulation Term	<input type="text" value="2210"/> <input type="text" value="2022-23 Term 1"/>	Units	<input type="text" value="3.000"/>
Evaluation Date	<input type="text" value="2021/11/08"/>		
Description	<input type="text"/>		

4. After you finish your application form, don't forget to click the Save button so that you can go back to edit your application. Click Submit button to submit your application for approval.



The Approval information is for your reference and only displays after the application are submitted.



5. If you receive an email as below, it means your application has been approved.

您的学分转换申请已经被批准，请通过SIS查看详细信息。

Your application for credit transfer has been approved, please view details through SIS."

You may double-check it in SIS by following the instructions below.

My Academics

Academic Requirements [View my advisement report](#)
Course History [View my course history](#)
Transcript [View my unofficial transcript](#)

My Program:
 Institution - CUHK(SZ)
 Career - Postgraduate Research
 Program - MPhil-PhD in SDS
 Major - PhDDS Pre-candidacy (3 years)

These are the courses that has been exempted successfully.

Course	Description	Term	Grade	Units	Status
CEC 6000	Marxism in Contemporary China	2022-23 Term 1		2.00	◆
DDA 6001	Stochastic Process	2022-23 Term 1	T	3.00	←
DDA 6010	Optimization Theory and Algori	2022-23 Term 1		3.00	◆
DDA 6020	Measure Theoretic Probability	2022-23 Term 1		3.00	◆
DDA 6030	Advanced Statistics Theory	2022-23 Term 1	T	3.00	←
DDA 6211A	Thesis Research	2022-23 Term 1		6.00	◆
DDA 8201A	Academic Seminars	2022-23 Term 1		0.00	◆