

**The Chinese University of Hong Kong**  
**Registration and Examinations Section, Registry**

**Non-Local Students 2025-26**

**New Student Registration**

In accordance with Chapter 177 of Registration of Persons Regulations, non-local students are required to apply for a Hong Kong Identity Card (HKID Card) **within 30 days** after arrival. Students should make an appointment for HKID Card application by the following channels before visiting the Registration of Persons Offices (ROP) of the Immigration Department \*:

- (i) Online Appointment Booking System ([www.gov.hk/icbooking](http://www.gov.hk/icbooking)); OR
- (ii) Immigration Department Mobile Application

After collection of your HKID Card, please complete the form below and bring along the **original copy** of the HKID card and submit it to the Registration and Examinations Section (10/F, Yasumoto International Academic Park) for update of the registration records **by 31 October 2025**. Failure to do so may affect your future applications for letter of certification and/ or academic transcript.

\* please refer to the overleaf for the addresses and working hours of ROP.

*Please note that the information (e.g. Surname, First Name etc.) on your HKID Card as provided will be used as the official records of the University and printed on all official documents issued by the University including but not limited to your Student ID Card, academic transcript and degree certificate etc.*

Please affix a copy of your HKID Card and  
mark "COPY" across it

Major/Programme: \_\_\_\_\_

Student ID No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Personal Information Collection Statement**

1. The personal data provided on this form will be used for the purpose of student registration. All information provided will be destroyed when no longer required.
2. Data collected from or generated by students during their studies at CUHK may be held by/transferred to any department/administrative unit within CUHK as management information to facilitate verification, communication, operation and planning.
3. For correction of or access to the personal data after submission of this form, please contact the Registration and Examinations Section (Tel: 3943 9888, e-mail: [ugadmin@cuhk.edu.hk](mailto:ugadmin@cuhk.edu.hk))

**Addresses and working hours of Registration of Persons Offices (ROP)**

ROP Offices	Addresses	Working Hours^	Scope of Services (for Students)
Hong Kong Office	8th Floor, Immigration Tower, 7 Gloucester Road, Wan Chai	Monday to Friday: 9:00am - 4:30pm	1. Registration of identity cards for new arrival students; and  2. (Starting from 13 October, 2025) Replacement for new smart identity cards for students still holding an old identity card
Kowloon Office	3rd Floor, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po	Saturday: 9:00am - 12:30pm	
Tseung Kwan O Office	3rd Floor, Administration Tower (for registration service) and 1st Floor, Administration Tower (for collection service), Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O	Monday to Friday: 8:45am - 4:30pm  Saturday: 9:00am - 11:30am	
Fo Tan Office	Shops 405-407, 4th Floor, Jubilee Square, 2-18 Lok King Street, Fo Tan	Monday to Friday: 9:00am - 12:45pm; & 2:00pm - 4:30pm  Saturday: 9:00am - 12:30pm	
Tuen Mun Office	3rd Floor, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun		
Yuen Long Office	1st Floor, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long		
Kwun Tong (Temporary) Office*	Office 1, 2nd Floor, Manulife Financial Centre (for registration service) and Office 1B, 3rd Floor, Manulife Financial Centre, Tower A (for collection service), 223- 231 Wai Yip Street, Kwun Tong	Monday to Saturday: 8:00am - 10:00pm	Replacement for new smart identity cards for students still holding an old identity card

<sup>^</sup>All ROP offices are closed on Sundays and public holidays

\*The last application date of the Kwun Tong (Temporary) Office will be 11 October, 2025 and the collection services for identity cards will continue until 25 October, 2025. The office will cease to operate starting from October 27, 2025