**Collection of CU Link (Student Card) for New Postgraduates**

1. After you receive confirmation of your registration from Graduate School Office, you may check with CU Link Card Centre by calling 3943 8507 to see if your CU Link (student card) is ready for collection.
2. When your card is ready for collection and **if you are a local postgraduate student**, you may collect your CU Link (student card) by registered post or in person. If you are a **non-local postgraduate student**, after arriving in Hong Kong, you may collect your CU Link (student card) by registered post (a valid Hong Kong mailing address is required) or in person.

* Collect CU Link (student card) **by registered post**: please login the [[CU Link Card Mailing Service](https://cloud.itsc.cuhk.edu.hk/CULINK-SelfService/cardmailing.aspx)] with your Student ID and OnePass (CWEM) password to make posting request. After receiving your request, CU Link Card Centre will send out your card to your Hong Kong mailing address within 7-14 days. However, due to COVID-19 pandemic, Hongkong Post may have special arrangement for postal services which may delay the mail delivery.  The actual delivery time will be subject to the service provision by [Hongkong Post](https://www.hongkongpost.hk/en/about_us/whats_new/press_release/index.html).
* Collect CU Link (student card) **in person**: please login the [[online booking system](https://webapp.itsc.cuhk.edu.hk/ras/restricted/eventlist?id=121)] with your Student ID and OnePass (CWEM) password. After the appointment is made, please visit CU Link Card Centre on schedule and present your identity document for CU Link (student card) collection.

1. If you are not available to visit CU Link Card Centre in person, you have to make an appointment through the [[online booking system](https://webapp.itsc.cuhk.edu.hk/ras/restricted/eventlist?id=121)] and authorize other person to collect the CU Link (student card) on your behalf.  You are requested to give your authorization in writing.  The authorized representative should present the following documents:

* an identity card of the authorized representative;
* a copy of the student’s identity document; and
* the student’s written authorization (Form Download [here](https://culink.cuhk.edu.hk/form-download/))

1. CU Link Card Centre can also arrange the CU Link (student card) on bulk basis for department’s collection upon receiving request from departments. Then, students can obtain their CU Link (student card) at their class/departments.

*Note:**Due to COVID-19, the University has announced the guidelines for social and non-academic events. For more information, please refer to* [*The Chinese University of Hong Kong Referencing Guidelines for Social and Non-academic Events during COVID-19*](https://www.cpr.cuhk.edu.hk/en/announcements_detail.php?id=85)

**新生 (研究生) 領取中大通 (學生證) 安排**

1. 當你收到研究院發出的確認通知書後，你可與中大通發證中心查詢中大通 (學生證)是否已經備妥，查詢電話為3943 8507。
2. 當確定學生證已經備妥，而你是**本地新生 (研究生)**，你可以選擇用掛號郵寄或親身方式領取。若你是**非本地新生 (研究生)**，當你到達香港後，你可以選擇用掛號郵寄(必須提供正確香港地址)或親身方式領取。

* **掛號郵寄方式**領取中大通 (學生證)︰請以學生編號和OnePass (CWEM) 密碼登入[[中大通郵寄服務](https://cloud.itsc.cuhk.edu.hk/culink-pin/CardMailing.aspx?lang=c)]作出郵寄要求。當收到你的郵寄要求後, 中大通發證中心會於7-14天內寄出中大通。但因應疫情的關係，郵件派遞服務可能會有所延誤，郵遞時間需以[香港郵政服務](https://www.hongkongpost.hk/tc/about_us/whats_new/press_release/index.html)為準。
* **親身方式**領取中大通 (學生證)︰請以學生編號和OnePass (CWEM) 密碼登入[[網上預約系統](https://webapp.itsc.cuhk.edu.hk/ras/restricted/eventlist?id=121)]預約時間。預約後，請按時攜帶你的身份證明文件，親身前往中大通發證中心領取中大通 (學生證)。

1. 如你未能親自領取中大通 (學生證)，你可透過[[網上預約系統](https://webapp.itsc.cuhk.edu.hk/ras/restricted/eventlist?id=121)]預約取證時間，然後填寫授權書﹐委託他人代辦。受託人必須帶備下列文件前往發證中心代領 :

* 受託人之香港身份證
* 委託人的身份證明文件副本
* 學生的授權書 ([表格下載](https://culink.cuhk.edu.hk/tc/%E8%A1%A8%E6%A0%BC%E4%B8%8B%E8%BC%89/))

1. 若學部要求，中大通發證中心可安排批次發證予學部代領，學生稍後可於學部領取其中大通 (學生證)。

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*注意：因應新冠肺炎疫情, 大學已宣布相關的防疫指引，詳情請參閱*[*The Chinese University of Hong Kong Referencing Guidelines for Social and Non-academic Events during COVID-19*](https://www.cpr.cuhk.edu.hk/en/announcements_detail.php?id=85)