

E-Certificate of Appreciation for Student Organisers and Crew of Student-led Orientation Activities User Guideline

1. Please log in with your CUHK email.



CUHK LOGIN

Login ID

OnePass Password

Sign in

- Login Help
- Change Password | Forgot Password
- Alumni ID Inquiry / Password Reset
- Contact ITSC
- Maintenance Schedule

CADS (CADS Reference Number: 233)

香港中文大學 資訊科技服務處
CUHK Information Technology Services Centre

Please note that only registered student crew members are eligible to apply for an e-certificate of appreciation. If you encounter the message “Too many failed login attempts. Click next to continue,” this indicates that you are not an eligible student. For any inquiries, please feel free to contact us at ocamp@cuhk.edu.hk.

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Too many failed log in attempts. Click next to continue.



2. Please read **ALL** the details and description carefully.

Important Note: Each application generates one certificate per orientation activity. If you helped organise multiple orientation activities, please submit a separate form for each using the same link.



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E-Certificate of Appreciation for Student Organisers and Crew of Student-led Orientation Activities



Part 1 - Details & Description of the form

The CUHK Student led Orientation Activities were successfully organised in 2025. Over 3,000 student organisers and their crews worked hard to welcome the new students and support their transition to university life. They are the core of the University Student-led Orientation. Their efforts have helped create a warm and welcoming environment.

This e-certificate system aims to acknowledge the contributions of student organisers and their crews, empowering them to rise as future leaders of society. Eligible participants can apply for an e-certificate of appreciation by meeting the following criteria:

- (1) register as organisers or crew members for student-led Faculty/Department Orientation Camps, College Orientation Camps, or Meet-and-Greet Days for New Incoming Students;
- (2) complete the JCNSO compulsory training session for registered student crew members dated July 8th, 2025 and the after-session quiz by July 11th, 2025;
- (3) complete the student-led orientation activities.

Please spend a few minutes completing this online form to receive your e-certificate of appreciation.

Procedures of the e-certificate system:

1. Applicants should check if they are eligible.
2. Applicants should spend a few minutes completing and submitting this online form.
3. It takes a maximum of 7 working days to process the applications.
4. The CUHK staff will contact the applicants via CUHK email if there is any problem.
5. Successful applicants will receive their e-certificate of appreciation via email.

Important Note: Each application generates one certificate per orientation activity. If you helped organise multiple orientation activities, please submit a separate form for each using the same link.

Enquiry: ocamp@cuhk.edu.hk (Ms. Flora Lai)

1. I fully understood the eligibilities and the procedures of applications.
2. I promise to provide correct personal information to demonstrate my honesty according to the [CUHK Code of Conduct](#). By submitting this application, you confirm that all information provided is accurate and true to the best of your knowledge.
3. The Joint Committee on New Student Orientation (JCNSO) reserved the right to report any dishonest behavior to the University. Any false information may result in the disqualification of your application and the revocation of any awarded certificates.

I agree with the above 3 items.

Yes

**Read the details and description carefully.
Then, choose "Yes" to agree to the above items.**

Click "Next".

Next

3. Please fill out **ALL** personal information.



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Part 2 - Personal Information

Kindly fill out all information according to the format requirements and sample provided.

1. SURNAME in English (Same as CUSIS)

Please type your surname (姓氏) in ALL CAPITAL LETTERS.

e.g., **CHAN**, Tai Man

This format will be used for printing on your e-certificate.

Given name in English (Same as CUSIS)

e.g., CHAN, **Tai Man** or CHAN, **Xiaoming**

This format will be used for printing on your e-certificate.

2. Full name in Traditional Chinese (e.g., 陳小明)

Please enter 'NA' if you do not have a Chinese name.

3. Student ID no. (e.g., 1155123456)

4. CUHK Email address (e.g., 1155123456@link.cuhk.edu.hk)

5. College

6. Faculty

7. Programme:

The programme list can be found [Here](#)

8. Year of study

9. The CUHK staff will contact the applicants via the CUHK email (e.g.

1155123456@link.cuhk.edu.hk) if there is any problem.

Yes, I understood.

Choose "Yes".

Click "Next".

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Next

4. Please select **one of the orientation activities** you participated in.



Part 3 – Student-led Orientation Activities

1. Which types of student-led orientation activities did you register for as an organiser or crew member in 2025?

Important Note:

Each application can generate only one certificate. If you have participated in organising more than one orientation activity, you will need to submit a separate form for each orientation activity.

Select one of the orientation activities you participated in.

- Student-led Faculty/Department Orientation Camp /
- Student-led College Orientation Camp /
- Student-led Meet-and-Greet Days for New Incoming Students

Click "Next".

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Next

5. Please select the **name and position** of Student-led Faculty/Department Orientation Camp/ Student-led College Orientation Camp/ Student-led Meet-and-Greet Days for New Incoming Students.

5.1 Student-led Faculty/Department Orientation Camp



2. Please indicate the name of the Student-led Faculty/Department Orientation Camp you participated in 2025:

Select Faculty/Department Name.

3. Please indicate your position in the Student-led Faculty/Department Orientation Camp:

Definition:

- Student Facilitator – Jo Ba Ma (組爸媽)
- Team Leader (Small Group) – 小組長
- Team Leader (Big Group) – 大組長
- Student Organiser – OCs (other than President, Vice-President, Treasurer, Secretary)
- Student Crew – ECs, helpers (other than Jo Ba Ma (組爸媽), Team Leaders)

Select Position.

Click "Next".

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5.2 Student-led College Orientation Camp



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2. Please indicate the name of the Student-led College Orientation Camp you participated in 2025:

Select College Name.

3. Please indicate your position in the Student-led College Orientation Camp:

Definition:

- Student Facilitator – Jo Ba Ma (組爸媽)
- Team Leader (Small Group) – 小組長
- Team Leader (Big Group) – 大組長
- Student Organiser – OCs (other than President, Vice-President, Treasurer, Secretary)
- Student Crew – ECs, helpers (other than Jo Ba Ma (組爸媽, Team Leaders)

Select Position.

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Click "Next".

Next

5.3 Student-led Meet-and-Greet Days for New Incoming Students



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2. Please indicate the name of the Student-led Meet-and-Greet Days you participated in 2025:

Select "Mainland/ International"

3. Please indicate your position in the Student-led Meet-and-Greet Days:

Definition:

- Student Facilitator – Jo Ba Ma (組爸媽)
- Team Leader (Small Group) – 小組長
- Team Leader (Big Group) – 大組長
- Student Organiser – OCs (other than President, Vice-President, Treasurer, Secretary)
- Student Crew – ECs, helpers (other than Jo Ba Ma (組爸媽, Team Leaders)

Select Position

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Click "Next".

Next

6. Upload the image in JPG or PNG format that **highlights yourself**.



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Part 4 – Proof of Attendance

Please submit your orientation photo to confirm your attendance. Ensure the photo clearly shows your participation in the event. You are responsible for highlighting yourself in the photo.

1.png



Upload the image in JPG or PNG format that highlights yourself.

Click "Next".

Previous

Next

8. You have **successfully** submitted the application. If you participated in additional orientation activities, please use the same link to submit those applications.



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We thank you for your time spent taking this survey.
Your response has been recorded.