119/322 amended

**THE UNIVERSITY OF HONG KONG**

Co-curricular Support Office, The Registry

Registration Form for Student Societies

1. All student societies are required to register with the Co-curricular Support Office (CCSO) to have access to resources and facilities provided by the University.
2. Please refer to the Guidelines on Registration of Student Societies on CCSO’s website for the application procedures.

**Part A – General Information**

|  |  |
| --- | --- |
| Name of Student Society (Chinese): |  |
| Name of Student Society (English): |  |
| No. of Executive Committee Members: |  |
| Session (e.g., 2021-2022): |  |
| Session Start Date (DD/MM/YYYY): |  |
| Session End Date (DD/MM/YYYY): |  |
| Student Society Email: |  |
| Website Address (if any): |  |
| Social Media Links (if any): |  |

**Part B – Brief Description of the Student Society**

|  |
| --- |
| *Note: Please provide a brief description about the general operation of the Student Society in 400 to 800 words (e.g. vision and mission, formation of membership, formation of executive committee, past and future activities, goals and objectives, etc.)* |

**Part C – Executive Committee (Ex-Co) Members**

|  |  |  |
| --- | --- | --- |
| **Ex-Co 1** | Position in Student Society: |  |
| Chinese Name: |  |
| English Name: |  |
| UID: |  |
| Year of Study: |  |
| Mobile Number: |  |
| HKU Portal Email Address: |  |

|  |  |  |
| --- | --- | --- |
| **Ex-Co 2** | Position in Student Society: |  |
| Chinese Name: |  |
| English Name: |  |
| UID: |  |
| Year of Study: |  |
| Mobile Number: |  |
| HKU Portal Email Address: |  |

|  |  |  |
| --- | --- | --- |
| **Ex-Co 3** | Position in Student Society: |  |
| Chinese Name: |  |
| English Name: |  |
| UID: |  |
| Year of Study: |  |
| Mobile Number: |  |
| HKU Portal Email Address: |  |

*Note: Please copy and paste the table above if there are more than three Ex-Co members.*

**Part D – Check List for Supporting Documents**

Please submit the following documents with this application form:

Constitution \*

Membership list (including full names and University IDs)

Document(s) concerning relationship with connected organizations (if any)

*\* The Guidelines on Preparation of the Constitution is available on CCSO’s website.*

**Part E – Authorization and Signature**

I, on behalf of the student society, confirm that the above-stated information is correct. I have read and agree to abide by the Code of Conduct for Student Organizations, Personal Information Collection Statement and Privacy Policy Statement.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Full Name of the Chairperson/President  *(in block letters)* | Signature | Date |

March 11, 2022

amended April 2023