

# Demonstration on Photo Upload for Student Identity Card



1. Use your EID to log into AIMS, which is located under “Quick Links” at the top of the CityU homepage.



## Services for New Students

- [Re-schedule Enrolment Appointment](#)
- [Photo Upload for Student ID Card](#)
- [Student Orientation Programmes](#)  
(These programmes aim for new students and are offered in Semester A only)
- [Learning and Study Strategies Inventory \(LASSI\)](#)

2. Click the tab “Services for New Student” in AIMS

3. Select the function “Photo Upload for Student ID Card”.

## Photo Upload for Student ID Card

<b>Student Name :</b>	
<b>Student No :</b>	
<b>Programme Code :</b>	Bachelor
<b>Major Code :</b>	Accounta
<b>Campus :</b>	Main Cam

4. Read the photo requirements by clicking "[here](#)" and click "Choose File" to choose the appropriate photo for uploading.

### Photograph Requirements

Click [here](#) for the details of the photograph requirements.

### Steps

1. Upload photo
2. Crop and submit photo

Photo to be uploaded :  No file chosen

### Upload

**Browsers support and recommendation:**

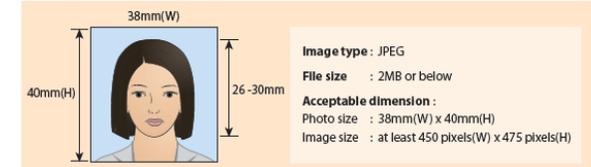
Our photo upload system is best supported by Chrome.

Note: The system is best supported by Chrome.

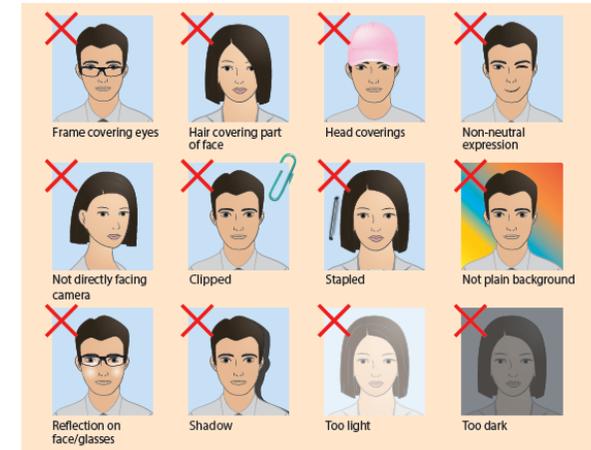
## Photo Requirements for Student Identity Card

1. Photo Requirements:
  - Recent and color
  - Showing full frontal face with clear facial features and without head coverings
  - With a plain light background

### 2. File Format of Digital Photo



### 3. Examples of Unacceptable Photos



4. Acceptance of the photo for the production of student identity card is at the discretion of the University.



AIMS

Personal Information

Student Record

Course Registration

Student Services

Study Plan

Services for New Student

### Photo Upload for Student ID Card

Student Name :	<input type="text"/>
Student No :	<input type="text"/>
Programme Code :	Bachelor of Business Admin(BBAU4)
Major Code :	Accountancy(AC)
Campus :	Main Campus

6. Click and drag on the image to make selection. The cropped photo will be shown on the sample student identity card for your preview.

Click and drag on the image to make selection. The cropped photo must show your full frontal face with clear facial features.



Submit Upload Photo Again



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Student Name :	<input type="text"/>
Student No :	<input type="text"/>
Programme Code :	Bachelor of Business Admin(BBAU4)
Major Code :	Accountancy(AC)
Campus :	Main Campus

7. If you are satisfied with the preview, just click the "Submit" button. If not, you can choose another photo by clicking "Upload Photo Again".

Click and drag on the image to make selection. The cropped photo must show your full frontal face with clear facial features.



[Submit](#) [Upload Photo Again](#)



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Student Name :	<input type="text"/>
Student No :	<input type="text"/>
Programme Code :	Bachelor of Business Admin(BBAU4)
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Campus :	Main Campus



8. You will see this page once your photo is uploaded successfully. You may upload another photo to replace the one you submitted before coming to CityU in person for new student enrolment.

Your photo has been uploaded successfully. Please also bring the electronic file with you when you come for the new student enrolment. If you wish to replace the photo by uploading another one, please do so before enrolment. Once you are enrolled, no photo upload will be allowed.

9. Click the “Close” button if you are satisfied with the preview.



AIMS

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## Photo Upload for Student ID Card

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Thank you for using the function "Photo Upload for Student ID Card"

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10. You will see this page after you have finished with the photo upload and submission.