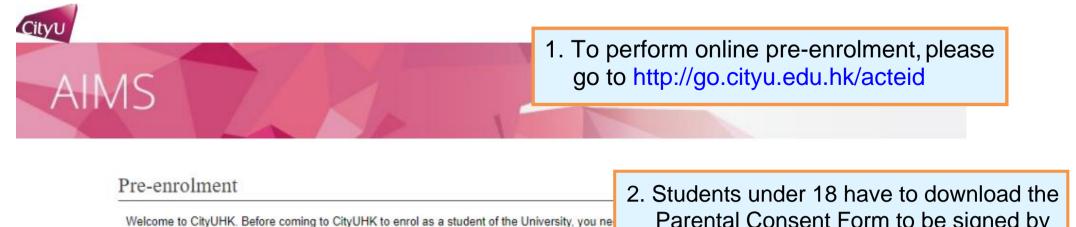
Steps for Online Pre-enrolment



Step 1: Activate EID

- Step 2: Read and Accept the Declaration upon Enrolment
- Step 3: Update Personal Data for Communication
- Step 4: Indicate your Choice in the Use of Personal Data in Direct Marketing
- Step 5: Complete the Declaration on Insurance Agreement (ONLY applicable to non-local students)
- Step 6: Upload Photo for Student ID Card
- Step 7: Submit identity documents for verification (ONLY applicable to Master's students)
- Step 8: Complete the General Health Questionnaire

Students under 18 have to download the Parental Consent Form to be signed by their parents/guardian, and submit it when coming to CityU in person for new student enrolment.

ATTENTION

Students under 18 have to download the Parental Consent Form to be signed by their parents/guardian, and submit it in person for new student enrolment.

Continue 🔶 3. Click "Continue"



AIMS

Pre-enrolment (Step 1: Activate EID)

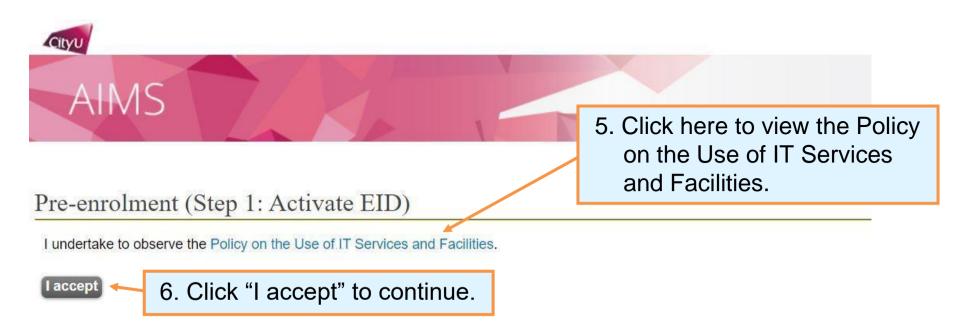
Electronic ID (EID)

 Enter your student number as given in the Enrolment Notification email/letter and then click "Continue".

.e. an 8-digit number)

- A unique EID is assigned to you for access to all the IT facilities and services in the University.
- Once you have set your password for your EID, you can login to your University email account, the CityU Portal and other network facilities.
- Please enter your Student No. as given in the Enrolment Notification email/letter:

Continue



CityU	
AIMS	
AIIVIS	 Fill in your HKID number (if any), programme code, and date of birth for system verification.
Pre-enrolment (Step 1: Activate EID)	
Student No.: HKID Card Number: ([]) (leave the HKID blank if you do not have a HKID card) Programme Code: (as given in the second	e Enrolment Notification email/letter)
Date of Birth: (dd/mm/yyyy)	
Continue Clear Back 8. Click "Continue".	

AIMS		F
Pre-enrolment (Step 1: Activate EID Student Name: Student No.: Programme Code: BDCA Major Code: U	 Enter a password created by you. You may refer to this line for guidelines on setting password. 	A matrix and a matrix
	on Setting and Using Computer Account Password) containing alg ris case-sensitive (e.g. "acbbbA23" is not equal to "ACBBBa23")	
Please fill in your Security Question and Answer Question: Not Selected	elow. If you ever forget your password, you can reset it yourself b	y supplying this information, without calling for assistance. [At least 5

Question: Not Selected	→ OR		[At least 5 characters]
Answer:	[At least 5 characters]		
Continue Clear Back 11. Click "Continue".		10. You have to fill in "Security Question and Answer" for the use of resetting password in future.	

Hel



Pre-enrolment (Step 1: Activate EID)

Your EID has been activated.

Please note down your EID: Your Email address is @cityu.edu.hk

Important: You must protect your password by changing it regularly and never share it with or disclose it to anyone else as you will be held responsible for all actions or activities taken under your accounts.

Click 'Continue' to [Step 2: Read and Accept the Declaration upon Enrolment.]

Continue

13. Click "Continue" to proceed to Step 2 "Read and Accept the Declaration upon Enrolment". 12. If the information you provided and your password is valid, you will be given an EID and email account.

Please write down your EID and password for logging in your email and CityU Portal account.



Pre-enrolment (Step 2: Read and Accept the Declaration upon Enrolment)

Student Name:	
Student No.:	
CityU Programme Code:	
Major Code:	

Please read the Declaration below and click "I ACCEPT" to proceed.

City University of Hong Kong Declaration for Research Degree and Professional Doctorate Students upon Enrolment

- I undertake to observe all the rules and regulations for Research Degree (http://www.sgs.cityu.edu.hk/student/RPg/regul ation) and Professional Doctorate (http://www.sgs.cityu.edu.hk/student/PD/regulation) students which are made and may be amended from time to time by City University of Hong Kong (the "University").
- 2. I confirm that the information provided in my application for admission to the University was complete and correct at the time of submission. I understand that false and misleading information may result in my enrolment being withdrawn. I may be subject to disciplinary action. I also understand that if I fail to supply the required documentation for verification by the date specified by the University, my admission offer and my enrolment in the programme will be withdrawn and the acceptance fees I have paid will not be refunded.
- I note that the Student Identity Card issued by the University entitles me to the appropriate use of University facilities for the duration of multiply and Lundotake to appropriate the "Pulses on Student Identity Card" (http://www.org.cityu.org/ http://www.org.cityu.org/

Clause 9 below applies to non-local students only

10. I understand that the University requires me (as a non-local student) be covered by suitable and adequate insurance that should cover travel, personal accidents, medical expenses (accident and non-accident), hospitalisation, medical/emergency evacuation, and repatriation throughout the entire period of my study. I also understand that I will be financially responsible for the relevant expenses if I decide to obtain such insurance and, in case where such insurance is not in place or fails to take effect, I will be personally liable for all the relevant losses.

Clause 10 below applies to local students only

- 11. I note that the University strongly advises me to obtain suitable and adequate insurance covering travel, personal accidents, medical expenses (accident and non-accident), hospitalisation and medical/emergency evacuation throughout the entire period of my study and I have carefully considered the University's advice.
- 12. I release and discharge the University from, indemnify the University against, and waive any and all claims, damages, losses, liability or expenses of whatever kind or nature which I may suffer or incur in connection with or resulting from directly or indirectly my study in the University. I further agree and undertake to indemnify and hold harmless the University and its staff/representatives from any and all claims, damages, losses, liability or expenses of whatsoever kind of nature that are incurred by me.
- 13. I understand that the intellectual property rights of all course contents, including the downloadable (or otherwise) materials and video recordings, belong to the respective copyright owners. Sharing of these materials to others without the explicit and prior permission from the owner is considered illegal and strictly prohibited. I shall observe and abide by the University Policy on Intellectual Property.

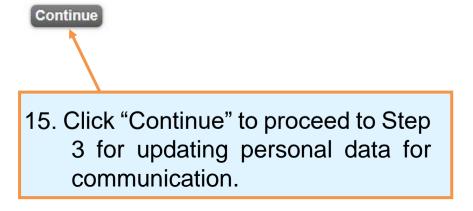
I ACCEPT Print this page

14. Click "I ACCEPT" to continue. Students can print this page for record.



Pre-enrolment (Step 3: Update Personal Data for Communication)

It is mandatory for you to update your personal data for communication before enrolment. Please click "Continue" to do so.



AIMS

Personal Data For Communication

Name:

Electronic ID

(Your unique identification in CityU for accessing IT services such as Portal, AIMS) Snew

Email

Туре	Address	Alias	
Student CityU email address	@cityu.edu.hk		
Personal email address (Optional)	Edit		

Contact Address Edit			
Address		16. Fill in your contact address	
Please input	8		
City	Hong Kong	and telephone number.	
(Last Updated Date: 08-JUN-2021)	Holig Kolig		

Contact Telephone	
Please input X Primary Contact Phone Telephone No.	Edit
Secondary Contact Phone (Optional)	Edit
Telephone No.	

Help

Parent/Guardian Information Edit (This is modatory for students under the age of 18.) Please input X Last Name First Name	17. You have to fill in the Parent/Guardian Information if you are under 18.
Middle Name	
Telephone No.	
Email Address (Optional)	
Student International Address Edit (This is main datory for non-local students.) Please input X Address	18. You have to fill in the International Address if you are a non-local student.
City	
Zip / Postal Code Country/Territory	19. All students are required to fill in the primary Emergency Contact. For the
Emergency Contact (Primary) Edit	secondary Emergency Contact, it is
Please input X First Name	optional.
Middle Name Relationship	
Telephone No.	
Email Address (Optional)	

Student International Address Edit (This is mandatory for non-local students.) Edit	banwebdev.cityu.edu.hk:7065 says Primary Contact Phone is mandatory.
Address	Timory contact mone is manadoly.
	ок
	OK CK
City	
Zip / Postal Code	
Country/Territory	

Emergency Contact (Primary) Edit	
	Last Name	
Please input X	First Name	
	Middle Name	
	Relationship	
	Telephone No.	
	Email Address (Optional)	

Emergency Contact (Secondary)(Optional) Edit	
Last Name	
First Name	
Middle Name	
Relationship	
Telephone No.	20. A warning message will be shown if
Email Address (Optional)	
	you fail to fill in the required field(s).
Save	

Please verify the information you have just updated, and if correct, click [Confirm] button.

Contact Telephone	
Primary Contact Phone	
Dialling Code - Area Code - Telephone No.	
Parent/Guardian Information (This is mandatory for students under the age of 18.)	
Last Name	
First Name	
Middle Name	
Dialling Code - Area Code - Telephone No.	
Email Address	
Address	21. Verify the data and modify it
City	necessary.
Zip / Postal Code	needeary:
Country/Territory	
Emergency Contact (Primary)	
Last Name	
First Name	
Middle Name	
Relationship	
Dialling Code - Area Code - Telephone No.	
Dialing couce Area couce receptione no.	

Confirm Modify

How to Navigate						w to Navigate Site	te Map Help I	
AIMS							(
Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services Student	for New	Banner XE	

Name:	22. The "successfully done" message appears after the confirmation button has been clicked.
Contact Telephone	
Primary Contact Phone	Record saved successfully
Parent/Guardian Information (This is mandatory for students under the age of Record saved successfully	18.)
Student International Address (This is mandatory for non-local students.)	
Record saved successfully	
Emergency Contact (Primary)	



Pre-enrolment (Step 4: Indicate your Choice in the Use of Personal Data in Direct Marketing)

For students, alumni and/or employees of CityU

Your existing option under this arrangement is **No Reply** You may change your option after reading the Privacy Notification below:

City University of Hong Kong ("University") would like to keep you informed of the activities and happenings which may be of interest to you through different communication channels, including but not limited to emails, newsletters, publications, telephone calls, and text messages. The University intends to use your personal data on the means of contact (name, address, telephone number, email address, etc.) in direct marketing of the following classes of services, products and subjects to you:

- a. Programmes, courses, seminars and lectures, events and activities organised, co-organised, sponsored or otherwise publicised by the University;
- b. Publications, production and printing services offered by the University;
- c. Health services, sports facilities, retirement schemes (including ORSO and MPF)* and other University services;
- d. Affiliated cards jointly issued by the University and other organisations (e.g. banks);
- e. Support, donations and contributions to the University (e.g. monetary donations, affinity cards, etc.); and
- f. University souvenir items and goods and services by sponsors of University (e.g. sponsored advertisements in publications).

*Applicable to the relevant data subjects only.

Please indicate your intention to the use of your personal data for the above-mentioned use by choosing one of the options:

- Lagree to the above arrangement.
- O I do not agree to the above arrangement and do not wish to receive any direct marketing materials or communications from the University.

Note:

- The University may not use your personal data unless the University has received your consent to the use referred to above.
- The option above will supersede all your previously made options, if any.
- You may change your option anytime, without charge, in the University's Administrative Information Management System (AIMS) under Personal Information.
- This opt-in/out function is only used for the Use of Personal Data in Direct Marketing. To opt-in/out from receiving CityU Announcement Portal (CAP) messages, please click here.

Continue

24. Indicate your intention to the use of your personal data for direct marketing by clicking the radio button.

Citvu

Pre-enrolment (Step 5: Complete the Declaration on Insurance Agreement)

Insurance Agreement for 2024-25 Academic Year

*This insurance enrolment is valid for 2024-25 academic year only. Continuing stude

The University requires all non-local students to have suitable and adequate insuraand non-accident), hospitalization and emergency evacuation / repatriation through coming to Hong Kong. If you are not able to do so or would like to have additional co information about the insurance plan, please visit https://www.citvu.edu.hk/geo/non-local-students/insurance

25. If you are a non-local student, you have to indicate your option whether to enrol in the insurance plan arranged by the University.

Insurance coverage will only become effective after the student has enrolled in the University and paid the insurance premium in full. The coverage will be terminated automatically when the student is no longer enrolled at CityUHK or the end of the policy year, whichever is earlier. Pro rata enrolment is not acceptable. Premium fee is non-refundable. Students who do not pay the premium in full by the payment due date will be considered as having adequate insurance for their study at CityUHK and will be deemed to have opted out of the CitvUHK-contracted insurance plan.

Special Note to Mainland Students Mainland students are required to enrol in the CityUHK-contracted insurance pla invalid in Hong Kong.

For enquiries, please contact Global Engagement Office (GEO) at 3442 8089 or geoins@cityu.edu.hk

Please indicate your option. The University will take this as your FINAL decision. Late enrolment and be accepted.

I agree to enrol in the Basic Package of the CityUHK-contracted insurance plan for non-local students.

date. I understand and accept that it is my responsibility to obtain and maintain valid insurance coverage for I agree to enrol in the Top-Up Package of the CityUHK-contracted insurance plan for non-local students. I agree to settle the insurance premium by the specified due 0 date. I understand and accept that it is my responsibility to obtain and maintain valid insurance coverage for the duration of my study at City University of Hong Kong. I do not agree to enrol in the CityUHK-contracted insurance plan for non-local students. I have already purchased insurance for myself including travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation / repatriation that will be valid worldwide including Hong Kong. I

understand and accept that it is my responsibility to obtain and maintain valid insurance coverage for the duration of my study at City University of Hong Kong.

By making this Declaration on Insurance Agreement, I confirm that I understand and accept all the university regulations and arrangements for non-local student insurance. I also undertake that I shall obtain and maintain a valid insu Hong Kong. I declare that the university and its staff arrangement.

Continu 28. Click "Continue". 26. Remember to acknowledge the **Declaration on Insurance Agreement** no matter or not you choose to enrol in the CityU-contracted insurance.

27 Please contact the Global Engagement Office if you encounter problems in completing this page.

my study at City University of

an appropriate insurance



AIMS

Pre-enro	lment
	ment

Student Name:	
Student No.:	
CityU Programme Code:	
Major Code:	

29. After your EID is activated, please log in to AIMS with your EID and submit your photo at the "Services for New Student" section. New students must complete photo submission in AIMS BEFORE in-person enrolment.

Your EID will be activated in about 30 minutes. To complete the pre-enrolment process, please submit your photo by following the guidelines below.

Submit Your Photo for Production of Student ID Card

After your EID is activated, please log in to AIMS with your EID and submit your photo at the "Services for New Students" section. New students must complete photo submission in AIMS before in-person enrolment.

For photo requirements and procedures, please refer to the websites below.

- Photo Requirements
- · Procedures of Photo Upload

Health Questionnaire

Please click here to fill out a General Health Questionnaire

REMINDER

If you are under the age of 18, you are required to submit the Parental Consent Form at the time of enrolment. Click here to download the form if you have not done so.

Close Window

30. The Student Development Services is gathering information on students' general health situation for enhancement of our counselling service

31. Students under 18 are reminded again to download the Parental Consent Form.