



香港城市大學  
City University of Hong Kong

# Demonstration on Pre-enrolment

This demonstration serves exclusively as a non-binding, illustrative guide to the University's online pre-enrolment procedures. All information, data, and materials presented herein are fictitious and do not correspond to, reference, or pertain to any actual individual, entity, record, transaction, or circumstance. All depicted content, including but not limited to policies, declarations, statements, agreements, terms, or any other representations thereof, is subject to variation, amendment, revision, or withdrawal by the University at its discretion.

# AIMS

## Pre-enrolment

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Welcome to CityUHK. Before coming to CityUHK to enrol as a student of the University, you need to complete the following pre-enrolment procedures:

**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**)

### 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](#)

New students need to complete the pre-enrolment process at [Pre-enrolment Webpage](#) before in-person enrolment.

# AIMS

## Pre-enrolment (Step 1: Activate EID)

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### Electronic ID (EID)

- 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 CityUHK Portal and other network facilities.
- Please enter your Student No. as given in the Enrolment Notification email/letter  (i.e. an 8-digit number)

Continue

[ [FAQ for Activate EID](#) ]

Enter your student number and click “Continue”.

# AIMS

## Pre-enrolment (Step 1: Activate EID)

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I undertake to observe the [Policies on Use of IT Services and Resources](#).

**I accept**

Please read the information and click “I accept”.

# AIMS

## Pre-enrolment (Step 1: Activate EID)

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**Student No.:** 56

**HKID Card Number:**  ()

(leave the HKID blank if you do not have a HKID card)

**Programme Code:**  (as given in the **Enrolment Notification** email/letter)

**Date of Birth:**  (dd/mm/yyyy)

**Continue**

**Clear**

**Back**

Please fill in your personal particulars for system verification.

# AIMS

## Pre-enrolment (Step 1: Activate EID)

**Student Name:** SGS, Nonlocal Tester One

**Student No.:** 56 XXXXXXXXXX

**Programme Code:** MACH

**Major Code:** CHN

Create a password of 8 - 16 characters ([Guidelines on Setting and Using Computer Account Password](#)) containing alpha and numeric characters (at least 1 uppercase letter and 1 lowercase letter and 1 digit). **Note that your password is case-sensitive (e.g. "acbbbA23" is not equal to "ACBBBa23").**

**New Password:**

**Verify Password:**

Please fill in your **Security Question and Answer** below. If you ever forget your password, you can reset it yourself by supplying this information, without calling for assistance.

**Question:**  **OR**  [At least 5 characters]

**Answer:**  [At least 5 characters]

Please setup the “Security Question and Answer” for resetting your password in the future.

# AIMS

## Pre-enrolment (Step 1: Activate EID)

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Your EID has been activated.

Please note down your EID: **ntosgs2**

Your Email address is **sgsnonlocaltester1@cityu.edx.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**

Please remember your EID and password for logging in to your email and Portal accounts.

# AIMS

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

**Student Name:** SEMA, Sgs  
**Student No.:** 58 XXXXXXXXXX  
**CityU Programme Code:** MACH  
**Major Code:** CHN1 (Chinese (CEP))

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

**City University of Hong Kong  
Declaration upon Enrolment  
for Master's Students**

1. I undertake to observe all the relevant [rules, regulations, guidelines and policies](https://www.cityu.edu.hk/sgs/student/masters/regulation) (<https://www.cityu.edu.hk/sgs/student/masters/regulation>) for 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.
3. I understand that the personal data provided in my application for admission to the University, together with all subsequent data such as Hong Kong Identity Card number and record of my study at the University, will form a permanent student record of the University. Such personal data will be used for all official documents and correspondences with me. I also understand that the University has a set of "Personal Data (Privacy) Issues Code of Practice" published in the University's website which complies with the data protection principles of the Personal Data (Privacy) Ordinance regarding the use and disclosure of my personal data.
4. Without limiting the scope of the "Code of Practice on Personal Data (Privacy) Issues", I acknowledge that I have read and understood the [Personal Information Collection Statement](https://banweb.cityu.edu.hk/cityu/pics.htm) ("PICS" - <https://banweb.cityu.edu.hk/cityu/pics.htm>) below and agree to the treatment of my personal data in accordance with the PICS. I understand and agree to the transfer of my personal data outside Hong Kong, China in accordance with the PICS. I acknowledge and agree that some jurisdiction(s) where my personal data may be transferred to may not have in place data protection laws which are substantially similar to, or serve the same purposes as, the applicable privacy laws of Hong Kong, China. I agree that this means that my personal data may not be protected to the same or similar level as that in Hong Kong, China.

**City University of Hong Kong (the "University")  
Personal Information Collection Statement ("PICS") - Students\***  
\* This PICS is applicable to alumni as the case may be.

**Collection and Use of Personal Information**

1. You will be required to provide personal data to the University at the time of your admission, during the course of your study and/or after leaving the University. Failure to supply the University with such data may result in the University being unable to carry out some of its education and training administration functions including without limitation, items set out in paragraph 2(a).
5. I understand and note that the [European Union and United Kingdom General Data Protection Regulation \(GDPR\) Privacy Notice](https://banweb.cityu.edu.hk/cityu/GDPRPrivacyNotice.pdf) (<https://banweb.cityu.edu.hk/cityu/GDPRPrivacyNotice.pdf>) of the University is available and applies to me, where applicable.

**City University of Hong Kong  
European Union and United Kingdom  
General Data Protection Regulation ("GDPR")  
Privacy Notice**  
(supplement to the Personal Information Collection Statements for  
Programme Applicants and Students, where applicable)

The City University of Hong Kong ("University") takes the privacy and protection of your personal data seriously and is committed to processing your personal data in accordance with its responsibilities under the General Data Protection Regulation (Regulation EU 2016/679, the "GDPR") of the European Union and the General Data Protection Regulation (GDPR) of the United Kingdom (The Data Protection Act 2018).

14. [Clause 14 applies to students enrolled in UGC-funded programmes/places](#)  
I understand that the University does not allow students to enrol simultaneously in an additional CityUHK programme or a government-funded programme/place without the prior permission of the University. I declare that I am not simultaneously enrolled in such a programme/place. I give my consent that my personal data in the University's student records system can be used for exchange amongst the local publicly-funded institutions for checks on multiple enrolments.
15. 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.
16. I confirm that all information provided to the University during my studies is complete and accurate at the time of submission, and I undertake to update the University if there is any change in the information provided. I acknowledge I shall take full responsibility for ensuring the accuracy of the information provided to the University throughout my studies.
17. I consent and undertake to provide all necessary assistance upon request by the University to verify the accuracy of the information provided to the University during my studies.
18. I understand that providing false or misleading information may result in disciplinary action and/or the incurrance of legal liability. The University bears no responsibility for any legal consequences arising from such submissions.

Updated in December 2025

**I ACCEPT** [Print this page](#)

Please read the Declaration upon Enrolment and click “I ACCEPT” to proceed.



# AIMS

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

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

**Continue**

Please click “Continue” to proceed to next step for updating personal data for communication.

# AIMS

## Personal Data For Communication

Name: SGS Nonlocal Tester One

### Electronic ID

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

ntosgs2

### Email

(The University sends official email to staff and students to their CityU email address ONLY)

Type	Address	Alias
Student CityU email address	sgsnonlocaltester1@cityu.edu.hk	
Personal email address (Optional)	<a href="#">Edit</a>	

### Contact Address

[Edit](#)

<div>Please input x</div>	Address
	City
	Zip / Postal Code
	Country/Territory

### Contact Telephone

<div>Please input x</div>	Primary Contact Phone	<a href="#">Edit</a>
	Telephone No.	
	Secondary Contact Phone (Optional)	<a href="#">Edit</a>
	Telephone No.	
	SMS/Mobile Phone Number (Optional)	<a href="#">Edit</a>
	Telephone No.	
	Personal Contact Fax (Optional)	<a href="#">Edit</a>
	Telephone No.	

### Student International Address

[Edit](#)

(This is mandatory for non-local students.)

	Address
	City
	Sydney
	Zip / Postal Code
	Country/Territory
	Australia

**Mandatory for non-local students**

### Emergency Contact (Primary)

[Edit](#)

<div>Please input x</div>	Last Name
	First Name
	Middle Name
	Relationship
	Telephone No.
	Email Address (Optional)

### Emergency Contact (Secondary)(Optional)

[Edit](#)

	Last Name
	First Name
	Middle Name
	Relationship
	Telephone No.
	Email Address (Optional)

Save

Mandatory fields include “Contact Address”, “Primary Contact Phone” and “Emergency Contact (Primary)”.  
For non-local students, please also provide your “International Address”.

# AIMS

## Personal Data For Communication

Name: *SGS Nonlocal Tester One*

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

Contact Address	
Address	Test
	Test
	Test
	Hong Kong

Contact Telephone	
Primary Contact Phone Telephone No.	23456789

Student International Address (This is mandatory for non-local students.)	
Address	Test
	Test
	Test
City	Sydney
Zip / Postal Code	
Country/Territory	Australia

Emergency Contact (Primary)	
Last Name	Test
First Name	Test
Middle Name	
Relationship	Friend
Telephone No.	23456789
Email Address	

Confirm

Modify

Please verify the data and modify them if necessary.

# AIMS

## Personal Data For Communication

Name: *SGS Nonlocal Tester One*

Successfully done.

### Contact Address

Record saved successfully

### Contact Telephone

Primary Contact Phone

Record saved successfully

### Student International Address

*(This is mandatory for non-local students.)*

Record saved successfully

### Emergency Contact (Primary)

Record saved successfully

Continue

Please click “Continue” to process to next step.

# AIMS

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

For students, alumni and/or employees of CityUHK

Your existing option under this arrangement is **Agree**

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:

- ☒ I agree to the above arrangement.
- ☐ 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 CityUHK Announcement Portal (CAP) messages, please click [here](#).

**Continue**

Please indicate your intention to the Use of Personal Data in Direct Marketing and click “Continue”.

# AIMS

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

### Insurance Agreement for 2025-26 Academic Year

*\*This insurance enrolment is valid for 2025-26 academic year only. Continuing students will be asked to indicate their insurance decision before the start of each academic year.*

The University requires all non-local students to have suitable and adequate insurance which should include but not limited to travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation / repatriation throughout the entire period of their studies in Hong Kong. You should arrange your own insurance before coming to Hong Kong. If you are not able to do so or would like to have additional coverage, you may purchase the University-contracted Insurance plan for non-local students. For more information about the insurance plan, please visit <https://www.cityu.edu.hk/admo/non-local-students/insurance>.

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 policy year ends, 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 University-contracted Insurance plan.

Special Note to Chinese Mainland Students: Chinese Mainland students are required to enrol in the University-contracted Insurance plan because most insurance plans obtained in the Chinese Mainland are invalid in the Hong Kong Special Administrative Region of the People's Republic of China.

For enquiries, please contact the University-contracted Insurance Administrator at [uciadmin@cityu.edu.hk](mailto:uciadmin@cityu.edu.hk).

**Please indicate your option. The University will take this as your FINAL decision. Late enrolment and request for withdrawal from the insurance plan will not be accepted.**

- ☒ **I agree to enrol in the Basic Package** of the University-contracted Insurance plan for non-local students. I agree to settle the insurance premium by the specified due 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 agree to enrol in the Top-Up Package** of the University-contracted Insurance plan for non-local students. I agree to settle the insurance premium by the specified due 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 University-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 understand and accept that personal data provided will be shared with the University's insurers and relevant third parties for their processing as considered necessary and appropriate by the University. I also undertake that I shall obtain and maintain a valid insurance policy that will include but not limited to travel and health insurance for the entire period of my study at City University of Hong Kong. I declare that the University and its staff are not liable for any loss, damage or injury, cost or expense whatsoever incurred if I fail to make an appropriate insurance arrangement.

[Continue](#)

For non-local students, please indicate your intention to enrol the insurance plan and click “Continue”.

# AIMS

## Pre-enrolment

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**Student Name:** TEST, Lgs Four

**Student No.:** 5 XXXXXXXXXX

**CityUHK Programme Code:** MSSDS1

**Major Code:** SDS1 (Sustainability & Dev Studies)

Your EID will be activated in about 30 minutes. **Please log in to [AIMS](#) to complete the following pre-enrolment procedures.**

**Pre-enrolment procedures to be performed via AIMS [Services for New Student]:**

**Step 6:** [Upload Photo for Student ID Card Production](#)

More information: [Photo Requirements](#) | [Procedures of Photo Upload](#)

**Step 7:** [Submit identity documents for verification](#)

More information: [Pre-enrolment Guidelines](#)

You will be eligible for in-person enrolment **after ALL pre-enrolment procedures, including the verification of submitted identity documents, are completed.**  
For details, please refer to the Enrolment Notification.

**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

Please perform the remaining procedures in [AIMS](#). You can find the functions under the “**Services for New Student**” tab.



# AIMS

Personal Information

Student Record

Course Registration

Student Services

Study Plan

**Services for New Student**

## 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)  
For Research and Doctorate programmes
- Obtain QR Code for Campus Entry
- Check My Pre-enrolment Progress
- Verification of Identity Documents (for Master's students)

Please perform the remaining procedures in [AIMS](#). You can find the functions under the “**Services for New Student**” tab.



# AIMS

## Step 6: Upload Photo for Student ID Card Production via AIMS

### Photo Upload for Student ID Card

Student Name :	MSCS Dependant I
Student No :	58 <span style="background-color: black; color: black;">XXXXXXXXXX</span>
Programme Code :	MSc Computer Science(MSCS1)
Major Code :	Computer Science(CS1)
Campus :	Main Campus

#### Photo Requirements

Before uploading your photo for student identity card production, please read the [photo requirements in details](#).

The photo must be a recent (within the last 6 months) and colour one, showing your full frontal face with clear facial features and without a hat. It must have a plain light colour background. The file should be in JPG format with size not larger than 2MB. The acceptable dimension should be:

1. if captured by scanner (scanner quality in 300dpi) – photo size: 38mm(W) x 40mm(H);
2. if captured by digital camera – image size must be **at least** 450 pixels(W) x 475 pixels(H)

Your uploaded photo will be shown on your student identity card. The quality of the image shown on your student identity card depends on the quality and colour of the original photo you furnish.

#### Steps

1. Upload photo
2. Crop and submit photo

Photo to be uploaded  No file chosen

### Photo Upload for Student ID Card

Student Name :	SGS TPG TEST Local System New Test One
Student No :	58 <span style="background-color: black; color: black;">XXXXXXXXXX</span>
Programme Code :	MSc Venture Creation(MSVC)
Major Code :	Venture Creation(VC)
Campus :	Main Campus

Click and drag on the image to make selection. The cropped photo must show your full frontal face with clear facial features. The frame in red is for position reference only. The uploaded photo has to be further verified by the University.



Please submit your photograph at [Photo Upload for Student ID Card](#).

# AIMS

## Step 6: Upload Photo for Student ID Card Production via AIMS

Resubmission required:



Photo did not pass validation. Please adjust and resubmit your photo.  
(Reason: not plain background)

Restart

Photo passed validation:



Your photo has been uploaded successfully. 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.

Upload Photo Again Close

Please read the [Photo Requirements for Student Identity Card](#) and make sure your photo has passed the validation.

AIMS

## Step 7: Submit identity documents for verification via AIMS

### Online Pre-enrolment: Introduction

**Introduction** | Student Category | Upload Document(s) | Change Study Mode | Confirm and Submit

Verification of identity documents is a part of the online pre-enrolment. Students are required to provide the following document(s) for review.

#### For permanent resident of Hong Kong

1. Hong Kong Permanent Identity Card / Hong Kong Identity Card and One-way Permit or Document of Identity

#### For non-permanent resident of Hong Kong

1. Passport / Document of Identity / Exit-entry Permit with appropriate visa (visa validity date must be **on or after 22 February 2026**);
2. Latest landing slip; and
3. Hong Kong Identity Card / Acknowledgement of Application for a Hong Kong Identity Card (if available)

#### For student visa holder

1. Passport / Exit-entry Permit with appropriate student visa issued for the programme to be enrolled in which has been activated at the immigration checkpoint upon entry to Hong Kong (visa validity date must be **on or after 1 February 2027**);
2. Latest landing slip; and
3. Hong Kong Identity Card / Acknowledgement of Application for a Hong Kong Identity Card (if available)

The review of identity documents normally takes **5 working days**. Extra time will be needed to review resubmitted documents. Students will be notified via email if resubmission is required.

**Students will be scheduled for an in-person enrolment appointment only after ALL the online pre-enrolment procedures, including review of identity document(s), are completed.**

**Students who fail to complete ALL the online pre-enrolment procedures are NOT eligible for in-person enrolment.**

☐ I understand.

Start

Please submit your identity documents at [Verification of Identity Documents](#).

# AIMS

## Step 7: Submit identity documents for verification via AIMS

### Online Pre-enrolment: Update student category

Introduction **Student Category** Upload Document(s) Change Study Mode Confirm and Submit

Please confirm the information below. Should any updates be required, please contact Chow Yei Ching School of Graduate Studies (SGS) at [tpenquir@cityu.edu.hk](mailto:tpenquir@cityu.edu.hk).

Enrolment Term:	Semester B 2025/26 (202602)		
Student No.:	5 [REDACTED]		
Name:	TEST, Lgs One 陳大文	Nationality:	Italy
Gender:	Male	Residence Status:	Non-local
Date of Birth:	01-JAN-2001	Hong Kong Identity Card No.:	--

Level of Study:	Postgraduate Degree	Mode of Study:	Full-time
Programme:	Executive MBA (EMBA(P))		
Major:	MBA (Executive) (EMBA)		

Document Submission Status: **Not yet submitted**

I am a holder of/admitted under the

- ☐ Student Visa (Full-time)
- ☐ Student Visa (Part-time)
- ☐ Immigration Arrangements for Non-local Graduates (IANG)
- ☐ Top Talent Pass Scheme (TTPS)
- ☐ Dependant Visa \*\*18 years old or above when first issued

I have arrived/am currently in Hong Kong.

- ☐ Yes
- ☐ No

I have a Hong Kong Identity Card/Acknowledgment of Application for a Hong Kong Identity Card.

- ☐ Yes
- ☐ No

**Save** Reset

Please check your personal information and declare your identity and current status.

Step 7: Submit identity documents for verification via AIMS

- Introduction

Student Category

Upload Document(s)

Change Study Mode

Confirm and Submit

Required Identity Document(s)

Please upload the following identity document(s) and enter the information as indicated in the document(s).

The maximum file size for each document is 2MB. Only PDF, JPEG and JPG formats are accepted.

I am a holder of/admitted under the [Student Visa \(Full-time\)](#).

	Document type	Details	Uploaded on	Action	Status	Notes to student
1	Student Visa (Full-time)	Not yet provided / Resubmission required	Proceed to Upload			
2	Latest landing slip/Arrival stamp	Not yet provided / Resubmission required	Proceed to Upload			
3	HKID card/Acknowledgment of Application for a HKID Card	Not yet provided / Resubmission required	Proceed to Upload			

Upload [Student Visa \(Full-time\) \(D006\)](#)

Please upload the following identity document(s) and enter the information as indicated in the document(s).

Visa No. (e.g. MEEN-0001234-56(7))

Upload Document (PDF/JPEG/JPG, Max 2MB):

Choose File

No file chosen

Save

Next

Please upload the required identity document(s) and provide relevant information.

## Step 7: Submit identity documents for verification via AIMS

Introduction Student Category **Upload Document(s)** Change Study Mode Confirm and Submit

### Required Identity Document(s)

Please upload the following identity document(s) and enter the information as indicated in the document(s).

The maximum file size for each document is 2MB. Only PDF, JPEG and JPG formats are accepted.

I am a holder of/admitted under the [Student Visa \(Full-time\)](#).

	Document type	Details	Uploaded on	Action		Status	Notes to student
1	Student Visa (Full-time)	Visa No. (e.g. MEEN-0001234-56(7)): MEEN-0001234-56(7)	11 Dec 2025, 15:42:27	<a href="#">View</a>	<a href="#">Delete</a>	Document Saved	
2	Latest landing slip/Arrival stamp	Visa Expire Date (Permitted to remain until): 07/07/2027	11 Dec 2025, 15:43:37	<a href="#">View</a>	<a href="#">Delete</a>	Document Saved	
3	HKID card/Acknowledgment of Application for a HKID Card	HKID No. (8 digits, e.g. E1234567): B7942740 Chinese name as shown on the HKID card/Acknowledgment: 陳大文	11 Dec 2025, 15:44:29	<a href="#">View</a>	<a href="#">Delete</a>	Document Saved	

Next

Please check if the information provided is correct before clicking “Next”.

AIMS

## Step 7: Submit identity documents for verification via AIMS

Introduction Student Category Upload Document(s) **Change Study Mode** Confirm and Submit

You are enrolled in a **full-time mode of study** currently. In accordance with the [Academic Regulations for Master's Degrees](#), full-time students must register for **at least 12 but not more than 18 credit units** in each semester. Students seeking an exception to the credit unit load limit need to apply in writing for approval by the Head of the home academic unit.

Meanwhile, combined mode students can register for **at least 2 but not more than 18 credit units** in each semester, and attend full-time or part-time study in different semesters without seeking approval from the University.

**Students who are not sure if they will pursue full-time study throughout the entire study period are advised to change their status as a combined mode student.**

Change of study mode from full-time to combined will involve a decrease in the instalment amount and an extension in the maximum study period. For details, please refer to [Master's Tuition Fee Arrangements](#) and [Normal & Maximum Study Period for Master's Programmes](#).

**I would like to apply for a change of study mode from full-time to combined.**

- ☐ Yes  
☐ No

**Save** Reset

Next

Change of study mode (full-time to combined) only applicable to specific students of specific programmes/streams.



AIMS

## Step 7: Submit identity documents for verification via AIMS

Introduction Student Category Upload Document(s) Change Study Mode Confirm and Submit

Document Submission Status: Not yet submitted

### Student Category

I am a holder of/admitted under the Top Talent Pass Scheme (TTPS).  
I have arrived/am currently in Hong Kong: Yes  
I have a Hong Kong Identity Card/Acknowledgment of Application for a Hong Kong Identity Card: Yes

### Uploaded Document(s)

The following documents will be passed to SGS for verification.

	Document Type	Details	Uploaded On	View Document	Status	Notes to student
1	HKID card/Acknowledgment of Application for a HKID Card	HKID No. (8 digits, e.g. E1234567): B7942740 Chinese name as shown on the HKID card/Acknowledgment: 陳大文	11 Dec 2025, 15:44:29	View	Document Saved	
2	e-Visa/Visa label of Top Talent Pass Scheme (TTPS)	Visa No. (e.g. MEEN-0001234-56(7)): MEEN-0001234-56(7)	11 Dec 2025, 15:49:31	View	Document Saved	
3	Latest landing slip/Arrival stamp	Visa Expire Date (Permitted to remain until): 07/07/2027	11 Dec 2025, 15:49:49	View	Document Saved	

### Reviewed Document(s)

Document(s) reviewed by SGS.

Document Type	Details	Uploaded On	View Document	Status	Notes to student
No document found.					

### Change of Study Mode

I would like to apply for a change of study mode from full-time to combined. Yes

Please confirm the information above and read the Declaration below before submission.

### Declaration on Submission

I confirm that the information and document(s) provided are complete and correct at the time of submission. I understand that providing false or misleading information may result in the withdrawal of my admission offer and the rescindment of my enrolment at the University. I may also be subject to disciplinary action.

I understand that I must provide the required documentation for verification by the date specified by the University. Failure to do so will result in the withdrawal of my admission offer and the rescindment of my enrolment, and the acceptance fees I have paid will not be refunded.

I understand that the University has a set of "Personal Data (Privacy) Issues Code of Practice" published in the University's website, which complies with the data protection principles of the Personal Data (Privacy) Ordinance regarding the use and disclosure of my personal data.

☐ I understand and accept the Declaration on Submission.

Next

Please confirm if the information provided is correct before submission.



AIMS

## Step 7: Submit identity documents for verification via AIMS

### Online Pre-enrolment: Confirmation and Submission

Introduction Student Category Upload Document(s) Change Study Mode **Confirm and Submit**

Enrolment Term:	Semester B 2025/26 (202602)		
Student No.:	5 [REDACTED]		
Name:	TEST, Lgs One 陳大文	Nationality:	Italy
Gender:	Male	Residence Status:	Non-local
Date of Birth:	01-JAN-2001	Hong Kong Identity Card No.:	--

Level of Study:	Postgraduate Degree	Mode of Study:	Full-time
Programme:	Executive MBA (EMBA(P))		
Major:	MBA (Executive) (EMBA)		

**Document Submission Status: Not yet submitted**

Please note that the information and document(s) provided cannot be edited after submission.

**Confirm and Submit**

Back

No editing is allowed after submission.

AIMS

## Step 7: Submit identity documents for verification via AIMS

Introduction Student Category Upload Document(s) Change Study Mode **Confirm and Submit**

**Document Submission Status:** Submitted to SGS

Your document(s) is/are submitted to SGS for verification.

The review of identity documents normally takes **5 working days**. Extra time will be needed to review resubmitted documents. Students will be notified via email if resubmission is required. You may check the “**Status**” of each submitted document under the “**Upload Document(s)**” tab for the review progress.

Should there be any updates on the information and documentation for verification after submission, please contact SGS at [tpenquir@cityu.edu.hk](mailto:tpenquir@cityu.edu.hk).

**View My Submission**

**Back**

The review of identity documents normally takes 5 working days. Please check your email inbox frequently for updates.

AIMS

## Step 7: Submit identity documents for verification via AIMS

### Resubmission required:

Introduction	Student Category	Upload Document(s)	Change Study Mode	Confirm and Submit
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Document Submission Status: Returned from SGS

#### Required Identity Document(s)

Please upload the following identity document(s) and enter the information as indicated in the document(s).

The maximum file size for each document is 2MB. Only PDF, JPEG and JPG formats are accepted.

I am a holder of/admitted under the [Top Talent Pass Scheme \(TTPS\)](#).

	Document type	Details	Uploaded on	Action	Status	Notes to student
1	e-Visa/Visa label of Top Talent Pass Scheme (TTPS)	Visa No. (e.g. MEEN-0001234-56(7)): MEEN-0001234-56(7)	11 Dec 2025, 15:49:31	<a href="#">View</a>	Approved	
2	Latest landing slip/Arrival stamp	Visa Expire Date (Permitted to remain until): 07/07/2027	11 Dec 2025, 15:49:49	<a href="#">View</a>	Approved	
3	HKID card/Acknowledgment of Application for a HKID Card	Not yet provided / Resubmission required	Proceed to Upload			
4	HKID card/Acknowledgment of Application for a HKID Card	HKID No. (8 digits, e.g. E1234567): B7942740 Chinese name as shown on the HKID card/Acknowledgment: 陳大文	11 Dec 2025, 15:44:29	<a href="#">View</a>	Rejected: Resubmission required	Please provide your HKID card instead of your Exit-entry permit (EEP).

Next

### All documents approved:

Introduction	Student Category	Upload Document(s)	Change Study Mode	Confirm and Submit
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Document Submission Status: Submitted to SGS

#### Required Identity Document(s)

Please upload the following identity document(s) and enter the information as indicated in the document(s).

The maximum file size for each document is 2MB. Only PDF, JPEG and JPG formats are accepted.

I am a holder of/admitted under the [Top Talent Pass Scheme \(TTPS\)](#).

	Document type	Details	Uploaded on	Action	Status	Notes to student
1	e-Visa/Visa label of Top Talent Pass Scheme (TTPS)	Visa No. (e.g. MEEN-0001234-56(7)): MEEN-0001234-56(7)	11 Dec 2025, 15:49:31	<a href="#">View</a>	Approved	
2	Latest landing slip/Arrival stamp	Visa Expire Date (Permitted to remain until): 07/07/2027	11 Dec 2025, 15:49:49	<a href="#">View</a>	Approved	
3	HKID card/Acknowledgment of Application for a HKID Card	HKID No. (8 digits, e.g. E1234567): B7942740 Chinese name as shown on the HKID card/Acknowledgment: 陳大文	12 Dec 2025, 10:22:36	<a href="#">View</a>	Approved	
4	HKID card/Acknowledgment of Application for a HKID Card	HKID No. (8 digits, e.g. E1234567): B7942740 Chinese name as shown on the HKID card/Acknowledgment: 陳大文	11 Dec 2025, 15:44:29	<a href="#">View</a>	Rejected: Resubmission required	Please provide your HKID card instead of your Exit-entry permit (EEP).

Next

You may check the review progress/result under the “Upload Document(s)” tab.

Check your online pre-enrolment progress via AIMS

Pre-enrolment  
NOT completed:

Personal InformationStudent RecordCourse RegistrationStudent ServicesStudy PlanServices for New StudentBanner XE

Check My Pre-enrolment Progress

Student No.: 5

Student Name: TEST, Lgs One 陳大文

Department: Col of Business

Programme: Executive MBA (CB)

Major: MBA (Executive) (EMBA)

My Pre-enrolment Progress

Online Pre-enrolment Procedures	Completion Status
EID activated	Yes
Declaration agreed	Yes
Emergency contact updated	Yes
International address updated	Yes
Parental guardian information updated	Not applicable
Insurance agreement declared	Yes
Photo uploaded	No
Verification of identity documents completed	No
Ready for enrolment	No

Qualification Checking: Incomplete

In-person Enrolment Appointment Details

You are not eligible for in-person enrolment due to incomplete pre-enrolment progress. Please complete the procedure(s) with status “No” above.

Pre-enrolment  
completed:

Personal InformationStudent RecordCourse RegistrationStudent ServicesStudy PlanServices for New StudentBanner XE

Check My Pre-enrolment Progress

Student No.: 5

Student Name: TEST, Lgs Four 陳大文

Department: Public & International Affairs

Programme: MSocSc Sustainability & Dev St (PIA)

Major: Sustainability and Development Studies (SDS1)

My Pre-enrolment Progress

Online Pre-enrolment Procedures	Completion Status
EID activated	Yes
Declaration agreed	Yes
Emergency contact updated	Yes
International address updated	Yes
Parental guardian information updated	Not applicable
Insurance agreement declared	Yes
Photo uploaded	Yes
Verification of identity documents completed	Yes
Ready for enrolment	Yes

Qualification Checking: Incomplete

In-person Enrolment Appointment Details

Date: 7 January 2026

Time: 09:30

Venue: Chow Yei Ching School of Graduate Studies  
2/F, CityU International Centre  
22 Cornwall Street, Kowloon Tong  
Kowloon, Hong Kong SAR  
[View Route Map]


\* Please proceed with the Qualification Checking first.

Qualification Checking : Incomplete



The function “Check My Pre-enrolment Progress” can be found under the “Services for New Student” tab.

# AIMS

## Check the Confirmation Letter via the Admission Application System



### Admission Application System

 [help](#) [exit](#)

#### Submitted Applications

Semester	Code	Programme	Mode of Programme	Date Submitted	Late	Application Result	Reply Deadline (by Hong Kong Time 11:59pm)	Applicant Reply	Meeting Offer Condition(s) (for Conditional Offers only)
Semester B 2025/26	<a href="#">P37</a>	MSocSc Sustainability and Development Studies	Combined mode		No	Firm Offer	02-Sep-2025	<a href="#">Offer Accepted</a> (Paid by e-payment)	
		<a href="#">View Enrolment Notification</a>							
		<a href="#">View Confirmation of In-person Enrolment Appointment</a>							
		<a href="#">View Information Sheet for New Students</a>							

Upon completion of online pre-enrolment, a Confirmation Letter with details of your in-person enrolment appointment will be issued to you in the **Admission Application System**.