



## Pre-enrolment

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Welcome to CityU. Before coming to CityU to enrol as a student of the University, you need to finish 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

### ATTENTION

Students under the age of 18 have to submit the Parental Consent Form at the time of enrolment.

Click the appropriate link below to download the form:

[Parental Consent Form for CityU student](#)

[Parental Consent Form for CCCU student](#)

Continue

If you have not yet performed pre-enrolment procedures before, you can do it now using this function.

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

To allow you to access all the IT facilities and services, a single unified electronic ID (EID) is assigned to you for the duration of your study in the University.

Once you have set your password for your EID, you can login to your University e-mail account, the CityU Portal and other network facilities. For more details of these facilities, please refer to this [link](#).

Please enter your Student No. as given in the **Enrolment Notification** email/letter:

Continue



Enter your Student Number.

# AIMS

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

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

**I accept**



Please read the information and click 'I accept'.

## AIMS

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

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**Student No.:** 54 [REDACTED]

**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](#)

You have to fill in your personal particulars for system verification.

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

**Student Name:** DEMO, Student

**Student No.:** 54 [REDACTED]

**Programme Code:** MAIA

**Major Code:** IA1

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 "ACBBa23").**

**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:**  [\[At least 5 characters\]](#)

[Continue](#) [Clear](#) [Back](#)

You have to supply information on “Security Question and Answer” for resetting your password.

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

Your EID is activated. Please wait **10 minutes** for us to update all the relevant databases. Then you can login to your new University e-mail and CityU Portal accounts using your EID and password.

Please note down your EID: **sdemo3**  
Your Email account is **sdemo3c@my.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



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

Click 'Continue' to proceed to next step for reading and accepting the Declaration upon Enrolment.

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

Student Name: DEMO, Student

Student No.: 545

CityU Programme Code: MAIA

Major Code: IA1 (International Accounting)

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

### Declaration upon Enrolment for Taught Postgraduate Students

1. I undertake to observe all the relevant [rules, regulations, guidelines and policies](http://www.sgs.cityu.edu.hk/student/tpg/regulation) (<http://www.sgs.cityu.edu.hk/student/tpg/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 or misleading information may result in my enrolment being rescinded. I also understand that if I fail to supply the required documentation for verification by the date specified by the University, my admission offer will be withdrawn, my enrolment in the programme will be rescinded and the acceptance fees I have paid will not be refunded.
3. I understand that the Student Identity Card issued by the University entitles me to appropriate use of University facilities for the duration of my studies and I undertake to observe the [Rules on Student Identity Card](http://www.sgs.cityu.edu.hk/student/tpg/regulations/sidrules) (<http://www.sgs.cityu.edu.hk/student/tpg/regulations/sidrules>).
4. 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 studies 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 "Code of Practice on Personal Data (Privacy) Issues" 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.
5. 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 that the transfer of my personal data outside Hong Kong 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. I agree that this means that my personal data may not be protected to the same or similar level as that in Hong Kong.

#### City University of Hong Kong (the "University") Personal Information Collection Statement ("PICS") - Students

##### 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).
6. I consent that the University may contact the emergency contact person named on my record and release my information at the University to that person under emergency situations as determined by the University.
7. [For students enrolled in UGC-funded programmes/places](#)

I understand that the University does not allow students to enrol simultaneously in an additional CityU 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.

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

You have to read the Declaration 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](#)



Click “Continue” to proceed to next step for updating Personal data for Communication.

## Personal Data For Communication

Name: *DEMO Student*

**Electronic ID**  
(Your unique identification in CityU for accessing IT services such as Portal, AIMS)  
sdemo3

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

Type	Address	Alias
Student CityU email address	sdemo3c@my.cityu.edu.hk	
Personal email address (Optional)	demo-student@example.com <a href="#">Edit</a> <a href="#">Remove</a> (Last Updated Date: 23-JUN-2018)	

Contact Address	<a href="#">Edit</a>
<b>Address</b>	Address Line 1
	Address Line 2
<b>City</b>	Hong Kong
(Last Updated Date: 23-JUN-2018)	

Contact Telephone			
Primary Contact Phone	13181868	<a href="#">Edit</a>	
	Telephone No.	(Last Updated Date: 23-JUN-2018)	
Secondary Contact Phone (Optional)		<a href="#">Edit</a>	<a href="#">Remove</a>
Telephone No.			
SMS/Mobile Phone Number (Optional)		<a href="#">Edit</a>	<a href="#">Remove</a>
Telephone No.			
Personal Contact Fax (Optional)		<a href="#">Edit</a>	<a href="#">Remove</a>
Telephone No.			

You have to fill in your contact address and telephone.

Student International Address

Edit

(This is mandatory for non-local students.)

Please input

X

Address

City

Zip / Postal Code

Country/Territory

Emergency Contact (Primary)

Edit

Please input

X

Last Name

First Name

Middle Name

Relationship

Telephone No.

Email Address (Optional)

Emergency Contact (Secondary)

Edit

Remove

Last Name

First Name

Middle Name

Relationship

Telephone No.

Email Address (Optional)

Save

You have to fill in your international address (mandatory for non-local students) and the emergency contact.

Personal Data For Communication

Name: DEMO Student

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

<b>Student International Address</b> <i>(This is mandatory for non-local students.)</i>		
<b>Address</b>		3/F Red Chamber
		Grand View Garden
<b>City</b>		Beijing
<b>Zip / Postal Code</b>		
<b>Country/Territory</b>		China

<b>Emergency Contact (Primary)</b>		
<b>Last Name</b>		DEMO
<b>First Name</b>		Student Parent
<b>Middle Name</b>		
<b>Relationship</b>		Parent/Guardian
<b>Dialling Code - Area Code - Telephone No.</b>		86-10-9999999999
<b>Email Address</b>		

Confirm

Modify

Please verify the data and modify them if necessary.



# Personal Data For Communication

Name: DEMO Student

Successfully done.

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

Record saved successfully

**Emergency Contact (Primary)**

Record saved successfully

Continue



Click 'Continue'.

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

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:

- Programmes, courses, seminars and lectures, events and activities organised, co-organised, sponsored or otherwise publicised by the University and Community College of City University ("CCCU");
- Publications, production and printing services offered by the University;
- Health services, sports facilities, retirement schemes (including ORSO and MPF)\* and other University services;
- Affiliated cards jointly issued by the University and other organisations (e.g. banks);
- Support, donations and contributions to the University and CCCU (e.g. monetary donations, affinity cards, etc.); and
- 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 CityU Announcement Portal (CAP) messages, please click [here](#).

Continue

Please indicate your intention to the use of your personal data and click 'Continue'.

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

### Insurance Agreement for 2018-19 Academic Year

*\*This insurance enrolment is valid for 2018-19 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 insurance plan for non-local students arranged by the University. For more information about the insurance plan, please visit [here](#).

The insurance plan comes into effect from the date you enrol in the University and terminates at the end of your study programme at City University of Hong Kong or the end of the policy year, whichever is earlier. Proratable enrolment is not acceptable. Premium fee is non-refundable. Students who do not pay the premium in full by the payment due date will get a financial hold. No transcript or certificate will be issued until the amount is paid in full.

Special Note to Mainland Students: Mainland students are required to enrol in the insurance plan arranged by the University because most insurance plans obtained in the mainland are invalid in Hong Kong.

For enquiries, please contact Global Services Office (GSO) at 3442 8089 or [gsoins@cityu.edu.hk](mailto:gsoins@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 insurance plan for non-local students arranged by City University of Hong Kong. I agree to settle the insurance premium by the due date as required. 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 insurance plan for non-local students arranged by City University of Hong Kong. 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 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'.

## Pre-enrolment

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**Student Name:** DEMO, Student

**Student No.:** 54 [REDACTED]

**CityU Programme Code:** MAIA

**Major Code:** IA1 (International Accounting)

You have already completed the pre-enrolment process and your EID will be activated in about 30 minutes. You are invited to upload a digital photo for the production of student identity card via [AIMS](#) after your EID is activated.

Before uploading your photo for student ID card production, please read the [photo requirements in details](#). The function is available under the tab "Services for New Students" within [AIMS](#).

### 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 haven't done so.

Close Window

You have completed the pre-enrolment process. Click 'Close Window' to exit.