

Confirmation of Attendance for Congregation & College/School Graduation Ceremony

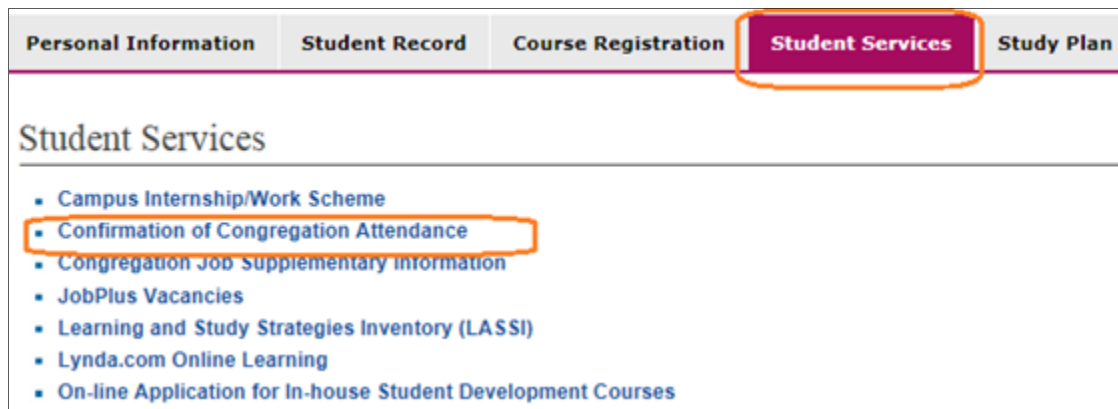
Ways to access the “Confirmation of Congregation Attendance” function:

1. Through the **Congregation website*** → **Get Tickets**, press the red button for gaining direct access to the function after logging in AIMS.



* **Congregation Website:** <https://congregation.cityu.edu.hk/get-ticket>

2. Go to AIMS → **Student Services** → **Confirmation of Congregation Attendance**

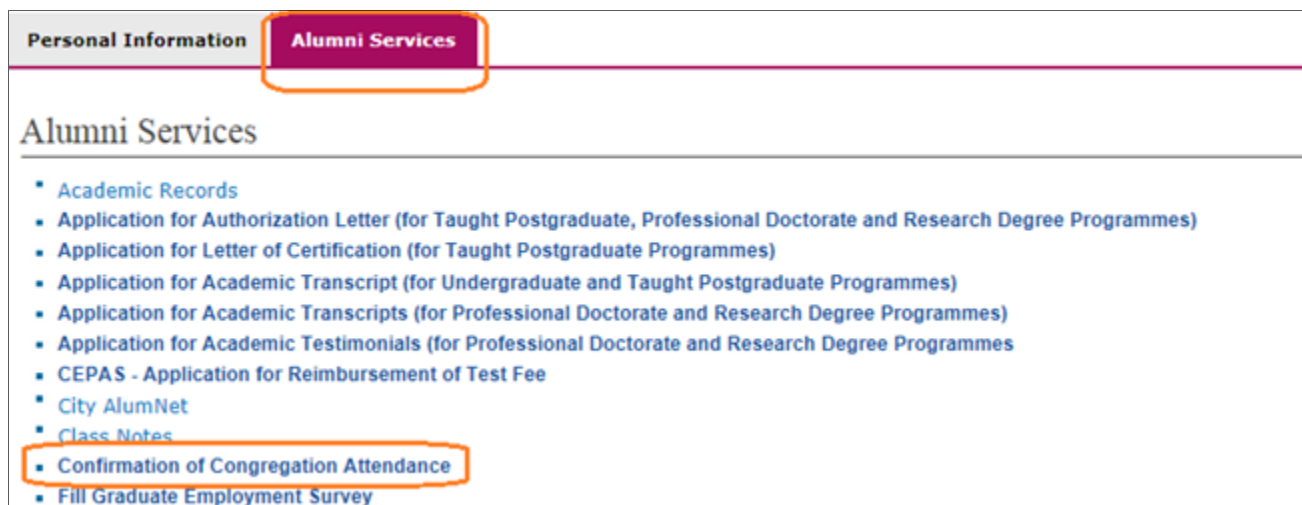


Personal Information	Student Record	Course Registration	Student Services	Study Plan
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Student Services

- Campus Internship/Work Scheme
- **Confirmation of Congregation Attendance**
- Congregation Job Supplementary Information
- JobPlus Vacancies
- Learning and Study Strategies Inventory (LASSI)
- Lynda.com Online Learning
- On-line Application for In-house Student Development Courses

Or AIMS → **Alumni Services** → **Confirmation of Congregation Attendance**



Personal Information	Alumni Services
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Alumni Services

- Academic Records
- Application for Authorization Letter (for Taught Postgraduate, Professional Doctorate and Research Degree Programmes)
- Application for Letter of Certification (for Taught Postgraduate Programmes)
- Application for Academic Transcript (for Undergraduate and Taught Postgraduate Programmes)
- Application for Academic Transcripts (for Professional Doctorate and Research Degree Programmes)
- Application for Academic Testimonials (for Professional Doctorate and Research Degree Programmes)
- CEPAS - Application for Reimbursement of Test Fee
- City AlumNet
- Class Notes
- **Confirmation of Congregation Attendance**
- Fill Graduate Employment Survey

Steps to confirm your attendance:

1. The following screen will display after selecting the “Confirmation of Congregation Attendance” function. Press “Continue” to proceed.

Confirmation of Congregation Attendance

Please confirm your attendance for the two ceremonies by **20 Oct 2018**:

- **University-wide Congregation** (Venue: Hong Kong Convention and Exhibition Centre, Wan Chai), and
- **On-campus College/School Graduation Ceremony** (Venue: Wong Cheung Lo Hui Yuet Hall, City University of Hong Kong)

Continue

2. Indicate your choice for **both ceremonies** (“Yes” for attending; “No” for not attending). Then press “Continue”.

Confirmation of Congregation Attendance

Name : AHMT Plqra Aaw () **Student ID** : ()
Programme : Bachelor of Business Administration
Home Major : Accountancy (Professional Accounting Stream)

University-wide Congregation Details

Each attending graduate will be entitled to two guest tickets.

Session No. : 1
Date & Time : 24-Nov-2018 11:00 am
Venue : Hall 5BC, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong

Will you be attending the University-wide Congregation?
Do you/your guest(s) have any special needs due to disability?

Nil
 Yes, please specify the person with special needs and your requirements below:

College/School Graduation Ceremony Details

Each attending graduate will be entitled to two guest tickets.

Session No. : CB03
Date & Time : 05-Dec-2018 12:00 pm
Venue : Wong Cheung Lo Hui Yuet Hall, 5/F, Lau Ming Wai Academic Building, City University of Hong Kong

Will you be attending the College/School Graduation Ceremony?
Do you/your guest(s) have any special needs due to disability?

Nil
 Yes, please specify the person with special needs and your requirements below:

Continue **Reset** **Cancel**

Note: If you will be attending the ceremonies, you can specify if you/your guest(s) have any special needs (due to disability) before pressing the **“Continue”** button.

Session No. : 1
Date & Time : 24-Nov-2018 11:00 am
Venue : Hall 5BC, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong

Will you be attending the **University-wide Congregation**? Yes
Do you/your guest(s) have any special needs due to disability?
 Nil
 Yes, please specify the person with special needs and your requirements below:
My mother is wheelchair bound.

3. Check the information entered. Then press **“Confirm”** if the information is correct. Press **“Back”** if you need to make any changes.

Confirmation of Congregation Attendance

Name : AHMT Plqra Aaw **Student ID** :
Programme : Bachelor of Business Administration
Home Major : Accountancy (Professional Accounting Stream)

University-wide Congregation Details

Each attending graduate will be entitled to two guest tickets.

Session No. : 1
Date & Time : 24-Nov-2018 11:00 am
Venue : Hall 5BC, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong

You have indicated that you **WILL BE** attending the **University-wide Congregation**.
Do you/your guest(s) have any special needs due to disability?
My mother is wheelchair bound.

College/School Graduation Ceremony Details


Each attending graduate will be entitled to two guest tickets.

Session No. : CB03
Date & Time : 05-Dec-2018 12:00 pm
Venue : Wong Cheung Lo Hui Yuet Hall, 5/F, Lau Ming Wai Academic Building, City University of Hong Kong

You have indicated that you **WILL BE** attending the **College/School Graduation Ceremony**.
Do you/your guest(s) have any special needs due to disability?
My mother is wheelchair bound.

4. Once the **“Confirm”** button is pressed, a popup message will then display. Press **“OK”** to proceed. If not sure, click **“Cancel”**.

Message from webpage

 You won't be able to change your decision via this function after confirmation. Press OK to proceed.

5. After replying the popup message, the following acknowledgement page will display.

Example 1 – For graduates attending both ceremonies

Confirmation of Congregation Attendance

Name : AHMT Plqra Aaw **Student ID** :

Programme : Bachelor of Business Administration
Home Major : Accountancy (Professional Accounting Stream)

University-wide Congregation Details

Each attending graduate will be entitled to two guest tickets.

Session No. : 1
Date & Time : 24-Nov-2018 11:00 am
Venue : Hall 5BC, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong

Seat Range : To be announced on 17-Nov-2018
You have indicated on 20-Sep-2018 12:40 pm that you **WILL BE** attending the University-wide Congregation.
Do you/your guest(s) have any special needs due to disability?
My mother is wheelchair bound.

College/School Graduation Ceremony Details

Each attending graduate will be entitled to two guest tickets.

Session No. : CB03
Date & Time : 05-Dec-2018 12:00 pm
Venue : Wong Cheung Lo Hui Yuet Hall, 5/F, Lau Ming Wai Academic Building, City University of Hong Kong

Seat : To be announced on 28-Nov-2018
You have indicated on 20-Sep-2018 12:40 pm that you **WILL BE** attending the College/School Graduation Ceremony.
Do you/your guest(s) have any special needs due to disability?
My mother is wheelchair bound.

Notes:

1. The tickets for the two ceremonies will be mailed separately to attending graduates from early November. Please check if your contact details shown below are correct. If you need to update them, please do so by **20 Oct 2018**.
2. Attending graduates can visit this function again to check your allocated seat range (for University-wide Congregation) / seat (for College/School Graduation Ceremony) around **7 days before** the date of the respective ceremonies.

Address : Gmbu G, 31/G, Cmpdl 2
Xjoh Gbj Dfoufs
Fanling
N.T.

Phone :

You can update your contact details under "AIMS> Personal Information" now by clicking "**Personal Data for Communication**".

Please read the notes.

Please check your contact details. **Make sure your contact address is correct for receiving the admission tickets by mail.** Click "**Personal Data for Communication**" if you need to update your contact details in AIMS.

Example 2 – For graduates not attending both ceremonies

Confirmation of Congregation Attendance

Name : NJOLU Naala Apu () **Student ID** : ()
Programme : Associate of Science in Architectural Studies
Home Major : Architectural Studies

University-wide Congregation Details

Each attending graduate will be entitled to two guest tickets.

Session No. : 2
Date & Time : 24-Nov-2018 02:00 pm
Venue : Hall 5BC, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong
You have indicated on 20-Sep-2018 02:38 pm that you **WILL NOT BE** attending the [University-wide Congregation](#).

College/School Graduation Ceremony Details

Each attending graduate will be entitled to two guest tickets.

Session No. : CSE03
Date & Time : 03-Dec-2018 02:30 pm
Venue : Wong Cheung Lo Hui Yuet Hall, 5/F, Lau Ming Wai Academic Building, City University of Hong Kong
You have indicated on 20-Sep-2018 02:38 pm that you **WILL NOT BE** attending the [College/School Graduation Ceremony](#).

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