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

   Student Services
   - Campus Internship/Work Scheme
     - Confirmation of Congregation Attendance
   - Congregation Job Supplementary Information
   - JobPlus Vacancies
   - Learning and Study Strategies Inventory (LASSI)

   Or AIMS ➔ Alumni Services ➔ Confirmation of Congregation Attendance

   Alumni Services
   - Academic Records
   - Alumni Email Communication Preference
   - Alumni Events/Services
   - Alumni Library Services
   - 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 AlumniNet
   - Confirmation of Congregation Attendance
   - Fill Graduate Employment Survey

   (Due to system maintenance, the service is NOT available from 10 am to 11 am on 19 Sep 2019.)
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](image1)

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

   ![Confirmation of Congregation Attendance](image2)
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.

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

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.

[OK] [Cancel]
5. After replying the popup message, the following acknowledgement page will display.

**Example 1 – For graduates attending both ceremonies**

**Confirmation of Congregation Attendance**

**Name**: PI Na Jopu

**Programme**: Bachelor of Social Sciences

**Home Major**: Social Work

**University-wide Congregation Details**

Each attending graduate will be entitled to two guest tickets.

**Session No.**: 1

**Date & Time**: 23-Nov-2019 10:36 am

**Venue**: Hall SBC, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong

**Seating Range**: To be announced on 16-Nov-2019

You have indicated on 17-Sep-2019 04:36 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.**: CLASS07

**Date & Time**: 03-Dec-2019 02:30 pm

**Venue**: Wong Cheung Le Hoi Yuet Hall, 5/F, Lau Ming Wal Academic Building, City University of Hong Kong

**Seat**: To be announced on 26-Nov-2019

You have indicated on 17-Sep-2019 04:36 pm that you **WILL BE** attending the College/School Graduation Ceremony.

Do you/your guest(s) have any special needs due to disability?

- **Nil**

**Notes:**

1. 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 2019**.

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.

3. Photo-taking and video recording will take place during the Congregation. The images and videos may be posted on CityU’s websites and social media for promotional and archival purposes.

**Address**: Spnn 043, Compdl 55, Nfj Dipj Iff

Til Ltn Nfj Ptu

Sham Shui Po

Kowloon

**Phone**: +852 3411 0123

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

**Please check your contact details. Make sure the 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.**

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Example 2 – For graduates not attending both ceremonies

Confirmation of Congregation Attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>QQAU Uzya N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td></td>
</tr>
<tr>
<td>Programme</td>
<td>Bachelor of Business Administration</td>
</tr>
<tr>
<td>Home Major</td>
<td>Accountancy (Professional Accounting Stream)</td>
</tr>
</tbody>
</table>

**University-wide Congregation Details**

Each attending graduate will be entitled to two guest tickets.

<table>
<thead>
<tr>
<th>Session No.</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Time</td>
<td>23-Nov-2019 10:30 am</td>
</tr>
<tr>
<td>Venue</td>
<td>Hall 5BC, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong</td>
</tr>
</tbody>
</table>

You have indicated on 17-Sep-2019 04:55 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.

<table>
<thead>
<tr>
<th>Session No.</th>
<th>CB1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Time</td>
<td>29-Nov-2019 04:30 pm</td>
</tr>
<tr>
<td>Venue</td>
<td>Wong Cheung Lo Hui Yuk Hall, 5/F, Lau Ming Wa Academic Building, City University of Hong Kong</td>
</tr>
</tbody>
</table>

You have indicated on 17-Sep-2019 04:55 pm that you **WILL NOT BE** attending the College/School Graduation Ceremony.

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