1. Login AIMS > Study Plan > Major and Minor Applications.
2. Click on ‘Apply Now’ under the ‘Add/Drop of Second Major’ to proceed to an online form.
3. Please make sure you read all the notes and follow the instructions to complete the online form.

Application for Add/Drop of a Second Major (Effective Term for Adding a Second Major: Semester A 2021/22)

**Application Period** 31 May - 8 June 2021 (at 23:00)  
**Announcement of Results** 8 June 2021

Please make sure you have read the "Points to Note" below, information on the ARRO website, and the Personal Information Collection Statement before proceeding with the application.

**Student Information**

| Student Name | LATS Lmt Kzs |
| Email Address | ohyvp67�@my.cityu.edu.hk |
| Home Academic Unit | Information Systems (IS) |
| Programme | Bachelor of Business Admin (BBAU4) |
| Home Major | Information Management (FMG) |
| Second Major | Computing (COMP) |
| Minor | |
| Student ID | 5568902 |
| Phone No. | 18372538 |
| Student Type | Regular Student |
| Cohort | 2018 |
| Stream | -- |

**Points to Note**

1. Requests for add/drop of a second major must be submitted via this online system by 8 June 2021 (at 23:00). Late applications will not be accepted.
2. Students should not apply for adding a second major which is exclusive with their home major.
3. Students can view the results of their requests for adding a second major through this online system from 9 June 2021, which are displayed under “Status of Your Add/Drop Request.” No separate emails will be issued to students announcing the results. Requests for dropping a second major are processed automatically and no approval is required.
4. For add of a second major, it will take effect from the following semester. For drop of a second major, it will take effect from current semester. Students should observe the period for add/drop of a second major and the effective term stipulated in order to plan for their studies and graduation.
5. For this round of approved declaration of a second major, please note that the catalogue term for the second major requirements is “Semester A 2021/22.” Students should therefore enroll in courses for the second major provided under its Semester A 2021/22 curriculum.
6. The declaration of a second major is also subject to the attainment of a minimum CGPA of 3.00 (or a higher CGPA requirement as specified by the second major-offering academic unit) at the end of the semester when the declaration is submitted, and fulfillment of any other stipulated conditions.
7. If the declaration of the second major is approved, students who are undertaking a minor should review if the minor and the second major are exclusive. If so, they will need to drop the minor in accordance with the procedures stipulated by the University.
8. Students are required to achieve a minimum CGPA of 2.00 in the second major in order for them to be granted the award. (For students admitted in 2019/20 and before, the minimum CGPA requirement is 1.70.)
9. Students who cannot complete their second major within the stipulated maximum credit limit of 144 (normative 4-year degree) / 114 (Advanced Standing I) / 84 (Advanced Standing II) permitted by the University may still continue to pursue the double major on the condition that any extra credit units exceeding the limit are paid on a self-financing basis.
4. Scroll down to the Section ‘Status of Your Add/Drop Request’. Click on ‘Add Second Major’ to select a second major of your wish.

2. Students should not apply for adding a second major which is exclusive with their home major.

3. Students can view the results of their requests for adding a second major through this online system from 9 June 2021, which are displayed under “Status of Your Add/Drop Request”. No separate emails will be issued to students announcing the results. Requests for dropping a second major are processed automatically and no approval is required.

4. For add of a second major, it will take effect from the following semester. For drop of a second major, it will take effect from current semester. Students should observe the period for add/drop of a second major and the effective term stipulated in order to plan for their studies and graduation.

5. For this round of approved declaration of a second major, please note that the catalogue term for the second major requirements is “Semester A 2021/22”. Students should therefore enroll in courses for the second major provided under its Semester A 2021/22 curriculum.

6. The declaration of a second major is also subject to the attainment of a minimum CGPA of 3.00 (or a higher CGPA requirement as specified by the second major-offering academic unit) at the end of the semester when the declaration is submitted, and fulfillment of any other stipulated conditions.

7. If the declaration of the second major is approved, students who are undertaking a minor should review if the minor and the second major are exclusive. If so, they will need to drop the minor in accordance with the procedures stipulated by the University.

8. Students are required to achieve a minimum CGPA of 2.00 in the second major in order for them to be granted the award. (For students admitted in 2019/20 and before, the minimum CGPA requirement is 1.70.)

9. Students who cannot complete their second major within the stipulated maximum credit limit of 144 (normative 4-year degree) / 114 (Advanced Standing I) / 84 (Advanced Standing II) permitted by the University may still continue to pursue the double major on the condition that any extra credit units exceeding the limit are paid on a self-financing basis.

**Status of Your Add/Drop Request**

No application found.
5. From Section II ‘My Choice’, select a second major that you wish to declare and input your personal statement.
6. Scroll down to Section III ‘Supporting Documents for Application’. Click on ‘Upload Documents Online’ for uploading supporting documents, if necessary.

III. Supporting Documents for Application

Uploaded Documents

Nil

Upload Documents Online

IV. Declaration

1. I confirm that the information I have entered in the application form is complete and correct.

2. I understand that if my application for declaring a second major is approved:
   i. The second major will take effect from the following semester;
   ii. If a minor that I am undertaking is exclusive with the second major, I will need to drop the minor in accordance with the procedures stipulated by the University;
   iii. I need to abide by the maximum period of study stipulated in the Academic Regulations for Undergraduate Degrees;
   iv. If the completion of my requested second major requires me to study additional credit units exceeding the maximum credit limit of 144 (normative 4-year degree) / 114 (Advanced Standing I) / 84 (Advanced Standing II) permitted by the University, I may still continue to pursue the double major on the condition that any extra credit units exceeding the limit are paid on a self-financing basis.
   v. (For non-local students only) If the second major has the internship component, I will need to approach the Immigration Department of the HKSAR in person for a new No Objection Letter before I take on an internship.
7. Click on the icon ‘Choose File’ from the pop-up screen to link to the file that you wish to upload, type in the file description and press the ‘Upload’ icon.
8. After a few seconds, a message ‘The file has been successfully uploaded.’ will be displayed.
9. The document uploaded will be indicated under ‘Uploaded Documents’. Click on ‘Continue’ to confirm and complete Section IV ‘Declaration’.

Notes
In the personal statement you provide in the above, please cover, among other things, your academic strengths, your reasons for declaring a second major, and how your requested second major can help you achieve your academic and personal goals. If you find the provided space not sufficient, please upload your personal statement via Section III. If you choose to upload your personal statement, please type "personal statement uploaded" in the space provided above.

III. Supporting Documents for Application

IV. Declaration

1. I confirm that the information I have entered in the application form is complete and correct.

2. I understand that if my application for declaring a second major is approved:
   i. The second major will take effect from the following semester;
   ii. If a minor that I am undertaking is exclusive with the second major, I will need to drop the minor in accordance with the procedures stipulated by the University;
   iii. I need to abide by the maximum period of study stipulated in the Academic Regulations for Undergraduate Degrees;
   iv. If the completion of my requested second major requires me to study additional credit units exceeding the maximum credit limit of 144 (normative 4-year degree) / 114 (Advanced Standing I) / 84 (Advanced Standing II) permitted by the University, I may still continue to pursue the double major on the condition that any extra credit units exceeding the limit are paid on a self-financing basis.
   v. (For non-local students only) If the second major has the internship component, I will need to approach the Immigration Department of the HKSAR in person for a new No Objection Letter before I take on an internship.
10. Click on ‘Confirm’ and ‘OK’ to submit your application.
11. Your application has been submitted. To view your application, click on ‘View Application Status’.
12. The following summary and application status ‘Pending’ will be shown if you have submitted your application successfully.

**Points to Note**

1. Requests for add/drop of a second major must be submitted via this online system by 8 June 2021 at 23:00. Late applications will not be accepted.
2. Students should not apply for adding a second major which is exclusive with their home major.
3. Students can view the results of their requests for adding a second major through this online system from 9 June 2021, which are displayed under “Status of Your Add/Drop Request”. No separate emails will be issued to students announcing the results. Requests for dropping a second major are processed automatically and no approval is required.
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5. For this round of approved declaration of a second major, please note that the catalogue term for the second major requirements is “Semester A 2021/22”. Students should therefore enroll in courses for the second major provided in their Semester A 2021/22 curriculum.
6. The declaration of a second major is also subject to the attainment of a minimum CGPA of 3.00 (or a higher CGPA requirement as specified by the second major-offering academic unit) at the end of the semester when the declaration is submitted, and fulfillment of any other stipulated conditions.
7. If the declaration of the second major is approved, students who are undertaking a minor should review if the minor and the second major are exclusive. If so, they will need to drop the minor in accordance with the procedures stipulated by the University.
8. Students are required to achieve a minimum CGPA of 2.00 in the second major in order for them to be granted the award. (For students admitted in 2016/20 and before, the minimum CGPA requirement is 1.70.)
9. Students who cannot complete their second major within the stipulated maximum credit limit of 144 (normative 4-year degree) / 114 (Advanced Standing I) / 84 (Advanced Standing II) permitted by the University may still continue to pursue the double major on the condition that any extra credit units exceeding the limit are paid on a self-financing basis.

**Status of Your Add/Drop Request**

**Add Second Major**
- Digital Television and Broadcasting (TVB)

**Second Major-offering Academic Unit**
- Media and Communication (COM)

**Application Status**
- Pending

**Remark from Home Academic Unit**
- 

**Remark from Second Major-offering Academic Unit**
- 

[Withdraw My Application]
13. Click on ‘Back to main page’ at the bottom of the page. Your overall application status will be displayed.
14. If you wish to withdraw your application, click on ‘Withdraw My Application’ and ‘OK’ to confirm your withdrawal of application within the application period.
15. Your application has been withdrawn. Click on ‘Back to main page’ to view your overall application status.
16. Your application status will be shown as ‘Saved but not yet submit’. You may click on ‘Edit’ to modify your application and submit it within the application period.