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

I undertake to observe the Policy on the Use of IT Services and Facilities.

I accept
You have to fill in your personal particulars for system verification.
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: xifwang2
Your Email account is xifwang2-c@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
You have to read the Declaration and click ‘I ACCEPT’ to proceed.
Pre-enrolment (Step 3: Update Personal Data for Communication)

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.
You have to fill in your contact address and telephone.
You have to fill in your international address (mandatory for non-local students) and the emergency contact.
Please verify the information you have just updated, and if correct, click [Confirm] button.

<table>
<thead>
<tr>
<th>Student International Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address</strong></td>
<td>3/F Red Chamber</td>
</tr>
<tr>
<td></td>
<td>Grand View Garden</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Beijing</td>
</tr>
<tr>
<td><strong>Zip / Postal Code</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Nation</strong></td>
<td>China</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact (Primary)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Name</strong></td>
<td>JIA</td>
</tr>
<tr>
<td><strong>First Name</strong></td>
<td>Lian</td>
</tr>
<tr>
<td><strong>Middle Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Relationship</strong></td>
<td>Spouse</td>
</tr>
<tr>
<td><strong>Country Code - Area Code - Telephone No.</strong></td>
<td>86-10-9999999999</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td></td>
</tr>
</tbody>
</table>

Please verify the data and modify them if necessary.
Personal Data For Communication

Name: WANG Xi Feng

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:

a. Programmes, courses, seminars and lectures, events and activities of the University and Community College of City University ("CCCU");
b. Publications, production and printing services offered by the University;
c. Health services and sports facilities for students, staff and alumni; and
d. Support, donations (for example, monetary donations) and contributions to the University and CCCU.

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 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](link).

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 2017-18 Academic Year

*This insurance enrolment is valid for 2017-18 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. Prorata 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 8060 or gsoins@cityu.edu.hk.

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

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>WANG, Xi Feng</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student No.:</td>
<td>54xxxxxxx</td>
</tr>
<tr>
<td>CityU Programme Code:</td>
<td>MAIA</td>
</tr>
<tr>
<td>Major Code:</td>
<td>IA1 (International Accounting)</td>
</tr>
</tbody>
</table>

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.

**REMEMBER**

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.