

## Application for Graduation- Demo

### 1. Login “AIMS”

## User Login

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To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

[Login](#)

[Forgot PIN?](#)

[CityU Home](#)

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[ [Personal Information Collection Statement](#) | [Copyright](#) | [Disclaimer](#) ]  
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### 2. Select “My Applications” under “Student Record”

<a href="#">Personal Information</a>	<b><a href="#">Student Record</a></b>	<a href="#">Course Registration</a>	<a href="#">Student Services</a>	<a href="#">Study Plan</a>	<a href="#">Services for New Student</a>
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## Student Record

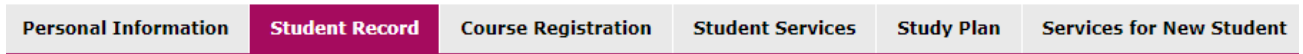
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*For your easy navigation, a new "Study Plan" tab is added in the AIMS menu.*

- [My Status](#)
- [My Academic Record](#)
- [My Advisor / Mentor and My Mentees](#)
- [My Examinations](#)
- [My Finance](#)  
(View e-Statement, Account Summary, Deferral of Tuition Payment, etc.)
- [My Applications \(for Undergraduate and Taught Postgraduate Programmes\)](#)
- [My Applications \(for Professional Doctorate and Research Degree Programmes\)](#)
- [My Study Details \(for Professional Doctorate Programmes\)](#)
- [My Study Details \(for Research Degree Programmes\)](#)
- [e-Certification for Graduates](#)

## Application for Graduation- Demo

### 3. Select “Graduation (For Bachelor's Degree Students Only)”



#### My Applications (for Undergraduate and Taught Postgraduate Programmes)

- Academic Transcript
- Course Exemption
- Credit Transfer
- **Graduation (For Bachelor's Degree Students Only)**
- Leave of Absence
- Authorization Letter (for Taught Postgraduate Programmes)
- Letter of Certification (for Taught Postgraduate Programmes)  
(Due to system maintenance, the service is NOT available from 10:30 am to 11:30 am on 21 Feb 2023.)
- Withdrawal from Studies
- Mitigation Request Related to Assessment
- Special Educational Needs Declaration
- Testimonial (for Undergraduate Programmes)

### 4. Read the “Application Guidelines and Procedures” and “Personal Information Collection Statement” before applying.

### 5. Confirm the curriculum information.

The screenshot shows the 'Application for Graduation' page. At the top, a navigation menu includes 'Personal Information', 'Student Record', 'Course Registration', 'Student Services', 'Study Plan', 'Services for New Student', and 'Banner XE'. Below the menu, the page title is 'Application for Graduation'. A message reads: 'Please read the [Application Guidelines and Procedures](#) and the [Personal Information Collection Statement](#) before applying.' Below this, student details are shown: 'Student Name : UTI Hijv Uvo', 'Student ID : 56', 'Graduation Term : Summer 2023', and 'Graduation Date : 03-Oct-2023'. The 'Curriculum' section lists: 'Level : Bachelor's Degree', 'College : Col. of Business (CB)', 'Home Academic Unit : Department of Accountancy (AC)', 'Degree : Bachelor of Business Administration (BBA1)', and 'Major : Accountancy (AC)'. A note states: 'You should have checked from DegreeWorks your eligibility to graduate with the above curriculum in this semester.' Another note says: 'The University will evaluate your academic record against the above curriculum and determine whether you are eligible for graduation in the specified semester/term indicated above.' A confirmation prompt asks: 'Please confirm your curriculum by selecting one of the boxes below:' with radio buttons for 'Yes, I confirm the display curriculum information is correct.' and 'No, please specify: (maximum 90 characters including space)'. A 'Continue' button is at the bottom. An inset browser window shows the 'Academic Regulations and Records Office - City University of Hong Kong' website, with a red arrow pointing from the 'Application Guidelines and Procedures' link in the main page to the browser window.

## Application for Graduation- Demo

Personal Information Student Record Course Registration Student Services Study Plan Services for New Student Banner XE

### Application for Graduation

Please read the [Application Guidelines and Procedures](#) and the [Personal Information Collection Statement](#) before applying.

Student Name : UTI Hijv Uvo Student ID : 56201161  
Graduation Term : Summer 2023 Graduation Date : 03-Oct-2023

**Curriculum**

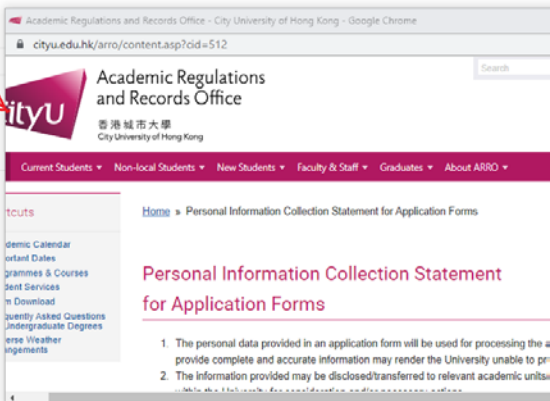
Level	: Bachelor's Degree
College	: Col. of Business (CB)
Home Academic Unit	: Department of Accountancy (AC)
Degree	: Bachelor of Business Administration (BBA1)
Major	: Accountancy (AC)

You should have checked from DegreeWorks your eligibility to graduate with the above curriculum in this semester.

The University will evaluate your academic record against the above curriculum and determine whether you are eligible for graduation in the specified semester/term indicated above.

Please confirm your curriculum by selecting one of the boxes below:

Yes, I confirm the display curriculum information is correct.  
 No, please specify: (maximum 80 characters including space)



The screenshot shows the Academic Regulations and Records Office (ARRO) website. The page title is "Personal Information Collection Statement for Application Forms". It includes a navigation menu with options like "Current Students", "Non-local Students", "New Students", "Faculty & Staff", "Graduates", and "About ARRO". The main content area contains a list of links such as "Academic Calendar", "Important Dates", "Programs & Courses", "Student Services", "Print Services", "Download", "Frequently Asked Questions", "Undergraduate Degrees", "Emergency Weather", and "Engagements". The "Personal Information Collection Statement for Application Forms" link is highlighted in red.

## 6. Verify the legal name and Chinese name.

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

### Application for Graduation

Student Name : UTI Hijv Uvo Student ID : 56 [REDACTED]  
Graduation Term : Summer 2023 Graduation Date : 03-Oct-2023

#### Name Verification

The name listed below is how your name will appear on your Award Certificate which is extracted from the student records.

Name for Award Certificate : Uti Hijv Uvo (林 [REDACTED])

Select one of the boxes below:

Yes, I confirm the name is correct.  
 No, the name is incorrect.  
Please download and complete the [Name Amendment Form](#) and return it, together with a copy of supporting document i.e. HKID card, passport or Deed in Change of Name to ARRO within 10 calendar days.

## Application for Graduation- Demo

### 7. Submit the application.

#### Application for Graduation

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##### Summary of Application for Graduation

**Student Name** : UTI Hijv Uvo      **Student ID** : 56 [REDACTED]  
**Graduation Term** : Summer 2023      **Graduation Date** : 03-Oct-2023

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##### Curriculum Verification

**Level** : Bachelor's Degree  
**College** : Col. of Business (CB)  
**Home Academic Unit** : Department of Accountancy (AC)  
**Degree** : Bachelor of Business Administration (BBA1)  
**Major** : Accountancy (AC)

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**Name for Award Certificate** : Uti Hijv Uvo (林 [REDACTED])

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### 8. "Acknowledgement of Application for Graduation" will be shown for your information.

#### Application for Graduation

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##### Acknowledgment of Application for Graduation

Your application for graduation has been received on 29-Jun-2023 14:50:02. Details are as follows:

<b>Student Name</b>	: UTI Hijv Uvo	<b>Student ID</b>	: 56 [REDACTED]
<b>Graduation Term</b>	: Summer 2023	<b>Graduation Date</b>	: 03-Oct-2023
<b>Curriculum</b>			
<b>Level</b>	: Bachelor's Degree		
<b>College</b>	: Col. of Business (CB)		
<b>Home Academic Unit</b>	: Department of Accountancy (AC)		
<b>Degree</b>	: Bachelor of Business Administration (BBA1)		
<b>Major</b>	: Accountancy (AC)		
<b>Name for Award Certificate</b> : Uti Hijv Uvo (林 [REDACTED])			

The University will evaluate your academic record against your curriculum and determine whether you are eligible for graduation after the assessment results are released.

If you have fulfilled all graduation requirements of the academic curriculum indicated in your application, you will receive an email notification when the College/School Dean's decisions are available.

In case you cannot graduate according to the above academic curriculum that you confirmed during application for graduation in the expected graduation term, you are advised to contact your academic advisor for assistance and must submit another application in the appropriate semester/term of graduation. For details, please visit the website on application for graduation at <https://www.cityu.edu.hk/arro/content.asp?cid=345>

## Application for Graduation- Demo

9. Follow-up with curriculum amendment and name updating if the information is incorrect.
10. You will receive a confirmation email after successfully submitted the application. If you do not receive the confirmation email in 2 days, please contact our office by phone: 3442 2300 or via email: [as@cityu.edu.hk](mailto:as@cityu.edu.hk) within 1 week after you have submitted your application.

Dear UTI Hijv Uvo (56XX XXXX),

Your application for graduation has been received on 29-Jun-2023 14:50:02. Details are as follows:

<b>Student Name</b>	: UTI Hijv Uvo	<b>Student ID</b>	: 56 [REDACTED]
<b>Graduation Term</b>	: Summer 2023	<b>Graduation Date</b>	: 03-Oct-2023
<b>Curriculum</b>			
<b>Level</b>	: Bachelor's Degree		
<b>College</b>	: Col. of Business (CB)		
<b>Home Academic Unit</b>	: Department of Accountancy (AC)		
<b>Degree</b>	: Bachelor of Business Administration (BBA1)		
<b>Major</b>	: Accountancy (AC)		
<b>Name for Award Certificate</b>	: Uti Hijv Uvo (林 [REDACTED])		

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Academic Regulations and Records Office

29 June 2023

## Application for Graduation- Demo

11. After you have successfully applied for graduation, you can view your graduation curriculum information online by clicking “Graduation (For Bachelor's Degree Students Only)” again in AIMS.

Personal Information	<b>Student Record</b>	Course Registration	Student Services	Study Plan	Services for New Student
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### My Applications (for Undergraduate and Taught Postgraduate Programmes)

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<b>Graduation Term</b>	: Summer 2023	<b>Graduation Date</b>	: 03-Oct-2023
<b>Curriculum</b>			
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12. To protect the own privacy, remember to exit from “AIMS” and logout from “Portal” before leaving the computer terminal.