

**Academic Regulations and Records Office**

5/F Fong Yun-wah Building
City University of Hong Kong
Tat Chee Avenue, Kowloon, Hong Kong
Tel No : (852) 3442 2300
Fax No: (852) 3442 0270

Application for Change of Academic Curriculum and Graduation

(For students who have applied for graduation in current semester and would like to change their academic curriculum only)

Student's Particulars

Student Name: _____ Student No.: _____

Home Academic Unit: _____

Degree Code: _____ Home Major Code: _____

Second Major Code (if applicable): _____

Minor Code (if applicable): _____

Semester/Term applied for Graduation: Semester A/Semester B/Summer Term*, 20_/_.

Day-time Contact Phone No.: _____ Email Address: _____

I. Proposed Change of Academic Curriculum for Graduation

(Please tick the appropriate box(es) and specify the major/minor title in the space provided.)

- I would like to drop the 2nd Major in _____, offered by Department/School of _____.
- I would like to add the Minor in _____, offered by Department/School of _____.
- I would like to drop the Minor in _____, offered by Department/School of _____.

II. Application for Graduation (Subject to approval of the proposed change of academic curriculum stated above)

(Please tick the appropriate box(es) and specify the award title in the space provided.)

I would like to apply for graduation with the following curriculum upon successful change of my curriculum as requested above.

- Bachelor of _____
- Major in _____
- Minor in _____
- Others _____

III. Verification of Personal Particulars

I have checked/updated my personal particulars in AIMS and confirm that the records of legal name, Chinese name, contact address and telephone number are correct.

Student's Signature

Date

* Please delete where inappropriate

For Academic Unit's Use on approving Add of minor (Approval is NOT required for Drop of second major/minor)

Home Academic Unit's Decision Application Approved Application Rejected

Endorsed by Major Programme Leader

Date

Minor Offering Unit's Decision Application Approved Application Rejected

Endorsed by Minor Programme Leader

Date

*Please check the box as appropriate.

(for ARRO Use)

Received and sent to respective ARRO staff by _____ Date: _____

Sent to respective Academic Unit by _____ Date: _____

Received from Academic Unit and updated student's record by _____ Date: _____

Notes to Applicant:

- Students who have submitted an application for graduation via AIMS previously but cannot graduate with the applied academic curriculum in this semester/term are advised to contact their academic advisor for assistance. Under such circumstance, a student may continue to study and defer graduation to a future semester; and must submit another application via AIMS in the appropriate semester/term of graduation.
- In case a student would like to change the academic curriculum in order to keep his/her graduation term, **provided the degree and home major requirements are met**; he/she is required to complete and submit this application form to the Academic Regulations and Records Office (ARRO) before the deadline specified below:
 - for Semester A 2022/23 11 January 2023
 - for Semester B 2022/23 4 May 2023
 - for Summer Term 2023 19 September 2023
 Late application will **NOT** be accepted.
- Upon approval of the changes of academic curriculum specified in this application, the University will update students' academic curriculum and audit their academic record to determine whether they are eligible for graduation or not.
- This form is NOT applicable for students who did not submit an application for graduation via AIMS in current semester/term.**
- Please submit the completed form by email (as@cityu.edu.hk) or in person to the ARRO Service Centre. Enquiries can be made to ARRO via [online enquiry form](https://www.cityu.edu.hk/arro/enquiry.asp) (<https://www.cityu.edu.hk/arro/enquiry.asp>) or telephone at (852)3442 2300.
- Personal Information Collection Statement**
 - The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the University unable to process the application.
 - The information provided may be disclosed/transferred to relevant academic units/ administrative offices within the University for consideration and/or necessary actions.
 - For non-local students, changes in student record may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
 - After the application has been processed, relevant data will be transferred to the student record system of the University.
 - After submission of this form, requests for access to and/or correction of the personal data should be made to the [Academic Regulations and Records Office](#).
 - The Privacy Policy Statement of the University can be accessed at <https://www.cityu.edu.hk/cityu/geninfo/privacy.htm>. For other issues regarding personal data privacy, please contact the Office of the Vice-President (Administration) or send email to the Data Protection Officer at data.protection@cityu.edu.hk.

Graduation and College/School Commencement

- Students who have fulfilled all graduation requirements with the applied academic curriculum will receive an email notification after the announcement of College/School Dean's decisions.
- A College/School Commencement will be arranged. Please visit the Commencement website for additional details in April.