

Steps for Online Pre-enrolment



AIMS

1. To perform online pre-enrolment, please go to <http://go.cityu.edu.hk/acteid>

Pre-enrolment

Welcome to CityU. Before coming to CityU to enrol as a student of the University, you need to complete the following steps:

- 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
- Step 7:** Complete the General Health Questionnaire

2. Students under 18 have to download the Parental Consent Form to be signed by their parents/guardian, and submit it when coming to CityU in person for new student enrolment.

ATTENTION

Students under 18 have to download the [Parental Consent Form](#) to be signed by their parents/guardian, and submit it in person for new student enrolment.

Continue

3. Click "Continue"

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Release: 8.1



AIMS

Pre-enrolment (Step 1: Activate EID)

Electronic ID (EID)

- A unique EID is assigned to you for access to all the [IT facilities and services](#) in the University.
- Once you have set your password for your EID, you can login to your University email account, the [CityU Portal](#) and other network facilities.
- Please enter your Student No. as given in the Enrolment Notification email/letter: (i.e. an 8-digit number)

Continue

4. Enter your student number as given in the Enrolment Notification email/letter and then click "Continue".



AIMS

Pre-enrolment (Step 1: Activate EID)

I undertake to observe the [Policy on the Use of IT Services and Facilities](#).

I accept

6. Click "I accept" to continue.

5. Click here to view the Policy on the Use of IT Services and Facilities.



AIMS

7. Fill in your HKID number (if any), programme code, and date of birth for system verification.

Pre-enrolment (Step 1: Activate EID)

Student No.:

HKID Card Number: ()

(leave the HKID blank if you do not have a HKID card)

Programme Code: (as given in the **Enrolment Notification** email/letter)

Date of Birth: (dd/mm/yyyy)

Continue **Clear** **Back**

8. Click "Continue".

Pre-enrolment (Step 1: Activate EID)

Student Name:
Student No.:
Programme Code: BDCA
Major Code: U

9. Enter a password created by you. You may refer to this link for guidelines on setting password.

Create a password of 8 - 16 characters ([Guidelines on Setting and Using Computer Account Password](#)) containing alpha and numeric characters (at least 1 uppercase letter and 1 lowercase letter and 1 digit). **Note that your password is case-sensitive (e.g. "acbbbA23" is not equal to "ACBBBa23").**

New Password:
Verify Password:

Please fill in your **Security Question and Answer** below. If you ever forget your password, you can reset it yourself by supplying this information, without calling for assistance.

Question: OR [At least 5 characters]

Answer: [At least 5 characters]

11. Click "Continue".

10. You have to fill in "Security Question and Answer" for the use of resetting password in future.

Pre-enrolment (Step 1: Activate EID)

Your EID has been activated.

Please note down your EID:

Your Email address is @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

13. Click “Continue” to proceed to Step 2 “Read and Accept the Declaration upon Enrolment”.

12. If the information you provided and your password is valid, you will be given an EID and email account.

Please write down your EID and password for logging in your email and CityU Portal account.



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Pre-enrolment (Step 2: Read and Accept the Declaration upon Enrolment)

Student Name:
Student No.:
CityU Programme Code:
Major Code:

Please read the Declaration below and click "I ACCEPT" to proceed.

**City University of Hong Kong
Declaration for Research Degree and Professional Doctorate Students
upon Enrolment**

1. I undertake to observe all the rules and regulations for [Research Degree](http://www.sgs.cityu.edu.hk/student/RPg/regulation) (<http://www.sgs.cityu.edu.hk/student/RPg/regulation>) and [Professional Doctorate](http://www.sgs.cityu.edu.hk/student/PD/regulation) (<http://www.sgs.cityu.edu.hk/student/PD/regulation>) students which are made and may be amended from time to time by City University of Hong Kong (the "University").
2. I confirm that the information provided in my application for admission to the University was complete and correct at the time of submission. I understand that false and misleading information may result in my enrolment being withdrawn. I may be subject to disciplinary action. I also understand that if I fail to supply the required documentation for verification by the date specified by the University, my admission offer and my enrolment in the programme will be withdrawn and the acceptance fees I have paid will not be refunded.
3. I note that the Student Identity Card issued by the University entitles me to the appropriate use of University facilities for the duration of my study and I undertake to observe the ["Rules on Student Identity Card"](http://www.sgs.cityu.edu.hk/edu) (<http://www.sgs.cityu.edu.hk/edu>).

Clause 9 below applies to non-local students only

10. I understand that the University requires me (as a non-local student) be covered by suitable and adequate insurance that should cover travel, personal accidents, medical expenses (accident and non-accident), hospitalisation, medical/emergency evacuation, and repatriation throughout the entire period of my study. I also understand that I will be financially responsible for the relevant expenses if I decide to obtain such insurance and, in case where such insurance is not in place or fails to take effect, I will be personally liable for all the relevant losses.

Clause 10 below applies to local students only

11. I note that the University strongly advises me to obtain suitable and adequate insurance covering travel, personal accidents, medical expenses (accident and non-accident), hospitalisation and medical/emergency evacuation throughout the entire period of my study and I have carefully considered the University's advice.
12. I release and discharge the University from, indemnify the University against, and waive any and all claims, damages, losses, liability or expenses of whatever kind or nature which I may suffer or incur in connection with or resulting from directly or indirectly my study in the University. I further agree and undertake to indemnify and hold harmless the University and its staff/representatives from any and all claims, damages, losses, liability or expenses of whatsoever kind of nature that are incurred by me.
13. I understand that the intellectual property rights of all course contents, including the downloadable (or otherwise) materials and video recordings, belong to the respective copyright owners. Sharing of these materials to others without the explicit and prior permission from the owner is considered illegal and strictly prohibited. I shall observe and abide by the [University Policy on Intellectual Property](#).

I ACCEPT Print this page

14. Click "I ACCEPT" to continue. Students can print this page for record.



AIMS

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

15. Click "Continue" to proceed to Step 3 for updating personal data for communication.



AIMS

Personal Data For Communication

Name:

Electronic ID

(Your unique identification in CityU for accessing IT services such as Portal, AIMS)

snew

Email

(The University sends official email to staff and students to their CityU email address ONLY)

Type	Address	Alias
Student CityU email address	@cityu.edu.hk	
Personal email address <i>(Optional)</i>	Edit	

Contact Address

[Edit](#)

Please input x

Address

City

Hong Kong

16. Fill in your contact address and telephone number.

(Last Updated Date: 08-JUN-2021)

Contact Telephone

Please input x

Primary Contact Phone

Telephone No.

[Edit](#)

Secondary Contact Phone *(Optional)*

Telephone No.

[Edit](#)

Parent/Guardian Information Edit	
<i>(This is mandatory for students under the age of 18.)</i>	
<input type="text" value="Please input"/>	Last Name
	First Name
	Middle Name
	Telephone No.
	Email Address <i>(Optional)</i>

17. You have to fill in the Parent/Guardian Information if you are under 18.

Student International Address Edit	
<i>(This is mandatory for non-local students.)</i>	
<input type="text" value="Please input"/>	Address
	City
	Zip / Postal Code
	Country/Territory

18. You have to fill in the International Address if you are a non-local student.

Emergency Contact (Primary) Edit	
<input type="text" value="Please input"/>	Last Name
	First Name
	Middle Name
	Relationship
	Telephone No.
	Email Address <i>(Optional)</i>

19. All students are required to fill in the primary Emergency Contact. For the secondary Emergency Contact, it is optional.

Student International Address Edit	
<i>(This is mandatory for non-local students.)</i>	
Address	
City	
Zip / Postal Code	
Country/Territory	

banwebdev.cityu.edu.hk:7065 says
Primary Contact Phone is mandatory.

OK

Emergency Contact (Primary) Edit	
Last Name	
First Name	
Middle Name	
Relationship	
Telephone No.	
Email Address <i>(Optional)</i>	

Please input x

Emergency Contact (Secondary) <i>(Optional)</i> Edit	
Last Name	
First Name	
Middle Name	
Relationship	
Telephone No.	
Email Address <i>(Optional)</i>	

20. A warning message will be shown if you fail to fill in the required field(s).

Save

Please verify the information you have just updated, and if correct, click [Confirm] button.

Contact Telephone	
Primary Contact Phone Dialling Code - Area Code - Telephone No.	

Parent/Guardian Information <i>(This is mandatory for students under the age of 18.)</i>	
Last Name	
First Name	
Middle Name	
Dialling Code - Area Code - Telephone No.	
Email Address	

Student International Address <i>(This is mandatory for non-local students.)</i>	
Address	
City	
Zip / Postal Code	
Country/Territory	

21. Verify the data and modify it if necessary.

Emergency Contact (Primary)	
Last Name	
First Name	
Middle Name	
Relationship	
Dialling Code - Area Code - Telephone No.	
Email Address	

Confirm **Modify**

AIMS

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

Name:

22. The “successfully done” message appears after the confirmation button has been clicked.

Successfully done.

Contact Telephone

Primary Contact Phone

Record saved successfully

Parent/Guardian Information

(This is mandatory for students under the age of 18.)

Record saved successfully

Student International Address

(This is mandatory for non-local students.)

Record saved successfully

Emergency Contact (Primary)

Record saved successfully

Continue

23. Click “Continue”.

Pre-enrolment (Step 4: Indicate your Choice in the Use of Personal Data in Direct Marketing)

For students, alumni and/or employees of CityU

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:

- Programmes, courses, seminars and lectures, events and activities organised, co-organised, sponsored or otherwise publicised by the University;
- Publications, production and printing services offered by the University;
- Health services, sports facilities, retirement schemes (including ORSO and MPF)* and other University services;
- Affiliated cards jointly issued by the University and other organisations (e.g. banks);
- Support, donations and contributions to the University (e.g. monetary donations, affinity cards, etc.); and
- University souvenir items and goods and services by sponsors of University (e.g. sponsored advertisements in publications).

**Applicable to the relevant data subjects only.*

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 the University's Administrative Information Management System (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](#).

Continue

24. Indicate your intention to the use of your personal data for direct marketing by clicking the radio button.

25. If you are a non-local student, you have to indicate your option whether to enrol in the insurance plan arranged by the University.

Pre-enrolment (Step 5: Complete the Declaration on Insurance Agreement)

Insurance Agreement for 2023-24 Academic Year

**This insurance enrolment is valid for 2023-24 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. Proratable 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 Engagement Office (GEO) at 3442 8089 or geoins@cityu.edu.hk.

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 understand and accept that it is my responsibility to obtain and maintain valid insurance as required. I understand and accept that it is my responsibility to obtain and maintain valid insurance as required.
- I do not agree to enrol** in the insurance plan for non-local students arranged by City University of Hong Kong. I understand and accept that it is my responsibility to obtain and maintain valid insurance as required.

27. Please contact the Global Engagement Office if you encounter problems in completing this page.

By making this Declaration on Insurance Agreement, I confirm that I understand and accept all the terms and conditions of the insurance plan. I also undertake that I shall obtain and maintain a valid insurance policy that will include but not limited to travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation / repatriation throughout the entire period of my studies in Hong Kong. I declare that the University and its staff are not liable for any loss, damage or injury, cost of medical expenses or other expenses arising from any arrangement.

Continue

28. Click "Continue".

26. Remember to acknowledge the **Declaration on Insurance Agreement** no matter or not you choose to enrol in the CityU-contracted insurance.

Pre-enrolment

Student Name:
Student No.:
CityU Programme Code:
Major Code:

Your EID will be activated in about 30 minutes. To complete the pre-enrolment process, please submit your photo by following the guidelines below.

Submit Photo for Production of Student ID Card

After your EID is activated, please log in to [AIMS](#) with your EID and submit your photo at the "Services for New Student" section. New students must complete photo submission in AIMS before in-person enrolment.

For photo requirements and procedures, please refer to the websites below.

- [Photo Requirements](#)
- [Procedures of Photo Upload](#)

Health Questionnaire

Please click [here](#) to fill out a General Health Questionnaire.

29. After your EID is activated, please log in to AIMS with your EID and submit your photo at the "Services for New Student" section. New students must complete photo submission in AIMS **BEFORE** in-person enrolment.

30. The Student Development Services is gathering information on students' general health situation for enhancement of our counselling service

REMINDER

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 have not done so.

Close Window

31. Students under 18 are reminded again to download the Parental Consent Form.