

# DEMO

## Application for Graduation

### 1. Login "AIMS"

User Login

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

User ID: 52

PIN:

Login Forgot PIN?

CityU Home

[ Personal Information Collection Statement | Copyright | Disclaimer ]  
© Copyright 1999-2012 City University of Hong Kong. All Rights Reserved.  
Release: 8.5

### 2. Select "My Applications" under "Student Record"

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

## Student Record

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 (for Undergraduate Programmes)
- 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)

### 3. Select "Graduation"

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

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

- Academic Transcripts
- Credit Transfer
- Course Exemption
- Leave of Absence
- Withdrawal from Studies
- Graduation

[ Personal Information Collection Statement | Copyright | Disclaimer ]  
© Copyright 1999-2012 City University of Hong Kong. All Rights Reserved.  
Release: 8.5

4. Read the “Application Guidelines and Procedures” and “Personal Information Collection Statement” before applying.
5. Confirm the curriculum information.

Application for Graduation

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

Student Name : LO [redacted] Student ID : 54[redacted]  
 Graduation Term : Semester B 2017/18 Graduation Date : 16-Jul-2018

**Curriculum Verification**

Level : Bachelor's Degree  
 College : Col. of Liberal Arts & Soc Sci (CH)  
 Home Academic Unit : Department of Public Policy (POL)  
 Degree : Bachelor of Social Sciences (BSS1)  
 Major : Public Policy and Politics (PP) in Political Science

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

The University will evaluate your academic record against the above curriculum to determine whether you are eligible for graduation in the specified semester/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)

Application for Graduation

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

Student Name : LO [redacted] Student ID : 5[redacted]  
 Graduation Term : Semester B 2017/18 Graduation Date : 16-Jul-2018

**Curriculum Verification**

Level : Bachelor's Degree  
 College : Col. of Liberal Arts & Soc Sci (CH)  
 Home Academic Unit : Department of Public Policy (POL)  
 Degree : Bachelor of Social Sciences (BSS1)  
 Major : Public Policy and Politics (PP) in Political Science

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

The University will evaluate your academic record against the above curriculum to determine whether you are eligible for graduation in the specified semester/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)

6. Verify the legal name and Chinese name.

The screenshot shows the 'Application for Graduation' page with a navigation bar at the top containing 'Personal Information', 'Leave & Pay', 'My Courses', 'Staff Services', 'Univ Info', 'Student Admin', and 'PBPR / Per'. The main heading is 'Application for Graduation'. Below it, the student's details are displayed: 'Student Name : LO [redacted]', 'Student ID : 5[redacted]', 'Graduation Term : Semester B 2017/18', and 'Graduation Date : 16-Jul-2018'. A section titled 'Name Verification' is highlighted with a dashed purple oval. It contains the text: 'The name listed below is how your name will appear on your Award Certificate which is extracted from the student records.' Below this, the 'Name for Award Certificate' is shown as 'Lo [redacted] (姓: [redacted])'. There are two radio button options: 'Yes, I confirm the name is correct.' (which is selected) and 'No, the name is incorrect.' Below the second option is a note: '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.' At the bottom of this section are 'Continue' and 'Back' buttons.

7. Submit the application.

The screenshot shows the 'Application for Graduation' page with a navigation bar at the top containing 'Personal Information', 'Leave & Pay', 'My Courses', 'Staff Services', 'Univ Info', and 'Student Adm'. The main heading is 'Application for Graduation'. A section titled 'Summary of Application for Graduation' is highlighted with a dashed purple box. It contains the student's details: 'Student Name : LO [redacted]', 'Student ID : 5[redacted]', 'Graduation Term : Semester B 2017/18', and 'Graduation Date : 16-Jul-2018'. Below this is a section titled 'Curriculum Verification' with the following details: 'Level : Bachelor's Degree', 'College : Col. of Liberal Arts & Soc Sci (CH)', 'Home Academic Unit : Department of Public Policy (POL)', 'Degree : Bachelor of Social Sciences (BSS1)', and 'Major : Public Policy and Politics (PP) in Political Science'. Below the curriculum verification is the 'Name for Award Certificate' field, showing 'Lo [redacted] (姓: [redacted])'. At the bottom of the page, the 'Submit' button is circled in red, and a red arrow points to it from the right.

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

## Application for Graduation

### Acknowledgment of Application for Graduation

Your application (via ARRO) for graduation has been received on 13-Mar-2018 11:57:02. Details are as follows:

<b>Student Name</b>	: LO [REDACTED]	<b>Student ID</b>	: 5- [REDACTED]
<b>Graduation Term</b>	: Semester B 2017/18	<b>Graduation Date</b>	: 16-Jul-2018

#### Curriculum

<b>Level</b>	: Bachelor's Degree
<b>College</b>	: Col. of Liberal Arts & Soc Sci (CH)
<b>Home Academic Unit</b>	: Department of Public Policy (POL)
<b>Degree</b>	: Bachelor of Social Sciences (BSS1)
<b>Major</b>	: Public Policy and Politics (PP) in Political Science

**Name for Award Certificate** : Lo [REDACTED] ( [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 Examination Board's decisions are available.

Graduates of an academic year will be invited to attend the annual Congregation which will be held in November of that specific year. Please visit the Congregation website for additional details closer to the ceremony.

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 <http://www6.cityu.edu.hk/arro/content.asp?cid=345>

Another Student

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 IPI Hlbn Zjo (5216xxxx),

Your application for graduation has been received on 08-Oct-2012 17:38:20. Details are as follows:

<b>Student Name</b>	: IPI Hlbn Zjo	<b>Student ID</b>	: 5216xxxx
<b>Graduation Term</b>	: Semester A 2012/13	<b>Graduation Date</b>	: 15-Feb-2013

---

### Curriculum

---

<b>Level</b>	: Bachelor's Degree
<b>College</b>	: Col. of Business (CB)
<b>Home Academic Unit</b>	: Department of Information Systems (IS)
<b>Degree</b>	: Bachelor of Business Administration (Honours) (BBA)
<b>Major</b>	: Marketing Information Management (MIM)

---

**Name for Award Certificate** : IPI Hlbn Zjo (李 [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 Examination Board's decisions are available.

Graduates of an academic year will be invited to attend the annual Congregation which will be held in November of that specific year. Please visit the Congregation website for additional details closer to the ceremony.

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 <http://www6.cityu.edu.hk/arro/content.asp?cid=345>

Academic Regulations and Records Office  
3 June 2014

11. After you have successfully applied for graduation, you can view your graduation curriculum information online by clicking “Graduation” again in AIMS.

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

---

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

- Academic Transcripts
- Credit Transfer
- Course Exemption
- Leave of Absence
- Withdrawal from Studies
- **Graduation**

[ Personal Information Collection Statement | Copyright | Disclaimer ]  
 © Copyright 1999-2012 City University of Hong Kong. All Rights Reserved. AIMS :  
Email:

Release: 8.5

★ + ☰ Blackboard Learn Application for Gr... x

### Application for Graduation

**Acknowledgment of Application for Graduation**

Your application for graduation has been received on 08-Oct-2012 17:25:49.  
 Details are as follows:

<b>Student Name</b>	: IPI Hlbn Zjo	<b>Student ID</b>	: 5216
<b>Graduation Term</b>	: Semester A 2012/13	<b>Graduation Date</b>	: 15-Feb-2013
<b>Curriculum</b>			
<b>Level</b>	: Bachelor's Degree		
<b>College</b>	: Col. of Business (CB)		
<b>Home Academic Unit</b>	: Department of Information Systems (IS)		
<b>Degree</b>	: Bachelor of Business Administration (Honours) (BBA)		
<b>Major</b>	: Marketing Information Management (MIM)		
<b>Name for Award Certificate</b>	: Ipi Hlbn Zjo (李)		

12. To protect the own privacy, remember to exit from “AIMS” and logout from “Portal” before leaving the computer terminal.