



香港城市大學
City University of Hong Kong

Demonstration on Pre-enrolment

Pre-enrolment

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

Step 7: Complete the General Health Questionnaire

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

New students need to complete the pre-enrolment process at [Pre-enrolment Webpage](#) before in-person enrolment.

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

Enter your student number and click “Continue”.

Pre-enrolment (Step 1: Activate EID)

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

I accept

Pre-enrolment (Step 1: Activate EID)

Student No.: 56

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](#)

Pre-enrolment (Step 1: Activate EID)

Student Name: SGS, Nonlocal Tester One

Student No.: 56 XXXXXXXXXX

Programme Code: MACH

Major Code: CHN

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]

Please setup the "Security Question and Answer" for resetting your password in the future.

Pre-enrolment (Step 1: Activate EID)

Your EID has been activated.

Please note down your EID: **ntosgs2**

Your Email address is **sgsnonlocaltester1@cityu.edx.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](#)

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

Student Name: SEMA, Sgs
Student No.: 58 [REDACTED]
CityU Programme Code: MACH
Major Code: CHN1 (Chinese (CEP))

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

**City University of Hong Kong
 Declaration upon Enrolment
 for Taught Postgraduate Students**

- I undertake to observe all the relevant [rules, regulations, guidelines and policies](http://www.sgs.cityu.edu.hk/student/TPg/regulation) (<http://www.sgs.cityu.edu.hk/student/TPg/regulation>) for students which are made and may be amended from time to time by City University of Hong Kong (the "University").
- 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.
- I understand that the personal data provided in my application for admission to the University, together with all subsequent data such as Hong Kong Identity Card number and record of my study at the University, will form a permanent student record of the University. Such personal data will be used for all official documents and correspondences with me. I also understand that the University has a set of "Personal Data (Privacy) Issues Code of Practice" published in the University's website which complies with the data protection principles of the Personal Data (Privacy) Ordinance regarding the use and disclosure of my personal data.
- Without limiting the scope of the "Code of Practice on Personal Data (Privacy) Issues", I acknowledge that I have read and understood the [Personal Information Collection Statement](https://banweb.cityu.edu.hk/cityu/pics.htm) ("PICS" - <https://banweb.cityu.edu.hk/cityu/pics.htm>) below and agree to the treatment of my personal data in accordance with the PICS. I understand and agree to the transfer of my personal data outside Hong Kong in accordance with the PICS. I acknowledge and agree that some jurisdiction(s) where my personal data may be transferred to may not have in place data protection laws which are substantially similar to, or serve the same purposes as, the applicable privacy laws of Hong Kong. I agree that this means that my personal data may not be protected to the same or similar level as that in Hong Kong.

**City University of Hong Kong (the "University")
 Personal Information Collection Statement ("PICS") - Students***

* This PICS is applicable to alumni as the case may be.

Collection and Use of Personal Information

- You will be required to provide personal data to the University at the time of your admission, during the course of your study and/or after leaving the University. Failure to supply the University with such data may result in the University being unable to carry out some of its education and training administration functions including without limitation, items set out in paragraph 2(a).
- I understand and note that the [European Union General Data Protection Regulation \(GDPR\) Privacy Notice](https://banweb.cityu.edu.hk/cityu/GDPRPrivacyNotice.pdf) (<https://banweb.cityu.edu.hk/cityu/GDPRPrivacyNotice.pdf>) of the University is available and applies to me, where applicable.

**City University of Hong Kong
 European Union General Data Protection Regulation ("GDPR")
 Privacy Notice**

(supplement to the Personal Information Collection Statements for Programme Applicants and Students, where applicable)

The City University of Hong Kong ("University") takes the privacy and protection of your personal data seriously and is committed to processing your personal data in accordance with its responsibilities under the General Data Protection Regulation (Regulation EU 2016/679, the "GDPR") of the European Union.

- Clause 10 applies to non-local students only.
I understand that the University requires me (as a non-local student) to 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 11 applies to local students only.
I note that the University strongly advises me to obtain suitable and adequate insurance covering travel, personal accidents, medical expenses (accident and non-accident), hospitalization and medical/emergency evacuation throughout the entire period of my study and I have carefully considered the University's advice.
- I understand that studying in the University inevitably carries risks and dangers; and I agree to assume all risks and responsibilities for my health, safety, and personal belongings while studying in the University.
- I consent that the University may contact the emergency contact person named on my record and release my information at the University to that person under emergency situations as determined by the University.
- Clause 14 applies to students enrolled in UGC-funded programmes/places.
I understand that the University does not allow students to enrol simultaneously in an additional CityU programme or a government-funded programme/place without the prior permission of the University. I declare that I am not simultaneously enrolled in such a programme/place. I give my consent that my personal data in the University's student records system can be used for exchange amongst the local publicly-funded institutions for checks on multiple enrolments.
- 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 or nature that are incurred by me.

I ACCEPT [Print this page](#)

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

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](#)

Please click "Continue" to proceed to next step for updating personal data for communication.



AIMS

Personal Data For Communication

Name: SGS Nonlocal Tester One

Electronic ID <i>(Your unique identification in CityU for accessing IT services such as Portal, AIMS)</i>
ntosgs2

Email <i>(The University sends official email to staff and students to their CityU email address ONLY)</i>		
Type	Address	Alias
Student CityU email address	sgsnonlocaltester1@cityu.edx.hk	
Personal email address <i>(Optional)</i>	Edit	

Contact Address Edit	
Address	Please input x
City	
Zip / Postal Code	
Country/Territory	

Contact Telephone	
Primary Contact Phone	Please input x Edit
Telephone No.	
Secondary Contact Phone <i>(Optional)</i>	Edit
Telephone No.	
SMS/Mobile Phone Number <i>(Optional)</i>	Edit
Telephone No.	
Personal Contact Fax <i>(Optional)</i>	Edit
Telephone No.	

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

Mandatory for non-local students

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

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

Save

Mandatory fields include “Contact Address”, “Primary Contact Phone” and “Emergency Contact (Primary)”. For non-local students, please also provide your “International Address”.

Personal Data For Communication

Name: *SGS Nonlocal Tester One*

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

Contact Address	
Address	Test
	Test
	Test
	Hong Kong

Contact Telephone	
Primary Contact Phone Telephone No.	23456789

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

Emergency Contact (Primary)	
Last Name	Test
First Name	Test
Middle Name	
Relationship	Friend
Telephone No.	23456789
Email Address	

[Confirm](#) [Modify](#)

Personal Data For Communication

Name: *SGS Nonlocal Tester One*

Successfully done.

Contact Address	
Record saved successfully	

Contact Telephone	
Primary Contact Phone	Record saved successfully

Student International Address <i>(This is mandatory for non-local students.)</i>	
Record saved successfully	

Emergency Contact (Primary)	
Record saved successfully	

[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:

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

Please indicate your intention to the Use of Personal Data in Direct Marketing and click "Continue".

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.	
<input checked="" type="radio"/>	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.
<input type="radio"/>	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.

<input checked="" type="checkbox"/>	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”.

Step 6: Submit Your Photo for Production of Student ID Card

Pre-enrolment

Student Name: SEMA, Sgs

Student No.: 58 [REDACTED]

CityU Programme Code: MACH

Major Code: CHN1 (Chinese (CEP))

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 Your 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 Students**" 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](#)

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