Confirmation of Attendance for Congregation & College/School Graduation Ceremony

Ways to access the “Confirmation of Congregation Attendance” function:

1. Through the Congregation website* → Get Tickets, press the red button for gaining direct access to the function after logging in AIMS.

   ![Click HERE to Confirm Your Attendance](image)

   * Congregation Website:  [https://congregation.cityu.edu.hk/get-ticket](https://congregation.cityu.edu.hk/get-ticket)

2. Go to AIMS → Student Services → Confirmation of Congregation Attendance

   ![Student Services](image)

   Or AIMS → Alumni Services → Confirmation of Congregation Attendance

   ![Alumni Services](image)
Steps to confirm your attendance:

1. The following screen will display after selecting the “Confirmation of Congregation Attendance” function. Press “Continue” to proceed.

   Confirmation of Congregation Attendance
   Please confirm your attendance for the two ceremonies by 20 Oct 2018:
   • University-wide Congregation (Venue: Hong Kong Convention and Exhibition Centre, Wan Chai) and
   • On-campus College/School Graduation Ceremony (Venue: Wong Cheung Lo Hui Yuet Hall, City University of Hong Kong)

   Continue

2. Indicate your choice for both ceremonies ("Yes" for attending; "No" for not attending). Then press “Continue”.

   Confirmation of Congregation Attendance
   Name: AHMT Piqra Aaw Student ID: 
   Programme: Bachelor of Business Administration
   Home Major: Accountancy (Professional Accounting Stream)

   University-wide Congregation Details
   Each attending graduate will be entitled to two guest tickets.
   Session No. : 1
   Date & Time: 24-Nov-2018 11:00 am
   Venue: Hall 5BC, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong
   Will you be attending the University-wide Congregation? [ ] Yes [ ] No
   Do you/your guest(s) have any special needs due to disability? [ ] Nil
   [ ] Yes, please specify the person with special needs and your requirements below:

   College/School Graduation Ceremony Details
   Each attending graduate will be entitled to two guest tickets.
   Session No. : CB03
   Date & Time: 05-Dec-2018 12:00 pm
   Venue: Wong Cheung Lo Hui Yuet Hall, S/F, Lau Ming Wai Academic Building, City University of Hong Kong
   Will you be attending the College/School Graduation Ceremony? [ ] Yes [ ] No
   Do you/your guest(s) have any special needs due to disability? [ ] Nil
   [ ] Yes, please specify the person with special needs and your requirements below:
Note: If you will be attending the ceremonies, you can specify if you/your guest(s) have any special needs (due to disability) before pressing the “Continue” button.

3. Check the information entered. Then press “Confirm” if the information is correct. Press “Back” if you need to make any changes.

4. Once the “Confirm” button is pressed, a popup message will then display. Press “OK” to proceed. If not sure, click “Cancel”.
5. After replying the popup message, the following acknowledgement page will display.

**Example 1 – For graduates attending both ceremonies**

<table>
<thead>
<tr>
<th>Name</th>
<th>AHNT Piara Aaw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td></td>
</tr>
<tr>
<td>Programme</td>
<td>Bachelor of Business Administration</td>
</tr>
<tr>
<td>Home Major</td>
<td>Accountancy (Professional Accounting Stream)</td>
</tr>
</tbody>
</table>

**University-wide Congregation Details**

<table>
<thead>
<tr>
<th>Session No</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Time</td>
<td>24-Nov-2018, 11:00 am</td>
</tr>
<tr>
<td>Venue</td>
<td>Hall 1, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wan chai, Hong Kong</td>
</tr>
</tbody>
</table>

You have indicated on 20-Sep-2018 that you will be attending the University-wide Congregation.
Do you/your guest(s) have any special needs due to disability?
My mother is wheelchair bound.

**College/School Graduation Ceremony Details**

<table>
<thead>
<tr>
<th>Session No</th>
<th>1C03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Time</td>
<td>06-Dec-2018, 12:00 pm</td>
</tr>
<tr>
<td>Venue</td>
<td>Wun Cheung Lo Hui Yuet Hall, 5/F, Lau Ming Wai Academic Building, City University of Hong Kong</td>
</tr>
</tbody>
</table>

You have indicated on 20-Sep-2018 that you will be attending the College/School Graduation Ceremony.
Do you/your guest(s) have any special needs due to disability?
My mother is wheelchair bound.

**Notes:**

1. The tickets for the two ceremonies will be mailed separately to attending graduates from early November. Please check if your contact details shown below are correct. If you need to update them, please do so by **20 Oct 2018**.
2. Attending graduates can visit this function again to check your allocated seat range (for University-wide Congregation) / seat (for College/School Graduation Ceremony) around **7 days before** the date of the respective ceremonies.

**Address:**

Gmbu G, 31/F, Compdi 2
xjho obj efofus
Fanling
N.T.

**Phone:**

You can update your contact details under “AIMS > Personal Information” now by clicking “Personal Data for Communication”.

Please check your contact details. **Make sure your contact address is correct for receiving the admission tickets by mail.** Click “Personal Data for Communication” if you need to update your contact details in AIMS.
Example 2 – For graduates not attending both ceremonies

<table>
<thead>
<tr>
<th>Confirmation of Congregation Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Programme</strong></td>
</tr>
<tr>
<td><strong>Home Major</strong></td>
</tr>
</tbody>
</table>

**University-wide Congregation Details**
Each attending graduate will be entitled to two guest tickets.

<table>
<thead>
<tr>
<th>Session No.</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date &amp; Time</strong>:</td>
<td>24-Nov-2016 02:00 pm</td>
</tr>
<tr>
<td><strong>Venue</strong>:</td>
<td>Hall 302, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong</td>
</tr>
<tr>
<td>You have indicated on 20-Sep-2018 02:36 pm that you WILL NOT BE attending the University-wide Congregation.</td>
<td></td>
</tr>
</tbody>
</table>

**College/School Graduation Ceremony Details**
Each attending graduate will be entitled to two guest tickets.

<table>
<thead>
<tr>
<th>Session No.</th>
<th>CS503</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date &amp; Time</strong>:</td>
<td>03-Dec-2018 02:30 pm</td>
</tr>
<tr>
<td><strong>Venue</strong>:</td>
<td>Wong Cheung Le Hui Yuet Hall, 5/F, Lau Ming Wai Academic Building, City University of Hong Kong</td>
</tr>
<tr>
<td>You have indicated on 20-Sep-2018 02:38 pm that you WILL NOT BE attending the College/School Graduation Ceremony.</td>
<td></td>
</tr>
</tbody>
</table>

Last updated on 20 September 2018