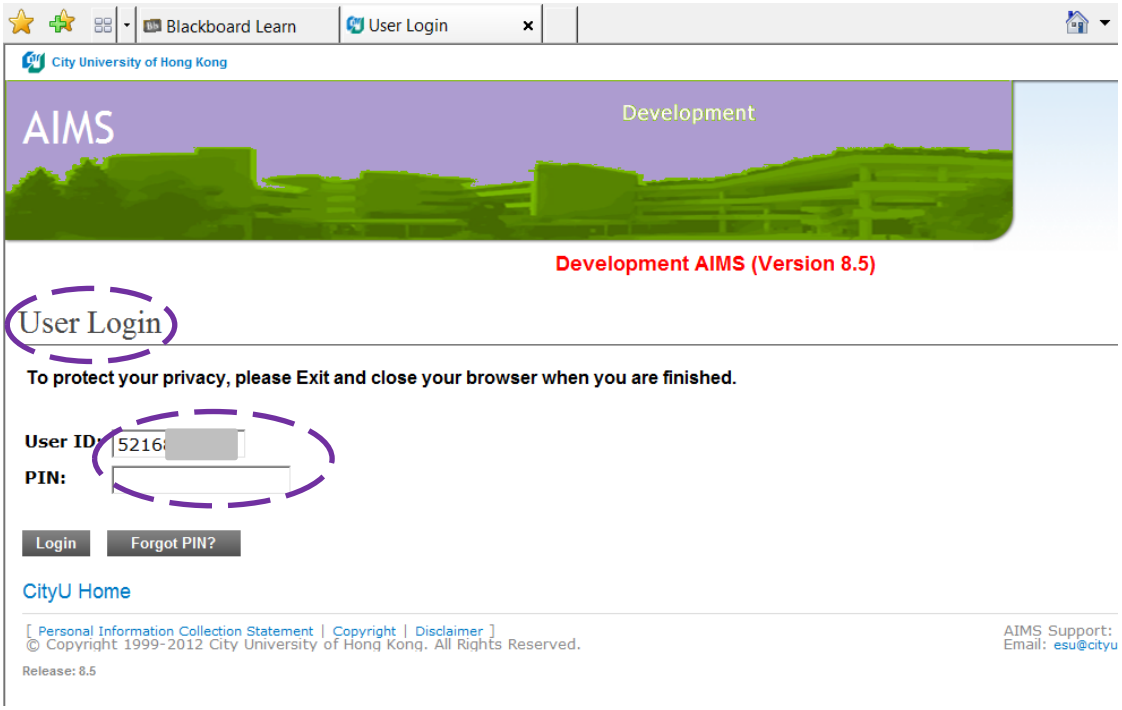
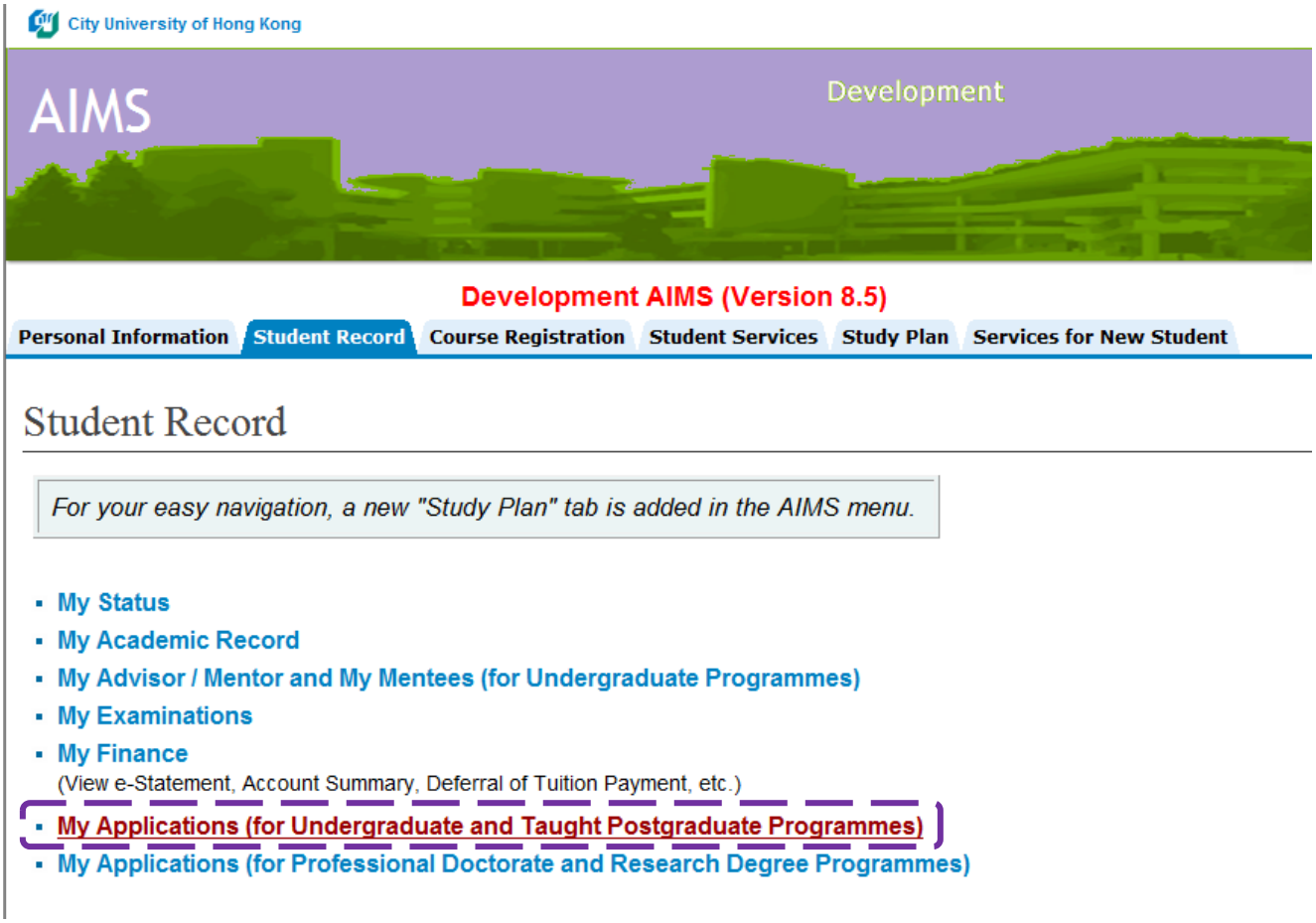
DEMO

Application for Graduation

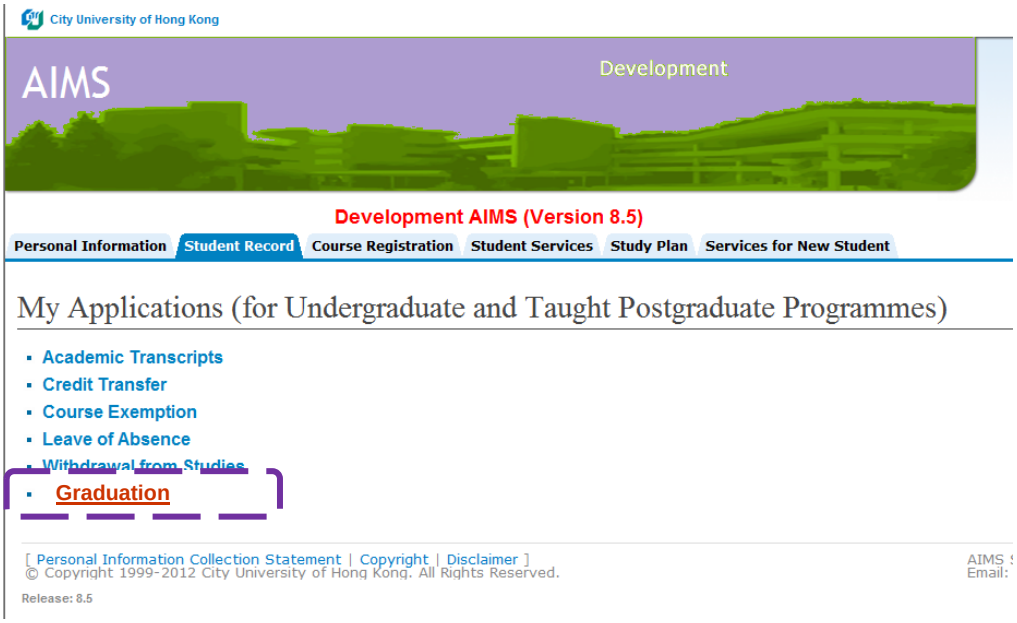
1. Login "AIMS"



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

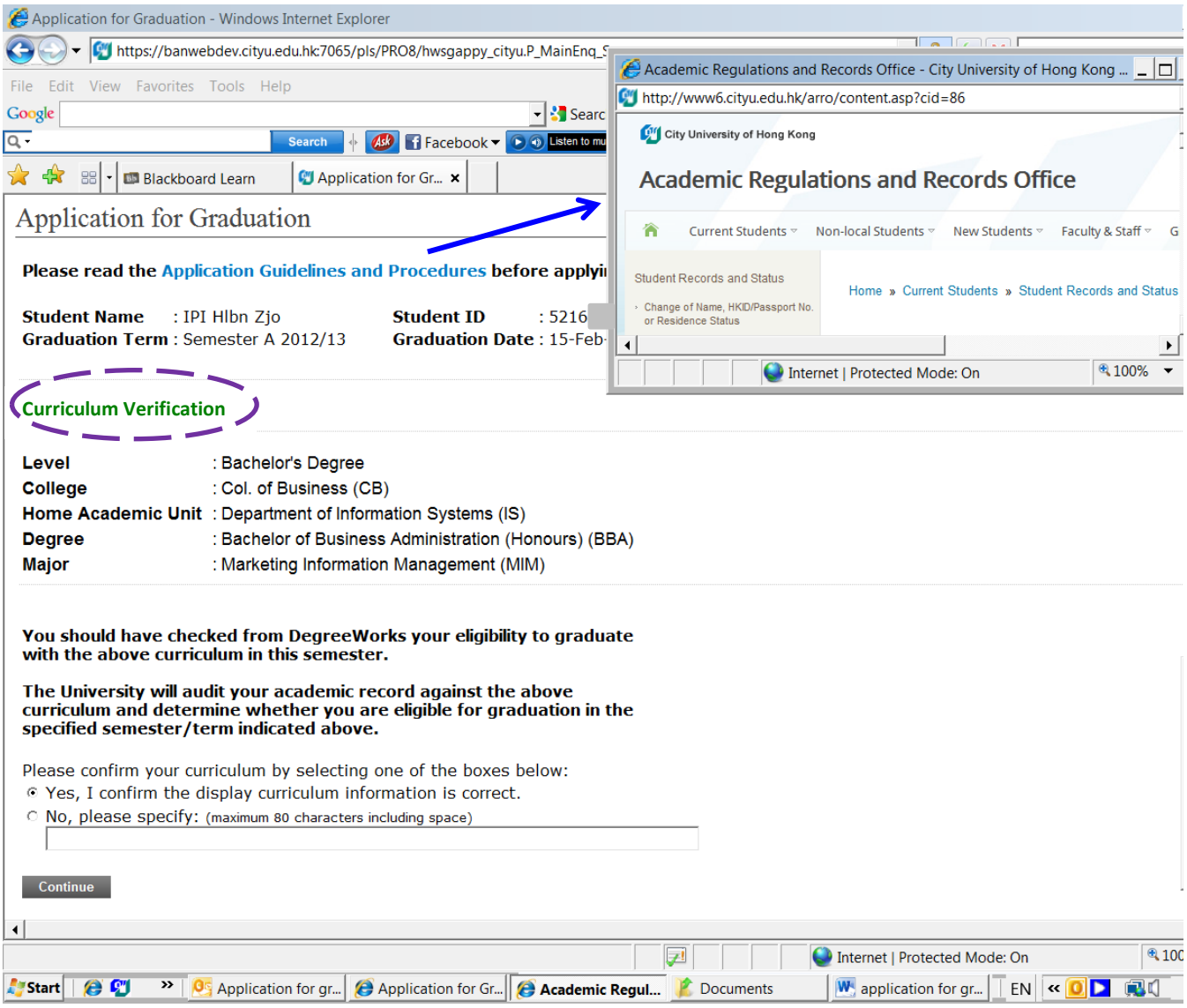


3. Select "Graduation"



4. Read the "Application Guidelines and Procedures" before applying.

5. Confirm the curriculum information.



6. Verify the legal name and Chinese name.

Development AIMS (Version 8.5)

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

Application for Graduation

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

Name Verification

The name listed below is how your name will appear on your Award Certificate which is extracted from the student records.

Name for Award Certificate : Ipi Hlbn Zjo (李

Select one of the boxes below:

- (•) Yes, I confirm the name is correct.
- ( ) No, the name is incorrect.

Please download and complete the Name Amendment Form and return it, together with a copy of supporting document (such as HKID Card, Passport or Deed on Change of Name) to ARRO within 10 Calendar days.

Continue | Back

7. Submit the application.

Development AIMS (Version 8.5)

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

Application for Graduation

Summary of Application for Graduation

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

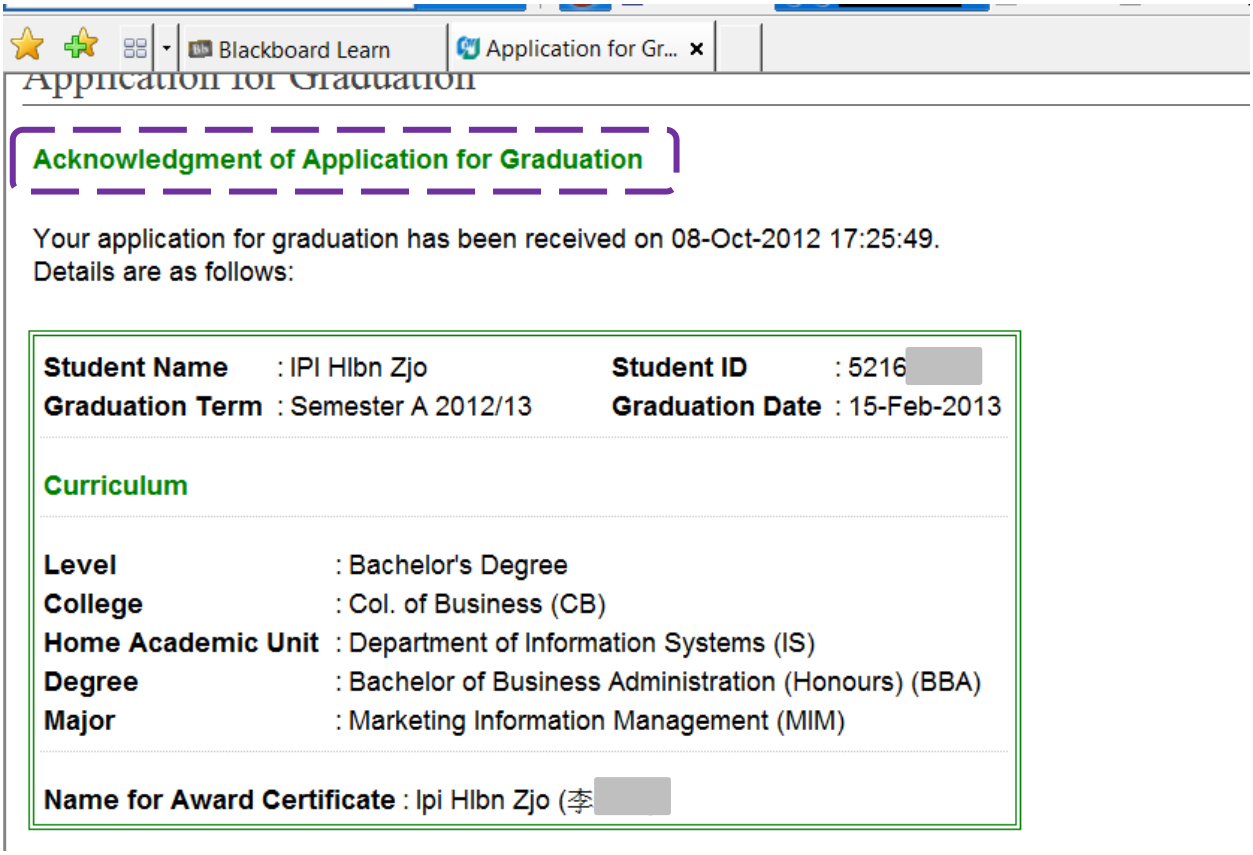
Curriculum

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

Name for Award Certificate : Ipi Hlbn Zjo (李

Submit | Back

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



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

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 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:

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

Curriculum

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

Name for Award Certificate : IPI Hlbn Zjo (李

The University will evaluate your academic record against your curriculum and determine whether you are eligible for graduation after the assessment results are released.

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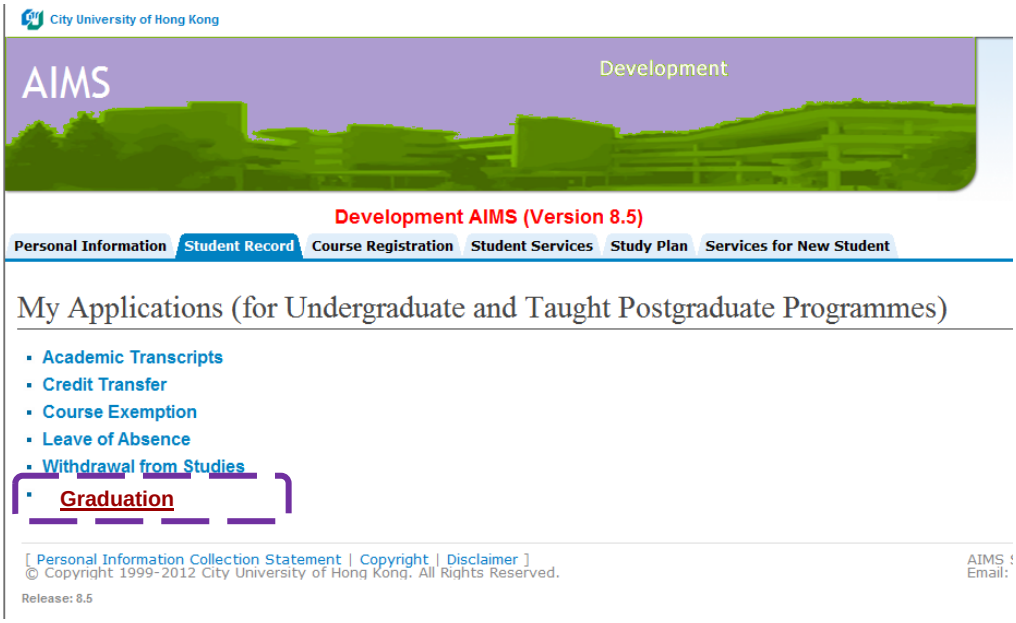
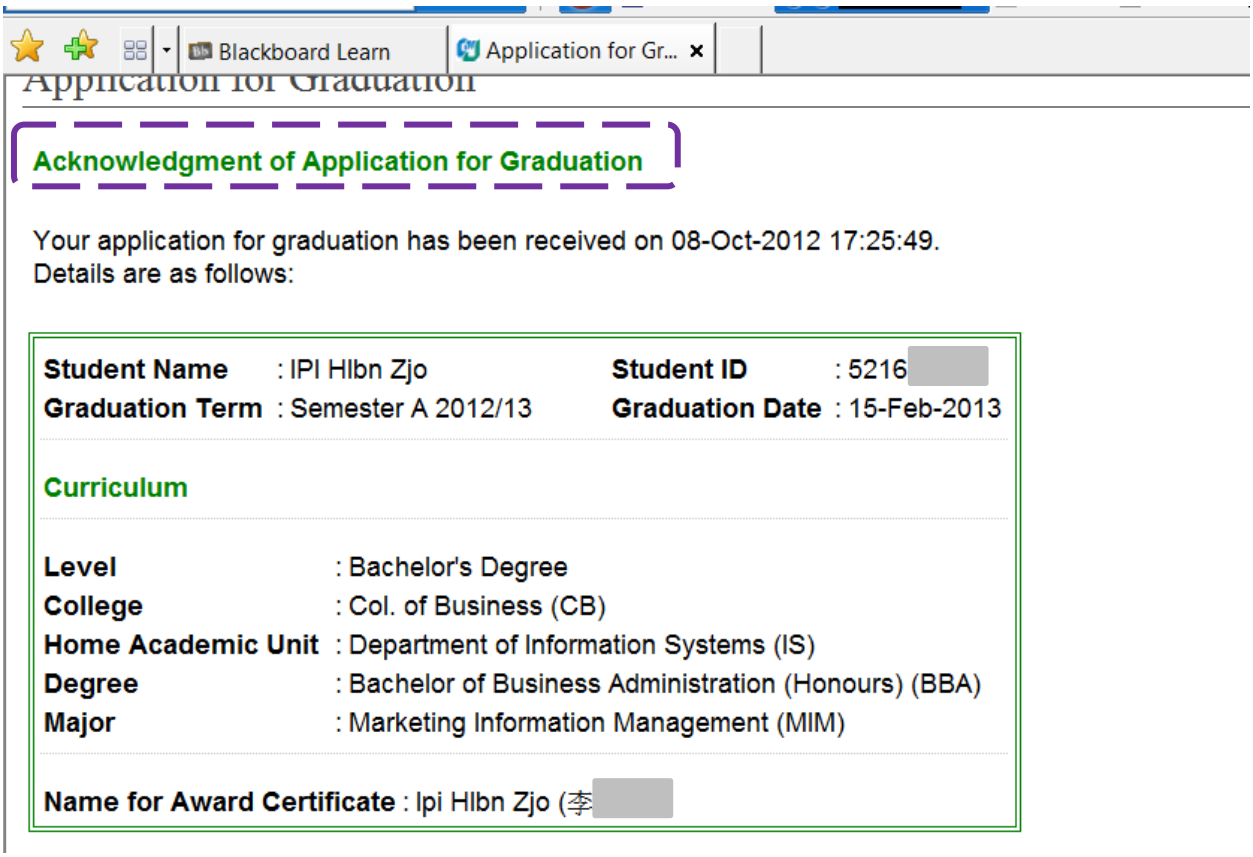
Academic Regulations and Records Office
3 June 2014

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





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