Application for Change of Academic Curriculum and Graduation
(For students who would like to change their academic curriculum for graduation in their previously applied expected graduation term)

Please read the Notes to Applicants overleaf before completing this form.

Student Name: ____________________________ Student No.:_____________________

Home Academic Unit: ______________________

Degree Code: _____________________________ Home Major Code: __________________

Day-time Contact Phone No.: __________________ Email Address: ___________________

I. Change Major/Minor
(Please tick the appropriate box(es) and specify the major/minor title in the space provided.)

☐ I would like to drop the 2nd Major in _________________________________ with effect from Semester A/Semester B/Summer Term*, 2014/15.

☐ I would like to add the Minor in _________________________________ with effect from Semester A/Semester B/Summer Term*, 2014/15.

☐ I would like to drop the Minor in _________________________________ with effect from Semester A/Semester B/Summer Term*, 2014/15.

II. Application for Graduation (Subject to approval of the changes stated above)
(Please tick the appropriate box(es) and specify the award title in the space provided.)

I would like to apply for graduation with the following curriculum upon successful change of my curriculum as requested above.

☐ Bachelor of _________________________________

☐ Major in _________________________________

☐ Minor in _________________________________

☐ Others _________________________________

III. Verification of Personal Particulars
I have checked/updated my personal particulars in AIMS and confirm that the records of legal name, Chinese name, contact address and telephone number are correct.

______________________________________ Date

______________________________
Student’s Signature

* Please delete where inappropriate

Use of Information: Information provided in this form will be treated strictly confidential and will be used by the University for checking of records only.
Notes to Applicant:

1. Students who have submitted an application for graduation via AIMS previously but cannot graduate with the applied academic curriculum in this semester/term are advised to contact their academic advisor for assistance.

2. Under such circumstance, a student may continue to study and defer graduation to a future semester; and must submit another application via AIMS in the appropriate semester/term of graduation.

3. In case a student would like to change the academic curriculum in order to keep his/her graduation term, provided the degree and home major requirements are met; he/she is required to complete and submit this application form to ARRO before the deadline specified below.

4. Upon approval of the changes in Major/Minor specified in the application, the University will update students’ academic curriculum and audit their academic record to determine whether they are eligible for graduation or not.

5. Students are required to check/update the personal particulars before submitting this application.

6. This form is NOT applicable for students who did not submit an application for graduation via AIMS in this semester/term.

Deadline for Application in 2015

1. **28 January 2015** for Semester A
2. **27 June 2015** for Semester B
3. **18 September 2015** for Summer Term
4. No late application will be accepted. Omission in submitting this application may cause delay in your graduation.

Application Procedures

Application can be made by post or in person at the ARRO Service Centre.

Graduation and Congregation

1. Students who have fulfilled all graduation requirements with the applied academic curriculum will receive an email notification after the announcement of College/School Examination Board decisions.

2. Graduates 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.

Enquiries

Enquiries can be made to the Academic Regulations and Records Office via email at as@cityu.edu.hk or telephone at (852)3442 2300.

(For Office Use Only)

Received and sent to respective ARRO staff by ____________________ on ____________________

Sent to respective Academic Unit by ____________________ on ____________________

Received from Academic Unit and updated student’s record by ____________________ on ____________________