AIMS
Demonstration

Local Students (Without hall experience or staying in the hall less than 120 days cumulatively)
For local students with no hall experience or staying in the hall less than 120 days cumulatively

1. Login AIMS
For local students with no hall experience or staying in the hall less than 120 days cumulatively

2. Click “Student Services”
3. Click “Student Residence”
4. Click “Student Residence Application (Undergraduate Students)”

For local students with no hall experience or staying in the hall less than 120 days cumulatively.
5. Read the guidelines and important notes carefully, scroll down to the bottom

6. Tick the checkbox

7. Click “Go” to start your application
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8. Choose the compound

I would like to apply for:
- Kowloon Tong Compound
- Ma On Shan Compound
Pay attention – you MUST select **ONE** of the compounds for your hall application.

**Important Note:** For your hall application, only the compound selected as below will be considered.

I would like to apply for:

- Kowloon Tong Compound
- Ma On Shan Compound
For local students with no hall experience or staying in the hall less than 120 days cumulatively.

10. After selecting the compound, you may read the related information in the box.
11. Input the Score A Information

For local students with no hall experience or staying in the hall less than 120 days cumulatively:

- [ ] Input the Score A information

**Important Note:**
- If your Home Address is the same as your Contact Address, you are required to upload Home Address proof having your name stated within 30 DEC 2023 to 30 APR 2024 (at least three months from the application deadline). Without Home Address proof, you may result in receiving less than the maximum number of housing points.
Attention!
If your Home Address is not the same as Contact Address in AIMS

- You are required to upload Home Address proof bearing your name dated within 26-DEC-2023 to 26-MAR-2024 (latest three months from the application deadline) after application submission.
- Without Home Address proof may result in "Pending" status in your application.

Important Notes: If your Home Address is not the same as your Contact Address in AIMS, you are required to upload Home Address proof bearing your name dated within 26-DEC-2023 to 26-MAR-2024 (latest three months from the application deadline). Without Home Address proof may result in [Pending] status in your application.
Attention!
If your average living space per person is smaller than 60 sq.ft. or home size is less than 200 sq.ft.

- You are required to submit the Home Size proof dated within 26-DEC-2023 to 26-MAR-2024 (latest three months from the application deadline) after application submission.

- Without Home Size proof may result in "Pending" status in your application.

<table>
<thead>
<tr>
<th>Section I: Commuting Time</th>
<th>See definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select the district/area (as same as your home address):</td>
<td></td>
</tr>
<tr>
<td>Hong Kong</td>
<td>○</td>
</tr>
<tr>
<td>Kowloon</td>
<td>○</td>
</tr>
<tr>
<td>NT</td>
<td>○</td>
</tr>
<tr>
<td>Shenzhen/Outlying Islands</td>
<td>○</td>
</tr>
</tbody>
</table>

Section II: Home Environment
(A) Home Size
The Saleable Area (實用面積) is calculated in square feet (呎²). If the average living space per person is smaller or equal to 60 sq.ft. or home size is less than 200 sq.ft., you are required to submit the Home Size proof dated within 26-DEC-2023 to 26-MAR-2024 (latest three months from the application deadline). Without Home Size proof may result in [Pending] status in your application.

The Home Size should be described and defined as “Saleable Area” (實用面積). Applicant shall check your ACTUAL home size with official Government bodies, e.g. Housing Authority/Housing Society/Land Registry. See definition

Please fill your home size (including kitchen and bathroom): 199 sq.ft. (total)
12. Input the Score B information
13. State Your Health Related Information
14. Click “Next Page” to continue
Attention!

For Leadership Qualities, if you select “Any leadership position held”, you are required to upload Leadership proof bearing your name, position/title within the validity period.

For Leadership Qualities, Academic Merits, Special Achievements and Community Services, score B will only be counted within validity period (September 2022 to June 2024). If you overstate / select wrong category / provide false information, score B will be deducted and serious case will result in disqualified.

Please note that only certification(s) / document(s) bearing your name, position/title within validity period will be considered. Photo of the award / medal is NOT accepted. No mark will be given if you put in wrong categories.
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15. Check the inputted information carefully
16. Pay attention to “Warning”, if any
17. Click “Agree and submit”
18. If you submit your application successfully, you will have the application reference number & the selected compound will be showed.

19. You can modify your application information within the application period.
Student Residence Application (Undergraduate Students)

Important:

Your application on AIMS has been submitted.

1. Application result will be released on 17-May-2024.

If you are required to submit the supporting document(s),

20. Select “Document Type” and Click “Upload Document”

21. Key in the document description

22. Select the file to be uploaded

23. Click “Upload”

24. Click “Student Residence Application” and back to previous page

For local students with no hall experience or staying in the hall less than 120 days cumulatively
Email Acknowledgement after submission

From: Student Residence Office <sruga@cityu.edu.hk>
Sent: Thursday, March 21, 2024 3:03 PM
Subject: Acknowledgement of Application for Student Residence

Dear Applicant,

Please be informed that your hall application has been submitted/amended on (21-Mar-2024). Your application reference number is 410033. Please keep it for your reference. You can view your most updated application form on AIMS. You are advised to print out your most updated application form for your record and future enquiry with the Student Residence Office.

Thank you for your submission.

Student Residence Office

Year: 2024/25

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