

# Application for Student Residence (Undergraduate Halls)

## 2012-13

### Eligibility:

all full-time bachelor's degree students of UGC-funded programmes

### Application Method:

via AIMS and submit a hard copy of hall-specific form

### Timeline:

Application period  
20 – 26 March 2012

Release of Application Results  
18 April 2012

Confirmation Period  
18 – 24 April 2012

Housing Term  
27 August 2012 – 27 May 2013

Student Residence Office  
City University of Hong Kong  
Email: [srouga@cityu.edu.hk](mailto:srouga@cityu.edu.hk)  
Tel: 3442 1200  
Website: <http://www.cityu.edu.hk/sro>

### Important Notes for Application Submission

1. Provide accurate and complete information;
2. Submit your application (including Non-local students) by the deadline (26 March 2012);
3. Incomplete application will NOT be processed until the all applications have been cleared
4. Late applications will NOT be accepted except there are extenuating circumstances

### For Local Returning Residents/ Former Residents who are not currently staying in the Student Residence / Non-local Residents (Admitted Term 2009/10 and 2010/11)

#### Complete both of the following procedures by 26 March 2012:

1. Submit application via AIMS
2. AIMS will prompt you to download the hall-specific application form of the hall that you are currently staying/ you have previously stayed in the latest term.
3. Remember to submit the completed form to your Residence Master for recommendation via Residence Tutors or collection box places at lift lobby of G/F of the hall.

**\*For students who will go for exchange for 2012-13, please submit application by 26 March 2012. Once your application is accepted but you choose to exchange for Semester A, please notify SRO and indicate your preference to return back to Student Residence in Semester B. We will register your request and contact you at the end of Semester A if bedpace is available.**

### Vetting

1. All information provided in the application must be true and accurate.
2. Student Residence Office will conduct vetting on the applications at any time of the year.
3. Submission of inaccurate information or failure to respond to vetting will lead to immediate disqualification and removal from the hall, and their residence applications will not be accepted throughout their entire study period. All fees paid will not be refunded. Serious cases will be subject to further disciplinary actions, which may affect the opportunities for award, scholarship, exchange or internship application.

### Appeal

1. Applicants on the waiting list can appeal against their application results.
2. Applicants are required to make an appeal in writing (with supporting documents if any) to the Appeal Panel via the Student Residence Office by 24 April 2012.
3. Only appeal with new information or additional evidence supported by documentary proof will be considered.

# Allocation Criteria for Undergraduate Halls

