Briefing Session for Freshmen
Hall Admission 2017/18
10-11 Aug
Contents

Part I - Hall Admission 2017/18
Part II - AIMS Demonstration
Part III – Q & A
Part I - Hall Admission 2017/18

- Hall Application is on yearly basis (all should apply afresh!)
- AIMS is the only means for Hall Admission/Application

<table>
<thead>
<tr>
<th>Events</th>
<th>Round II (For 2017/18 Freshmen)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application period (AIMS login)</td>
<td>10 - 14 August 2017</td>
</tr>
<tr>
<td>Application result announcements</td>
<td>18 August 2017</td>
</tr>
<tr>
<td>Confirmation period</td>
<td>18 - 21 August 2017</td>
</tr>
<tr>
<td>Appeal period</td>
<td>18 - 21 August 2017</td>
</tr>
<tr>
<td>Deadline of preference indication on AIMS</td>
<td>18 - 21 August 2017</td>
</tr>
<tr>
<td>Announcements of room assignment</td>
<td>25 August 2017</td>
</tr>
<tr>
<td>Commencement of residence</td>
<td>28 August 2017</td>
</tr>
<tr>
<td>Mass CHECK-IN Date</td>
<td>28 – 30 August 2017</td>
</tr>
<tr>
<td>Deadline of settling hall charges</td>
<td>Early October 2017</td>
</tr>
</tbody>
</table>
• **Eligibility**

All full-time students in UGC-funded bachelor’s degree programmes

• **Local Freshmen**

1) Senior Intake (from Associate Degree Programmes)
2) Freshmen

<table>
<thead>
<tr>
<th>Local Students</th>
<th>Application Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Freshmen</td>
<td>- Submit Scores A &amp; B information via AIMS</td>
</tr>
<tr>
<td></td>
<td>- Upload document proof</td>
</tr>
</tbody>
</table>

**if you are unable to provide document proof as request, your application will not be processed and the status is “Pending”**.
Part I - Hall Admission 2017/18

Admission Flow 2017/18 (UG) for Freshmen

Hall Application

Screening

Conventional Method (Score A / Score B)

Successful

Succeed to get a bedplace

Unsuccessful

Lottery

Successful

Unsuccessful

On Waiting List
Part I - Hall Admission 2017/18

Score A

• “need-based”

• Point 3.1 at the link [www.cityu.edu.hk/sro/htm/e_apply1_ba3.htm](http://www.cityu.edu.hk/sro/htm/e_apply1_ba3.htm)

Based on the ranking of one’s combined score of

“**Home Environment** and **Commuting Time**”

| Commuting Time | • To choose district  
|                | (Students are required to provide proof of their home address within the latest 3 months when/if necessary) |
| Home Environment | • To state the total home size  
|                  | (Total **Saleable Area** in **sq.ft.**) |
|                  | • To state the household members’ name and relationship with the applicant  
|                  | (e.g. Chan Siu Ming (myself), Chan Tai Man (father)) |

*Note: Pets are NOT counted as household members*
Part I - Hall Admission 2017/18


- “merit-based”, referring to Pt. 3.2
- [http://www.cityu.edu.hk/sro/htm/e_apply1_ba3_score_b.htm](http://www.cityu.edu.hk/sro/htm/e_apply1_ba3_score_b.htm)
- Based on the ranking of the combined scores of

  “Leadership Qualities and Potential Contribution to Residence Life”

<table>
<thead>
<tr>
<th>Leadership Quality</th>
<th>To select the position with the highest score attained</th>
</tr>
</thead>
</table>
| Potential Contribution to Residence Life | 1) Academic Scholarship
  • To provide the year, organization and name of scholarships/prizes
  including:
  • 1st-3rd prizes/Excellence/Distinction/1st Honour in Overall Student of Year/Academic Performance
  excluding:
  • Subject prizes
  • Merits |
|                     | 2) Special Achievements/Awards
  • To provide the year, organization, name and level awards
  including:
  • 1st-3rd (Gold-Bronze) prizes/Excellence/Distinction directly related to Sports/Music/Arts in Inter-school/District/Regional Competitions
  excluding:
  • Personal Achievement e.g. ABRSM Exams
  • Participation / Merits
  • Intra-school Competitions |
<table>
<thead>
<tr>
<th>Leadership Quality</th>
<th>To select the position with the highest score attained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential Contribution to Residence Life</td>
<td></td>
</tr>
<tr>
<td>3) International Exchange Experience</td>
<td></td>
</tr>
<tr>
<td>• To provide the year, country/city and institution</td>
<td></td>
</tr>
<tr>
<td>4) Community Service organised by NGOs ≥ 10 hours</td>
<td></td>
</tr>
<tr>
<td>• To provide the year, organization and description</td>
<td></td>
</tr>
<tr>
<td>excluding</td>
<td></td>
</tr>
<tr>
<td>• One-off community service (&lt; 10 hours) e.g. flag selling activity/blood donation/elderly visit</td>
<td></td>
</tr>
<tr>
<td>• Student helper organised by schools/private companies</td>
<td></td>
</tr>
<tr>
<td>5) Dean’s/Principal’s List</td>
<td></td>
</tr>
<tr>
<td>• To provide the year and name of the award</td>
<td></td>
</tr>
<tr>
<td>/</td>
<td></td>
</tr>
</tbody>
</table>

- If the applicants input the prizes/award/achievement in the **WRONG category**, NO mark will be given.
- Applicants have to submit the certificates/documents for checking as requested by SRO at any time.
- For enquires, students are recommended to check with SRO
  1) by email at srouga@cityu.edu.hk or
  2) by phone at 3442 1111 during office hours
Part I - Hall Admission 2017/18

Warm reminder (after application submission)

• If you have successfully submitted the application, you will be assigned a “Reference No.” and an acknowledge email will be sent to your email account.
• You can check your application data through AIMS on the next working day. If you cannot find it on AIMS, please contact SRO immediately.
• SRO will make selection on the basis of the information stated in the application form. If there is any subsequent change of information, you can make the amendments on your application (by yourself) on AIMS by the application deadline.
• Please double check the change of information on AIMS after you have amended the data.
Application Period: 10- 14 Aug (23:59)

Late Application will NOT be accepted
Part I - Hall Admission 2017/18

Successful

- Pay confirmation Fee ($1,500)
- Preference Indication

On Waiting list

Submit Appeal with new documents (if any)*

Mass Check-in

Result Announcement (18 Aug)

Receive Room Assignment Results (25 Aug)

(18-21 Aug)

Appeal results will be announced after the commencement of AY2017/18 (18-21 Aug)

(28-30 Aug)
Part I - Hall Admission 2017/18

Room assignment

- Rule of thumb: All applicants will be assigned to double-room double-occupancy if no preference is indicated.

- Applicants' preferences on hall, room type and roommate will be considered as far as possible. There is no guarantee that one will be assigned to a particular hall, unit, room type, or with a specific roommate. Final room assignment is subject to room availability and hall admission policies.

- SRO and the Residence Masters reserve the right to make alternative assignment decisions or re-assign students when necessary.

- No room assignment will be made if applicants fail to complete the application procedures properly or duly confirm their hall offer.
Part I - Hall Admission 2017/18

Appeal

• Appeal against one’s application results can only be made to SRO via AIMS, but will only be considered with new/additional supporting documents.

• Deadline: 21 August 2017
Part I - Hall Admission 2017/18

Vetting

- Vetting will be conducted by SRO throughout the application processing and residential period.

- Hall Application is an HONEST system. Students are required to submit true, accurate and correct information in AlMs.

- Should students fail to respond to SRO’s request for vetting, they could be considered as submitting inaccurate information and their status of student residence will be revoked and disqualified for their entire study period.

- All hall lodging fees paid under this circumstance will NOT be refunded.

- Serious misleading cases will be subject to further disciplinary actions, which may undermine students’ opportunities for award, scholarship, exchange or internship.
### UG Hall Lodging Fee 2017/18

<table>
<thead>
<tr>
<th>Type of Rooms</th>
<th>Rate / Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room</td>
<td>HK$12,000</td>
</tr>
<tr>
<td>3-person Room (in 1-bedroom Unit) in Hall 7</td>
<td>HK$16,100</td>
</tr>
<tr>
<td>Single Room</td>
<td>HK$24,000</td>
</tr>
</tbody>
</table>

- For details, please refer to SRO homepage [http://www.cityu.edu.hk/sro/htm/e_apply3_fee_ug.htm](http://www.cityu.edu.hk/sro/htm/e_apply3_fee_ug.htm).
- For layout of different room types, please visit: [http://www.cityu.edu.hk/sro/htm/e_facilities_hall1.htm](http://www.cityu.edu.hk/sro/htm/e_facilities_hall1.htm).
Enquiry

Tel: (852) 3442 1111
Email: srouga@cityu.edu.hk
SRO Homepage: www.cityu.edu.hk/sro
Part II

AIMS
Demonstration
Part II Application Procedures

1. Login in AIMS

You can now login AIMS using your electronic ID and password (i.e. your email account).
To protect your privacy, please Exit and close your browser when you have finished.

Electronic ID: [ ]
Password: [ ]

Electronic ID (EID)

EID is a unique ID assigned to users for accessing IT services provided by the University. Once an EID is assigned to a user, it will be used by that person even when he/she changes his/her role in the University as a student, staff, or Alumni. The current policy is to generate EID based on the name of individual user and the EID is in alpha-numeric format. However, there are still cases that some existing students and alumni are having their Student Numbers
Part II Application Procedures

2. Click “Student Services” and “Student Residence”
Part II Application Procedures

3. Click "Student Residence Application (Undergraduate Students)"

AIMS
Part II Application Procedures

4. Read “Acknowledgement and Undertaking” carefully

5. “Tick” and click “Go”
Part II Application Procedures

6. Fill in the information and click “Next Page”
Part II Application Procedures

7. Check the information and click “Agree and Submit”

**Pay attention to any “warning” pop and follow up.**
Part II Application Procedures

8. Please upload document if necessary

9. You may modify the information within the application period

10. Only submitted application will have the reference number.
Part II Application Procedures

Dear Applicant,

Please be informed that your hall application has been submitted/amended on (09-Aug-2017). 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

11. “Acknowledgment of Application for Student Residence” will be sent to applicants


Disclaimer: This email (including any attachments) is for the use of the intended recipient only and may contain confidential information and/or copyright material. If you are not the intended recipient, please notify the sender immediately and delete this email and all copies from your system. Any unauthorized use, disclosure, reproduction, copying, distribution, or other form of unauthorized dissemination of the contents is expressly prohibited.
Result Announcement and Settling Confirmation Fee

Step 1. Click “Payment” button

Application Result: [Successful]

<table>
<thead>
<tr>
<th>Your Preferences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall</td>
<td>N/A</td>
</tr>
<tr>
<td>Co-ed Floor</td>
<td>No preference</td>
</tr>
<tr>
<td>Room Type</td>
<td>No Preference</td>
</tr>
<tr>
<td>Roommate (for double room only)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

You should complete the following steps to confirm your acceptance of the offer. Otherwise, the offer will be considered forfeited.

1. Payment of Confirmation Fee ($1100 HK) by 13-Aug-2015.

If you do not accept the offer, please click the “Decline” button below.

Decline
Step 2. Click “Proceed to payment”

Payment of Confirmation Fee

You are required to pay a non-refundable and non-transferable confirmation fee of HKD $1500. The confirmation fee is required to confirm your place in the program.

You can settle the payment by the following methods:

1. Credit card (VISA or MASTER) payment via Web.
2. Pay at the counter of Student Residence Office at Cornwall Street.

If you decide to pay via web, press “Proceed to Payment”. Otherwise, press “Back” button to exit this page.

In the course of web payment, the exchanged data is protected by secure Internet protocol/encryption from viewing or
Step 3. Choose the type of your credit card

Please Select Card Type for the Payment

- MasterCard
- VISA

Reminder to Payer

- Don’t press the web browser BACK button/shortcut key.
- The payment process must be finished within 15 minutes.
- The web browser must be configured to allow CityU server to write web browser cookie.
- The system uses 112-bit encryption to protect the sensitive payment data passed between the cardholder’s web browser and the payment gateway.
Step 4. Input the credit card information and click “pay”

Merchant name: CITY UNIVERSITY OF HONG KONG

Enter your card details:

- **MasterCard**: You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click “pay” to complete your purchase.

- **Card Number**: Input your card number here.
- **Expiry Date**: Input the expiry date in the format **/**.
- **Security Code**: Input the security code from the signature panel of your card.
- **Purchase Amount**: HKD $1500

Pay button is circled.
Step 5. Wait to proceed...

Processing, please wait...
Step 6. Transaction DONE!

Payment of Confirmation Fee (Successful)

Student Residence Confirmation fee for Semester A 2017/18

Student Name: Chan Tai Man        Student ID: 12345678
Transaction Date/Time: 10-AUG-2015 16:58:49

The confirmation fee $1500 as been paid. The receipt number is 522218509716. You are advised to print this page for your record.

Please click "Back" to continue processing.
Step 1. Click “Indication of Preference”

Indication of Preference

Uploaded Documents
-- N/A --

Select a document type and click "Upload Document" to proceed.
Step 2. Mark your preferences

Indication of Preference

Please read the “Introduction of Halls” before indicating your preferences. Please click here.

Preference Indication

Please read carefully before indicating your preferences:
Your preferences of hall, room type and preferred roommate will be considered as far as possible hall or unit, room type, and with specific roommate. Final room assignments will be subject to the Residence Masters reserve the right to make alternative assignment decisions or re-assign.

A. Indication of Hall Preference

First Choice:  No Preference
Second Choice: No Preference

B. Indication of Co-ed Floor Preference
Both female and male residents will live on this same floor. On this floor, rooms will be assigned to every two wish to be considered for these co-ed floors, please indicate as below.

Do you want to be assigned to the co-ed floor.

- Yes
- No
- No Preference
Step 3. Scroll down to click “Confirm to proceed” after finish.

III. I prefer to share a double room with the student that I know.
Before doing so, you must ensure that your preferred roommate:
1. has been granted a place in the student residence for the same period as you;
2. is of the same gender as you;
3. is of the same hall preference and have the same co-ed floor preference as you;
4. is NOT the returning resident of another hall.
5. agrees to be your roommate by putting you down as the preferred roommate in her/his application.

Roommate preference by typing in his/her student ID number: 

If you do not have any roommate preference, we will randomly assign a roommate for you.

After preference indication, please click “Confirm to proceed” to proceed. Your preference will be registered as:

Confirm to proceed

E. Supporting Documents
** If you have any special or medical reasons for a single room, please upload your supporting document. (The

Uploaded Documents
-- N/A --

Upload Document
Step 4. Make sure you see this page – “Your preferences have been updated successfully!!
Step 5. Double check the preferences are updated

Student Residence Application (Undergraduate Students)

<table>
<thead>
<tr>
<th>Your Preferences</th>
<th></th>
</tr>
</thead>
</table>
| Hall                                  | First Choice: Jockey Club Humanity Hall (SR01)  
                                        | Second Choice: No Preference  |
| Co-ed Floor                           | No preference  |
| Room Type                             | No Preference  |
| Roommate (For double room only)       | N/A  |

Stated preference will be listed

You should complete the following steps to confirm your acceptance of the offer. Otherwise, the offer will be considered forfeited.