Application for Student Residence Undergraduate Hall 2018/19

Briefing Session for Freshmen (Round II)
Contents

Part I  Hall Admission 2018/19

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Part I - Hall Admission 2018/19

- Hall Application is on **Yearly** basis (all should apply afresh!).
- AIMS is the only means for Hall Application.
- **Late application / incomplete application will not be accepted.**

*traffic jam (system) may happen in the last 10 minutes, better submit your application earlier. If you are unable to submit your application due to technical issue, it will be treated as late application.*
Part I - Hall Admission 2018/19 (Key dates)

**Application Steps**

1. **9-12 Aug** Log-in AIMS to start
2. **9-12 Aug** Complete online application
3. **9-12 Aug** Submit application
4. **9-12 Aug** Upload document proof
5. **17 Aug** Check result of your application on AIMS
6. **17-20 Aug** Pay confirmation fee to accept hall offer
7. **17-20 Aug** Indicate your preference (hall/roommate)
8. **24 Aug** Check result of your room assignment on AIMS
9. **27-29 Aug** Mass check-in

Enquiries:
Email: orusug@cityu.edu.hk
Tel: 3442 1111
Website: http://www.cityu.edu.hk/oru
Part I - Hall Admission 2018/19 (Eligibility)

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

• **Local Freshmen**
  1) Senior Intake
  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 (Application Procedure)

Admission Flow 2018/19 (UG) for Freshmen

1. Hall Application
   - Screening
   - Conventional Method (Score A / Score B)
     - Successful: Succeed to get a bedplace
     - Unsuccessful: Lottery
       - Successful: On Waiting List
       - Unsuccessful
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 (Score B)

* Merit-based
* Point 3.2 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 the combined scores of “Leadership Qualities and Potential Contribution to Residence Life”

<table>
<thead>
<tr>
<th>Leadership Quality</th>
<th>Potential Contribution to Residence Life</th>
<th>Academic Scholarship</th>
<th>Potential Contribution to Residence Life</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1) Academic Scholarship</td>
<td>1) Academic Scholarship</td>
<td>including: 1st-3rd prizes/Excellence/ Distinction/1st Honour in Overall Student of Year/Academic Performance</td>
</tr>
<tr>
<td></td>
<td>• To provide the year, organization and name of scholarships/prizes</td>
<td>including: 1st-3rd prizes/Excellence/ Distinction/1st Honour in Overall Student of Year/Academic Performance</td>
<td>excluding: Subject prizes, Merits</td>
</tr>
<tr>
<td></td>
<td>2) Special Achievements/Awards</td>
<td>2) Special Achievements/Awards</td>
<td>including: 1st-3rd (Gold-Bronze) prizes/Excellence/Distinction directly related to Sports/Music/Arts in Interschool/District/Regional Competitions</td>
</tr>
<tr>
<td></td>
<td>• To provide the year, organization, name and level awards</td>
<td>including: 1st-3rd (Gold-Bronze) prizes/Excellence/Distinction directly related to Sports/Music/Arts in Interschool/District/Regional Competitions</td>
<td>excluding: Personal Achievement e.g. ABRSM Exams, Participation/Merits, Intra-school Competitions</td>
</tr>
</tbody>
</table>
Part I - Hall Admission (Score B)

<table>
<thead>
<tr>
<th>Leadership Quality</th>
<th>To select the position with the highest score attained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential</td>
<td></td>
</tr>
<tr>
<td>Contribution to</td>
<td></td>
</tr>
<tr>
<td>Residence Life</td>
<td></td>
</tr>
<tr>
<td>3) International</td>
<td></td>
</tr>
<tr>
<td>Exchange Experience</td>
<td></td>
</tr>
<tr>
<td>• To provide the</td>
<td></td>
</tr>
<tr>
<td>year, country/city</td>
<td></td>
</tr>
<tr>
<td>and institution</td>
<td></td>
</tr>
<tr>
<td>/</td>
<td></td>
</tr>
<tr>
<td>4) Community Service organised by NGOs ≥ 10 hours</td>
<td>excluding:</td>
</tr>
<tr>
<td>• To provide the</td>
<td>• One-off community service (&lt;10 hours) e.g. flag selling activity/blood donation/elderly visit</td>
</tr>
<tr>
<td>year, organization</td>
<td>• Student helper organised by schools/private companies</td>
</tr>
<tr>
<td>and description</td>
<td></td>
</tr>
<tr>
<td>/</td>
<td></td>
</tr>
<tr>
<td>5) Dean’s/Principal’s List</td>
<td></td>
</tr>
<tr>
<td>• To provide the</td>
<td></td>
</tr>
<tr>
<td>year and name of</td>
<td></td>
</tr>
<tr>
<td>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](mailto:srouga@cityu.edu.hk) or
  2) by phone at 3442 1111 during office hours.
You will receive an email of acknowledgement after submitting your application. You can check your application data through AIMS on the next working day.

- If you do not receive any acknowledgement via email AND cannot find your application data 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. (2018/19 Application)

- Please double check the change of information on AIMS after you have amended the data.
ALERT

Application Period
9 - 12 Aug 2018

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

- Result Announcement (17 Aug)
- Successful Applicants
  - Pay Confirmation Fee (17-20 Aug)
  - Preference Indication (17-20 Aug)
- Announce Room Assignment Result (24-Aug)
- Mass Check-in (27-29 Aug)
Part I - Hall Admission

- Result Announcement (17 Aug)
- On Waiting List Applicants
  - Submit Appeal with supporting documents (17-20 Aug)
  - Appeal Result will be announced after the commencement of AY2018/19
Part I - Hall Admission (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.
Applicants are required to make an appeal in writing (with new/additional supporting documents) to the Appeal Panel via AIMS by a specific deadline.

Deadline: 20 August 2018 (Monday)
• 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 AIMS.

• 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 fees paid under this circumstance will NOT be refunded.**

• **Serious misleading cases** will be subject to further disciplinary actions or escalated to **Student Discipline Committee**, which may undermine students’ opportunities for award, scholarship, exchange or internship.
### Part I - Hall Admission (Hall Lodging fee)

#### UG Hall Lodging Fee 2018/19

<table>
<thead>
<tr>
<th>Type of Rooms</th>
<th>Rate/full residential year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room</td>
<td>HK$12,200</td>
</tr>
<tr>
<td>Single Room</td>
<td>HK$24,400</td>
</tr>
<tr>
<td>3-Person Room</td>
<td>HK$16,400</td>
</tr>
</tbody>
</table>

Hall lodging fees of residential year 2018/2019 are payable in two instalments to cover the whole residential period. In general, the due date of the 1st instalment is in mid Oct and the 2nd instalment is in mid Jan.
Part II

AIMS Demonstration
Part II - AIMS Demonstration (Application)

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.

Note: This is for the following departments/offices only: ACMO, ARO, ARRO, CAIO, CDOF, CDD, CE, CIO, CSC, DO, ELC, ESM, FNO, GSO, HRD, IRO, LIB, MEAO, DVPAD, DVPDE, PRTY, RFO, SDS, SGS, SRO.

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. 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.
2. Click “Student Services” and “Student Residence”
3. Click “Student Residence Application (Undergraduate Students)"
Part II - AIMS Demonstration (Application)

4. Read "Acknowledgement and Undertaking" carefully

5. "Tick" and click "Go"
Part II - AIMS Demonstration (Application)

6. Fill in the information and click “Next Page”
Special situation to note!!!

(1) **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 05-MAY-2018 to 05-AUG-2018 (latest three months from the application deadline).
- Without Home Address proof may result in "Pending" status in your application.

(2) **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 05-MAY-2018 to 05-AUG-2018 (latest three months from the application deadline).
- Without Home Size proof may result in "Pending" status in your application.
Attention: You are required to upload Home Address proof bearing your name dated within 05-MAY-2018 to 05-AUG-2018 (latest three months from the application deadline). Without Home Address proof may result in "Pending" status in your application.
Part II - AIMS Demonstration (Application)

Please fill your home size (including kitchen and bathroom): 300 sq. ft. (total)

(B) Number of household member(s) living together
List the Household member’s name & relationship below. You are required to upload Home Address proof bearing each household member’s name dated within 05-MAY-2018 to 05-AUG-2018 (latest three months from the application deadline).

<table>
<thead>
<tr>
<th>Household member’s name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUMMY Student Two</td>
<td>MYSELF</td>
</tr>
<tr>
<td>Chan Tai Man</td>
<td>FATHER</td>
</tr>
</tbody>
</table>

Attention: You are required to upload Leadership proof bearing your name, position/title. Otherwise, your Leadership score will not be counted.

Section III: Leadership Qualities
See definition
Your leadership positions held in the academic year from 2016/17 to 2017/18:
(Please choose the position with the highest scores attained if you have two positions or more.)

Year: ▼
Tertiary Institution: ▼
Leadership Position: ▼

Section IV: Academic Merits, Special Achievements and Community Services
Started from Sep 2016 and completed by Jun 2018 will be counted. Please upload the document proof for each item you have stated.

- Academic Scholarships/Academic Prizes awarded by CityU, high school or external organizations.
**Pay attention to any “warning” pop and follow up.**
7. Check the information and click “Agree and Submit”
Part II - AIMS Demonstration (Application)

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.

You may keep below application reference number for your reference. Your enquiry may not able to process if you failed to provide the reference number!

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Part II - AIMS Demonstration (Application)

Subject: Acknowledgement of Application for Student Residence

Dear Applicant,

Please be informed that your hall application has been submitted/amended on (02-Aug-2018). 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
Part II - AIMS Demonstration  (Paying Confirmation Fee)

- Click “Payment” button
- Click “Proceed to Payment” button
Part II - AIMS Demonstration (Paying Confirmation Fee)

Select Card Type For Payment

Input and click “Pay” to proceed
Part II - AIMS Demonstration (Paying Confirmation Fee)
Part II - AIMS Demonstration (Paying Confirmation Fee)

Submit “Resident Profile Survey” and then “Indication of Preference”
Part II - AIMS Demonstration (Preference Indication)

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 roommate will be considered as far as possible. However, there is no guarantee that you will be assigned to a particular hall or unit, room type, and with specific roommate. Final room assignments will be subject to room availability and the hall admission policies. Student Residence Office or the Residence Masters reserve the right to make alternative assignments or re-assign students as appropriate.

A. Indication of Hall Preference
First Choice: No Preference
Second Choice: No Preference

B. Indication of Co-ed Floor Preference
Do you want to be assigned to the co-ed floor? No Preference/ I prefer not staying on the co-ed floors.

C. Indication of Room Type Preference
Consideration of your preference is subject to the hall admission policies and availability of rooms. In principle, all students will be assigned to double rooms. Please kindly view the layout of different room types by clicking the hyperlinks at the table below indicating your room type preference.

The hall charges are now under review. Subject to further adjustment and confirmation, the current charging rates are as follows:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Single Room</th>
<th>Double Room</th>
<th>3-Person Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Size (Approx. meter square)</td>
<td>9 m²</td>
<td>13 m²</td>
<td>26 m²</td>
</tr>
<tr>
<td>Hall lodging fee per semester</td>
<td>HK$ 12,200</td>
<td>HK$ 6,100</td>
<td>HK$ 8,200</td>
</tr>
</tbody>
</table>

D. Indication of Roommate Preference
If the students are going to stay with a new roommate, you are expected to play the role of a host, be warm, friendly and open-minded to appreciate cultural diversity and difference.

If you wish, you may indicate your preferred roommate:
- I prefer to share a double room with an overseas exchange student/international student.
- Yes
- I prefer to share a double room with a Mainland/Taiwanese student.

Double Room
- 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. 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 his/her application.

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

E. Supporting Documents
- If you have any special or medical reasons for a single room, please upload your supporting document. (The documentary proof must be written in English or Chinese.)

For single room request, please submit proof if any.

Click “Confirm to proceed”

Input SID of the successful applicant in Round II

Hall Preference
Co-ed Floor Preference
Room Type Preference
Roommate Preference
Part III

Q & A