Hall Admission for UG Halls 2019/20

Briefing Session for Current Hall Residents

Session for Local Students
Contents

Part I  Hall Admission 2019/20

Part II  AIMS Demonstration

Part III  Q & A
Part I  Hall Admission 2019/20

- Hall Application is on yearly basis (all should apply afresh!).

- AIMS is the only means for Hall Admission/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 2019/20 (Key dates)

A  
14 – 21 Mar
Online application available on AIMS
Upload document proof on AIMS

B  
25 Apr – 2 May
Announcement of result via email
Pay confirmation fee to confirm offer

C  
31 May
Deadline of preference indication on AIMS

D  
1 Aug
Room Assignment announcement

E  
26 - 28 Aug
2019/20 Mass Check-in
• Eligibility
  All full-time students in government funded bachelor’s degree programmes

• Allocation Criteria
  (a) via Returning Scheme
    Local Students (Staying in the hall ≥120 days cumulatively)

  (b) via Score A (commuting time/home size) / Score B (Leadership Qualities and Potential Contribution to Residence Life)
    Local Students (Staying in the hall <120 days cumulatively)
## Local Students

<table>
<thead>
<tr>
<th>Local Students</th>
<th>Application Procedures after login AIMS</th>
</tr>
</thead>
</table>
| **1) Current Students/Residents (Staying in hall ≥120 days cumulatively)** | a) Upload the completed Hall Specific Form on AIMS.  
                          b) Fill Score B information via AIMS  
                          c) Continue to fill in other parts of hall application via AIMS  
                          d) Submit the application after completion |
|     including:  
  - Current student athletes nominated for Residence Scholarship Scheme (RSS)  
  - Students with special needs which are defined as disability |  |
| **2) Current Students/Residents (Staying in hall <120 days cumulatively)** | a) Fill Scores A & B information via AIMS  
                          b) Continue to fill in other parts of hall application via AIMS  
                          c) Submit the application after completion |
Hall-specific Returning Scheme and Application Form

- can download the form after login AIMS or SRO website

Apply for Housing

Application Process for Regular Terms (2019/20)

Bachelor Degree Students

- Eligibility & Residential Period
- Key Dates for Application (Round 1 Application for Current Students)
- Allocation Criteria & Scoring System
- Application, Appeal, Vetting & Submission of Proof
- Definition of Terms
Part I  Hall Returning Scheme

Scoring calculation:

• Each hall has its own scheme with common core elements:
  1) Academic performance

  2) Score B - Combined scores of "Leadership Qualities and Potential
     Contribution to Residence Life"

  3) Hall contribution and participation

  4) Disciplinary records in hall/SR

**Interview may be required for marginal cases**
### Part I  Score A

**ONLY for Local Students (Staying in the hall <120 days cumulatively)**

**Score A** - Based on the ranking of one’s combined score of “Home Environment and Commuting Time”

<table>
<thead>
<tr>
<th>Commuting Time</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• choose district of home address, (Students are required to provide proof of their home address within the latest 3 months when/if necessary [i.e. 21 Dec 2018 to 21 Mar 2019])</td>
<td>• Information submitted should reflect your current situation during the application period</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Environment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• state the total home size (Total saleable area in sq.ft.)</td>
<td>• state the household members’ name and relationship with the applicant (e.g. Chan Siu Ming (myself), Chan Tai Man (father))</td>
</tr>
</tbody>
</table>

**Note:** Pets are NOT counted as household members
Both returning students & Local Students (Staying in the hall <120 days cumulatively) are required to fill this part.

Score B – a combined scores of "Leadership Qualities and Potential Contribution to Residence Life" (Validity Period: Sep 2017 – Jun 2019)

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

<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   | 3) **International Exchange Experience**  
  • To provide the year, country/city and institution | / |
|                                             | 4) **Community Service organised by NGOs ≥ 10 hours**  
  • To provide the year, organization and description | excluding  
  • One-off community service (< 10 hours)  
    e.g. flag selling activity/blood donation/elderly visit  
  • Student helper organised by schools/private companies |
|                                             | 5) **Dean's/Principal's List**  
  • To provide the year and name of the award | / |

- 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
## Part I Summary Information

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Returning Form</th>
<th>Score A</th>
<th>Score B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Current Students (Staying in hall ≥120 days cumulatively)</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>including:</td>
<td></td>
<td>✓ + proof</td>
<td></td>
</tr>
<tr>
<td>- Current student athletes nominated for Residence Scholarship Scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Students with special needs which are defined as disability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Current Students (Staying in hall &lt;120 days cumulatively)</td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Important notes:**

- Make sure all information in Hall Specific Form is correct before uploading.
- Uploading Form is NOT a completion of hall application procedure. **DO** fill the remaining parts and click the button “Agree and submit” to submit your FULL application. Please make sure your hall application is submitted successfully before deadline.
<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Hall Tutor and Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jockey Club Humanity Hall (Hall 1)</td>
<td>SABHARWAL, Rohan (1202A)</td>
</tr>
<tr>
<td></td>
<td>YU, Yiu Wing, Ricky (1502A)</td>
</tr>
<tr>
<td>HSBC Prosperity Hall (Hall 2)</td>
<td>YANG SIYUE, Alice (802A)</td>
</tr>
<tr>
<td>Alumni Civility Hall (Hall 3)</td>
<td>LI Mengyang, Mel (402B)</td>
</tr>
<tr>
<td>Jockey Club Academy Hall (Hall 4)</td>
<td>Qi Yuzheng, Lucas (101B)</td>
</tr>
<tr>
<td>Chan Sui Kau Hall (Hall 5)</td>
<td>KONG Ka Wai, KaWai (201A)</td>
</tr>
<tr>
<td>Lee Shau Kee Hall (Hall 6)</td>
<td>MUHAMMAD (801A)</td>
</tr>
<tr>
<td>Jockey Club Harmony Hall (Hall 7)</td>
<td>YIP Chak Hang, Wesley (701B)</td>
</tr>
<tr>
<td>Sir Gordon and Lady Ivy Wu Hall (Hall 9)</td>
<td>WANG, Likang, Ivan (102A)</td>
</tr>
<tr>
<td>Hall 10</td>
<td>Lau Hoi Tung, Kristy (1001A)</td>
</tr>
<tr>
<td>Hall 11</td>
<td>Wong Hei Shing, Prisca (501A)</td>
</tr>
<tr>
<td></td>
<td>Kwok Kam Fung, Kent (909B)</td>
</tr>
<tr>
<td></td>
<td>Li Xiang, Sean (1109B)</td>
</tr>
</tbody>
</table>
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 confirm their hall offer.
Part I  Appeal

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

• Deadline: 2 May 2019 (Monday)
Part I  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 AIMs.

• **DO** keep all document proofs relating to your hall application.

• 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, which may undermine students’ opportunities for award, scholarship, exchange or internship.
### Part I  UG Hall Lodging Fee 2019/20 for current students

<table>
<thead>
<tr>
<th>Rate for Double Room (per person)</th>
<th>Rate for Single Room (per person)</th>
<th>Rate for 3-person Room (in 1-bedroom Unit) (per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,800 / year</td>
<td>$25,600 / year</td>
<td>$17,200 / year</td>
</tr>
</tbody>
</table>

- For details, please refer to SRO homepage.
Warm reminder (after application submission)

• 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. (2019/20 Application)

• Please double check the change of information on AIMS after you have amended the data.
For students who are planning for Outbound Exchange in 2019/20

Basic principles:
If…

• you wish to stay in Student Residence, **DO** submit hall application via AIMS to compete for a bedplace this round as hall application is administered once a year for current students.

• your status in AIMS is “On formal exchange programme”, you are **NOT** eligible for hall residence during this period. You should check out from the hall residence and no refund of remaining hall lodging fee.

• you successfully get a bedplace in 2019/20, you should follow the following instruction -
## Part I  Hall Admission 2019/20

### For students who go for Outbound Exchange in **Sem A**

<table>
<thead>
<tr>
<th>If you get a bedplace in 2019/20, for</th>
<th></th>
</tr>
</thead>
</table>
| **Confirmation Fee (non-refundable)** | ➢ Pay the confirmation fee before a specific deadline to secure a bedplace in 2019/20;  
➢ Use for offsetting hall lodging fee of Sem B  
➢ Will not be refunded if giving up bedplace in Sem B |
| **Room Assignment of Sem A** | ➢ No room assignment on 1 Aug |
| **Withdrawal of Sem A exchange programme due to any reason** | ➢ Notify SRO before [1 Aug](#) with proof;  
➢ Will try to resume a Sem A bedplace subject to availability |
| **Return to CityU for Sem B bedplace** | SRO will contact you via email in mid-Oct 2019 and you are required to follow the instruction in email to confirm your return |
| **Room Assignment of Sem B** | Only those students reply successfully before a specific deadline will receive room assignment in mid Dec 2019 |
| **Sem B Check-in** | Starting from 6 Jan 2020 |
**Part I  Hall Admission 2019/20**

**For students who go for Outbound Exchange in Sem B**

<table>
<thead>
<tr>
<th>If you get a bedplace in 2019/20, for</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation Fee (non-refundable)</td>
<td>➢ Pay the confirmation fee before a specific deadline to secure a bedplace in 2019/20; ➢ Use for offsetting hall lodging fee of Sem A ➢ Will not be refunded if giving up bedplace</td>
</tr>
<tr>
<td>Room Assignment of Sem A</td>
<td>➢ Receive room assignment on 1 Aug</td>
</tr>
<tr>
<td>Sem A Check-in</td>
<td>➢ 26 – 28 Aug 2019</td>
</tr>
</tbody>
</table>

**Go for Sem B exchange**

- submit Application for Withdrawal from Student Residence (Sem B) by 7 Nov 2019 even though the offer has not been granted by the institution;
  **Otherwise, you are liable for settling hall lodging fee of Sem B even you check out on or before 27 Dec 2019 noon.**
- check out by 27 Dec 2019 noon (last day of Sem A)

**Withdrawal of Sem B exchange programme due to any reason**

- Notify SRO by 20 Dec 2019 (1 week before last day of Sem A)
- Your hall application will be re-considered by SRO, subject to the availability
Alert

Application Period
14 - 21 Mar 2019

Late Application will NOT be accepted
Part II

AIMS

Demonstration
Hall Admission 2019/20

• Please choose “Student Services”.
Click “Student Residence”.
• Click “Student Residence Application (Undergraduate Students)”. 
Read the guidelines and important notes carefully, scroll down to the bottom and click “Go” to start your application.
Student Residence Application (UG) -- Download/Upload hall form

I hereby authorize and consent to the Student Residence Office to access my academic information (CGPA & GPA) for 2019/20 Hall Admission, and I expressly agree to provide the above academic information to the Residence Master and/or Recommendation Committee of respective Hall for their consideration under returning scheme (if applicable).

I Agree the Consent and Continue to Upload
Returning Form

Student Residence Application (UG) -- Download/Upload hall form

1. Please download the hall specific form. Click here.
2. Fill in the form and save the form in pdf format.
3. Upload the completed hall specific form by pressing the "Upload" button.

Note:
1. Blank/ incomplete form will NOT be processed.
2. NO AMENDMENT AFTER UPLOAD! Please check carefully before upload.

Upload New Document

Document Description: 
Filename: 
[Upload] [Reset] [Browse...]

• Download the form and upload the completed returning hall for respective hall.
Please save the completed returning form in pdf format.
Document uploaded successfully

- Show that you have uploaded the returning form only.
- **NOT YET COMPLETE** the application.

Click “Next Page” to complete the 2nd part of application.

- The confirmation page will be shown if you completed upload the returning hall for respective hall. Please be reminded to complete the 2nd part of application.
# Score A

**Student Residence Application (Undergraduate Students)**

**Year:** 2019/20  
**Application Period:** 25 Aug 2019 to 26 May 2020

## Personal Particulars
- **Name:** MPY Unth Aeh  
- **Department:** Social and Behavioural Sci  
- **College:** Col. of Liberal Arts & Soc Sci  
- **Programme:** Bachelor of Social Sciences  
- **Type:** Local Regular Student  
- **Gender:** F  
- **Cohort:** 2017  
- **Local Contact:** 76419061  
- **Email:** dbhunth063@my.cityu.edu.hk  
- **Contact Address:**
  - Gmbu 3116, 31/F, Jhp Rcm Jwng W, Ydp Jhp Guvcw Kwun Tong Kwunon  
- **Disability:** No  
- **Parent/s list/Principal's list:** No  
- **Previous Hall Experience:** No

**My home address is the same as the contact address:**
- Yes  
- No

### Home Address
- **Flat/Room & Building:** Gmbu 3116, 31/F, Jhp Rcm Jwng W, Ydp Jhp Guvcw Kwun Tong Kwunon  
- **Escape & Street:**  
- **City:** Kwun Tong  
- **District:**  
- **Country/Territory:**  

**Important Notes:** If your Home Address is not the same as your Contact Address in AMS, you are required to upload Home Address proof bearing your name dated within 21 DEC-2019 to 21 MAR-2019 (latest three months from the application deadline). Without Home Address proof may result in [Pending] status in your application.

Please fill in the boxes.

## Section I: Commuting Time
- **Please select the district/town as same as your home address:**
  - Hong Kong  
  - Kwun Tong  
  - NT  
  - Shenzhen/Outlying Island

## Section II: Home Environment

### (A) Home Size
- **The Livable Area** is calculated in square feet (sq. ft). If the 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 21 DEC-2019 to 21 MAR-2019 (latest three months from the application deadline). Without Home Size proof may result in [Pending] status in your application.

- **Please fill in your home size (including kitchen and bathroom):**
  - **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 21 DEC-2019 to 21 MAR-2019 (latest three months from the application deadline).**

- **Household member's name:**  
- **Relationship:**  
- **MU: Lynh Lh:** MYSELF

Add Household Member

---

- **Input the Score A information**
Input the Score B information and click “Next Page”.
Confirmation Page

All information provided in the application must be true and accurate. Student Residence Office will conduct vetting on the applications at any time of the year. Applicants will be required to provide documentary proofs to verify the information submitted on the web. Submission of inaccurate information or failure to submit information during the vetting process 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.

Please review the information below and click "Agree and submit" to submit application. You will receive an email of acknowledgement after submission of your application.

Personal Particulars

Name: [Name]
Department: Chinese and History College: Col. of Liberal Arts & Soc Sci
Programme: Bachelor of Arts
Gender: M
Cohort: 2016
Local Contact: 70447687
Email: ddxpnh050@my.cityu.edu.hk
Contact Address:
4625, Qk Vck Jqwug Hw Vck Guvcvg Tuen Mun N.T.
Disability: No
Dean's list/Provost's list/Principal's list: No
Previous Hall Experience: Yes
Same address Indicator: Yes
Home Address:

Leadership Qualities

Leadership Position: No Activity at all

Health Related Information

Are you a student with disability? No

Please double check all the information and scroll down to the bottom and click “Agree and submit”.
Successfully submitted

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

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

Upload the documentary proofs
Choose the document type

You can modify your application information within the application period.
If you wish to upload an updated returning form, please click ‘delete document’.

Important:
Your application on AIMS has been submitted.
1. Application result will be released on 25-Apr-2019. Please check via AIMS.

Uploaded Documents

Document Type | Document Description
---|---
Hall Specific Form | Returning form

Please select a document type to upload.
(Maximum of 10MB storage space is available)

Document Type: Household Member’s Address Proof

Upload Document
Student Residence Document Upload

**Document deleted successfully**

Student Residence Application  (back to upload proof for other types)
Remember to upload the returning form before deadline.

Otherwise, NO returning score is counted.
You can upload several proofs for the same document types.

If you need to upload proofs for other types, please return to the application.