Hall Admission for UG Halls 2019/20

Session for Current Students
(no hall experience)
• 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

Announcement of result via email
Pay confirmation fee to confirm offer
Deadline of preference indication on AIMS
Room Assignment announcement
2019/20 Mass Check-in
Part I  Hall Admission 2019/20 (Eligibility)

• **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)
# Part I  Application Procedure

## 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 |
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”

| Commuting Time | • 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])  
|                | • Information submitted should reflect your current situation during the application period |
| Home Environment | • state the total home size (Total saleable area in sq.ft.)  
|                  | • 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
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><strong>1) Academic Scholarship</strong>&lt;br&gt;• To provide the year, organization and name of scholarships/prizes&lt;br&gt;<strong>including:</strong>&lt;br&gt;• 1st-3rd prizes/Excellence/Distinction/1st Honour in Overall Student of Year/Academic Performance&lt;br&gt;<strong>excluding:</strong>&lt;br&gt;• Subject prizes&lt;br&gt;• Merits</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>
<tbody>
<tr>
<td>Potential Contribution to Residence Life</td>
<td><strong>3) International Exchange Experience</strong></td>
</tr>
<tr>
<td></td>
<td>• To provide the year, country/city and institution</td>
</tr>
<tr>
<td></td>
<td><strong>4) Community Service organised by NGOs ≥ 10 hours</strong></td>
</tr>
<tr>
<td></td>
<td>• To provide the year, organization and description</td>
</tr>
<tr>
<td></td>
<td>excluding</td>
</tr>
<tr>
<td></td>
<td>• One-off community service (&lt; 10 hours)</td>
</tr>
<tr>
<td></td>
<td>e.g. flag selling activity/blood donation/elderly visit</td>
</tr>
<tr>
<td></td>
<td>• Student helper organised by schools/private companies</td>
</tr>
<tr>
<td>5) Dean's/Principal's List</td>
<td>• To provide the year and name of the award</td>
</tr>
<tr>
<td></td>
<td><strong>/</strong></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 enquiries, 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  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>
</tbody>
</table>
| 1) Current Students  
(Staying in hall ≥120 days cumulatively) | ✓ | ✗ | ✓ |
| - Current student athletes nominated for Residence Scholarship Scheme  
- Students with special needs which are defined as disability | ✓ + proof | | |
| 2) Current Students  
(Staying in hall <120 days cumulatively) | ✗ | ✓ | ✓ |

**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.
Part I 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 confirm their hall offer.
• 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>
</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 A  
➢ Will not be refunded if giving up bedplace |

<table>
<thead>
<tr>
<th>Room Assignment of Sem A</th>
<th>➢ Receive room assignment on 1 Aug</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sem A Check-in</th>
<th>➢ 26 – 28 Aug 2019</th>
</tr>
</thead>
</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 |

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For students who go for Outbound Exchange in Sem B
Alert

Application Period
14 - 21 Mar 2019

Late Application will NOT be accepted
Part III
AIMS
Demonstration
Please choose “Student Services”.

- Personal Data for Communication
  - Address, Tel. no., Email, Emergency contact, etc.
- Change Security Question (for resetting your password)
  - (If you ever forget your password, you can reset it yourself by supplying this information, without calling for assistance.)
- Scholarship and Financial Aid Records
- Visa Information
- My University Services Level
  - GSC, LIB, SCS Service, Staff AIMS Services
- Update Employment/Further Studies Information
- Maintain Student Bank Account
- SCT Main Menu (for testing purpose)
- Use of Personal Data in Direct Marketing
  - (View and modify your option)
- Declaration on Insurance Agreement
  - (For non-local students only)
• Click "Student Residence".
- Click “Student Residence Application (Undergraduate Students)”.  

- Student Residence Application (Undergraduate Students)
- Student Residence Application (Research Postgraduate Students)
- Student Residence Application (Exchange Students)
- Summer Residence Application (All Students)
- Service Request
- Resident List
- Room Assignment Enquiry
- Resident Profile Survey
• Read the guidelines and important notes carefully, scroll down to the bottom and click “Go” to start your application.
Score A

Student Residence Application (Undergraduate Students)


Personal Particulars
Name: MP Yd Umt Ah
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: 76415961
Email: dbhneborn03@my.cityu.edu.hk
Contact Address:
Gmbu 3116, 31/F, JCP Rm 1629, YCP JCP Guowu Kwun Tong Kowloon
Disability: No
Previous Halls Experience: No

My home address is the same as the contact address: □ Yes □ No

Home Address
Flat/Room & Building: Gmbu 3116, 31/F, JCP Rm 1629
Escape & Street: JCP Rm 1629, YCP JCP Guowu
City: Kwun Tong
District: Kowloon
Country/Territory: - -

Important Notes: If your Home Address is not the same as your Contact Address in AME, 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.

Section I: Commuting Time
Please select the district/area as same as your home address:

- Please select -
  - Hong Kong
  - Kwun Tong
  - NT
  - Shekou/Country Island

Section II: Home Environment

(A) Home Size
The Saleable 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):

<table>
<thead>
<tr>
<th>Home Size (sq ft)</th>
<th>Total (sq ft)</th>
</tr>
</thead>
</table>

(B) Number of household members 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).

<table>
<thead>
<tr>
<th>Household member’s name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP Yd Umt Ah</td>
<td>MYSELF</td>
</tr>
</tbody>
</table>

Add Household Member

- Input the Score A information
2nd part - Score B information

Input the Score B information and click “Next Page”.
Please double check all the information and scroll down to the bottom and click “Agree and submit”.
### Student Residence Application (Undergraduate Students)

**Important:**

Your application on AIMS has been submitted.  
1. Application result will be released on 26-Apr-2019. Please check via AIMS.

### Uploaded Documents

- [ ] Upload Document

Please select a document type to upload documentary proofs. Click “Upload Document” to proceed. (Maximum of 10MB storage space is available for uploading.)

- **Document Type:** Household Member’s Address Proof

**Year:** 2019/20 (Holding Period: 28-Aug-2019 to 25-May-2020)

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### Application Information

**Reference Number:** 910003

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

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**Personal Details**

- **Name:** [Redacted]
- **Sex:** M
- **Year of Study:** [Redacted]

**Address:**

[Redacted]

**Telephone:** [Redacted]

**Email:** [Redacted]

**Programme:** Bachelor of Science in Information Technology

**Degree:** [Redacted]

**School:** [Redacted]

**Supervisor:** [Redacted]

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**Personal Details**

- **Husband of:** [Redacted]

**Personal Details**

- **Father:** [Redacted]

**Mother:** [Redacted]

**Brother:** [Redacted]

**Sister:** [Redacted]

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**Contact Details**

- **Contact Address:**
  - **Address:** [Redacted]
  - **Telephone:** [Redacted]

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**Home Environment and Current Living Arrangements**

- **Household members:** [Redacted]

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**Leadership Qualities**

- **Year:** [Redacted]

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**Health Related Information**

- **Are you a student with disability?** [ ] No

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**Student Details**

- **Student Residence Record:** [Redacted]

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You can modify your application information within the application period.
You can upload several proofs for the same document types.

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

Q & A