Application For Student Resident
Undergraduate Hall 2019/20

Briefing Session for Local Freshmen (Round II)
Contents

Part 1  Hall Admission 2019/20
Part 2  AIMS Demonstration
Part 3  Q&A
Part 1  Hall Admission 2019/20

- 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 1  Hall Admission 2019/20 (Key Dates)

Application Steps

STEP 1  Log-in AIMS to start  8 - 11 August

STEP 2  Result announcement via CityU email  16 August

STEP 3  Check room assignment on AIMS  23 August

STEP 4

STEP 5

STEP 6

8 - 11 August

- Complete & submit online application
- Upload document proof

16 - 19 August

- Pay confirmation fee to accept hall offer
- Indicate your preference (hall/roommate)

26 - 28 August

Mass check-in

Enquiries
Email: sroura@cityu.edu.hk  Tel: 3442 1111
Website: https://www.cityu.edu.hk/sro/htm/e_apply1_ba1.htm
Part 1  Hall Admission 2019/20 (Eligibility)

Eligibility
Local full-time government funded Bachelor’s degree (freshmen):
1. Senior Intake
2. Freshmen

<table>
<thead>
<tr>
<th>Local Students</th>
<th>Application Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td></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 1  Hall Admission 2019/20 (Application Procedure)

- **Hall Application**
- **Screening**
- **Conventional Method (Score A / Score B)**
  - Successful: Succeed to get a bedplace
  - Unsuccessful: Lottery
    - Successful: On Waiting List
    - Unsuccessful
Part 1  Hall Admission 2019/20 (Score A)

Score A (Need-based)

Point 3.1 at the link ➔ http://www.cityu.edu.hk/sro/htm/e_apply1_ba3_score_a.htm

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

<table>
<thead>
<tr>
<th>Commuting Time</th>
<th>• Choose district (Students are required to provide proof of their home address within the latest 3 months when/if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td></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>• State the total home size (Total Saleable Area in sq.ft.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></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
Part 1  Hall Admission 2019/20 (Score B)

Score B (Merit-based)

Point 3.2 at the link ➔ 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” (Validity Period: Sep 2017 to Jun 2019)
## Part 1  Hall Admission 2019/20 (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><strong>Potential Contribution to Residence Life</strong></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>2) Special Achievements/Awards</td>
<td>excluding:</td>
</tr>
<tr>
<td>• To provide the year, organization, name and level awards</td>
<td>• Subject prizes</td>
</tr>
<tr>
<td></td>
<td>• Merits</td>
</tr>
<tr>
<td></td>
<td>including:</td>
</tr>
<tr>
<td></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></td>
<td>excluding:</td>
</tr>
<tr>
<td></td>
<td>• Personal Achievement e.g. ABRSM Exams</td>
</tr>
<tr>
<td></td>
<td>• Participation / Merits</td>
</tr>
<tr>
<td></td>
<td>• Intra-school Competitions</td>
</tr>
</tbody>
</table>
## Part 1  Hall Admission 2019/20 (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><strong>Potential Contribution to Residence Life</strong></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, name of tertiary institution &amp; award</td>
<td></td>
</tr>
</tbody>
</table>
Part 1  Hall Admission 2019/20 (Score B)

• 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.
Warm reminder after applications

- 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.
ALERT
Application Period
8 - 11 Aug 2019
(HKT 23:59)
Late Application / Incomplete Application will NOT be accepted
Part 1  Hall Admission

Result Announcement (16 Aug)

Successful Applicants
- Pay Confirmation Fee (16-19 Aug)
- Preference Indication (16-19 Aug)

Announce Room Assignment Result (23-Aug)

Mass Check-in (26-28 Aug)
Part 1  Hall Admission

Result Announcement (16 Aug)

On Waiting List Applicants

Submit Appeal with supporting documents (16-19 Aug)

Appeal Result will be announced after the commencement of AY 2019/20
Part 1 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.
Part 1  Hall Admission (Appeal)

- 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: 19 August 2019 (Monday)
Part 1  Hall Admission (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 1  Hall Admission (Hall Lodging Fee)

<table>
<thead>
<tr>
<th>Type of Rooms</th>
<th>per person / per full residential year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room</td>
<td>HK$12,800</td>
</tr>
<tr>
<td>Single Room</td>
<td>HK$25,600</td>
</tr>
<tr>
<td>3-Person Room</td>
<td>HK$17,200</td>
</tr>
</tbody>
</table>

Hall lodging fees of residential year 2019/20 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 2 –
AIMS Demonstration
Part 2 AIMS Demonstration

1. Login in AIMS
Part 2 AIMS Demonstration

2. Click “Student Services” and “Student Residence”
Part 2 AIMS Demonstration

3. Click “Student Residence Application (Undergraduate Students)"
Part 2 AIMS Demonstration

4. Read “Acknowledgement and Undertaking” carefully

5. “Tick” and click “Go”
Part 2 AIMS Demonstration

6. Fill in the information and click “Next Page”
Part 2 AIMS Demonstration

(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 **11-MAY-2019 to 11-AUG-2019** (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 or equal to 60 sq.ft. or home size is less than 200 sq.ft.
   ➢ you are required to submit the Home Size proof dated within **11-MAY-2019 to 11-AUG-2019** (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 11-May-2019 to 31-Aug-2019 (latest three months from the application deadline). Without Home Address proof may result in [Pending] status in your application.
Part 2 AIMS Demonstration

**Attention:** You are required to upload Home Size proof within 11-MAY-2019 to 11-AUG-2019 (latest three months from the application deadline). Without Home Size proof may result in [Pending] status in your application.

Section I: Commuting Time

Please select the district/area as shown below:

- Hong Kong
- Kowloon
- NT
- Shenzhen/Outlying Island

Section II: Home Environment

**Home Size**

The Saleable Area (售賣面積) is calculated in square feet (呎²). If the average living space per person is smaller or equal to 60 sq.ft. or home size is less than 200 sq.ft., you are required to submit the Home Size proof dated within 11-MAY-2019 to 11-AUG-2019 (latest three months from the application deadline). Without Home Size proof may result in [Pending] status in your application.

Please fill your home size (including kitchen and bathroom): 150 sq.ft. (total)

**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 11-MAY-2019 to 11-AUG-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>PIGNA Thkgd Ljkgd</td>
<td>MYSELF</td>
</tr>
</tbody>
</table>

Add Household Member
Part 2 AIMS Demonstration

**Pay attention to any “warning” pop and follow up.**
7. Check the information and click “Agree and Submit”
Part 2 AIMS Demonstration

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 2 AIMS Demonstration

Subject: Acknowledgement of Application for Student Residence

Dear Applicant,

Please be informed that your hall application has been submitted/amended on (06-Aug-2019). 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 2 AIMS Demonstration (Paying Confirmation Fee)

Click “Payment” button

Click “Proceed to Payment” button

Payment of Confirmation Fee

You are required to pay a non-refundable and non-transferable confirmation fee of HKD $1600.00. The confirmation fee will be used to offset against the Student Residence Fee for Semester A 2019/20.

Please “Proceed to Payment” to the online payment gateway. 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 changing by third-party.

Please note the steps below:

Step (1) Click “Payment” button to pay confirmation fee in order to confirm your acceptance of hall offer. If your payment is successful, your application result will be changed to “Confirmed”. Late payment will not be considered and your place will be forfeited automatically.

Step (2) After changing the status to “Confirmed”, please click “Submit Resident Profile Survey” and fill in the information required.

Step (3) Indicate your preference on Hall, Room type and roommate where appropriate. Please double check your preference after you have submitted.

Key dates highlighted as follows:

- Payment of Confirmation Fee ($1,600.00) by 19-Aug-2019
- Submit the “Resident Profile Survey” by 19-Aug-2019
- Indication of Hall Preference by 15-Aug-2019

Click “Payment” button

If you do not accept the offer, please click the “Decline” button below.
Part 2 AIMS Demonstration (Paying Confirmation Fee)

Online Payment

Payment Amount: **HKD 1600.00**

Please select one of the following card types for the online payment:

- **MasterCard**
- **Visa**

Select Card Type For Payment

Reminders

- 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 enable Javascript and allow CityU server to write browser cookie.
- The system uses 2048-bit SSL certificate to protect the sensitive payment data passing between the cardholder's web browser and the payment system servers.
- To successfully connect to the system, the user web browser must support at least one of the web security protocols, namely TLSv1.0, TLSv1.1 or TLSv1.2, and have it enabled. After 30th April 2018, the system will forbid access from web browser that doesn't support security protocols TLSv1.1 and TLSv1.2.
- The system supports the latest version of the following web browsers, namely Microsoft Internet Explorer 11, Google Chrome, and Mozilla Firefox.

Input and click "Pay" to proceed
Part 2 AIMS Demonstration (Paying Confirmation Fee)

Payment of Confirmation Fee (Successful)

Your details will be sent to and processed by MasterCard Internet Gateway Service and will not be disclosed to the merchant.

Please wait while your payment is processed.

The server is processing your payment using MasterCard for the value of HKD $1,600.00.

© 2006-2019 Mastercard
Part 2 AIMS Demonstration (Indication of Preference)

Student Residence Application (Undergraduate Students)

<table>
<thead>
<tr>
<th>Your Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall</td>
</tr>
<tr>
<td>Prefer NOT staying on the co-ed floor</td>
</tr>
<tr>
<td>Room Type</td>
</tr>
<tr>
<td>Roommate (For double room only)</td>
</tr>
</tbody>
</table>

Please note the steps below:

**Step (1)** Click "Payment" button to pay confirmation fee in order to confirm your acceptance of hall offer. If your payment is successful, your application result will be changed to "Confirmed". Late payment will not be considered and your place will be lost if not paid by 19-Aug-2019.

**Step (2)** After changing the status to "Confirmed", please click "Submit Resident Profile Survey" and fill in the information required.

**Step (3)** Indicate your preference on Hall, Room type and roommate where appropriate. Please double check your preference after you have submitted.

Key dates highlighted as follows:

- Payment of Confirmation Fee ($1600.00) by 19-Aug-2019.
- Submit the "Resident Profile Survey" by 19-Aug-2019.

Submit "Resident Profile Survey" and then "Indication of Preference"
Part 2 AIMS Demonstration (Indication of Preference)

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. 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 assignment decisions 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
Most of the hall floors are the co-ed floors which means that both male and female residents are assigned on the same floor. On this floor, a suite (two adjacent rooms) with shared bathroom and toilet facilities will be assigned to every two pairs of male and female residents.

Do you want to be assigned to the co-ed floor? (a) No Preference (b) I prefer 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 before indicating your room type preference.

Co-ed Floor Preference

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:
1. I prefer to share a double room with an International student.
   Yes
2. I prefer to share a double room with a Mainland student.
   Yes
3. Double Room
4. 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. 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 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).

Upload Documents

For single room request, please submit proof if any

Click "Confirm to proceed"
Part 3 – Q&A