AIMS
Demonstration
Local Students
(Staying in the hall less than 120 days cumulatively)
For local students staying in the hall less than 120 days cumulatively

1. Login AIMS

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 or staff or alumnus.

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 as their EIDs.
For local students staying in the hall less than 120 days cumulatively

2. Click “Student Services”

3. Click “Student Residence”
For local students staying in the hall less than 120 days cumulatively

4. Click “Student Residence Application (Undergraduate Students)”
For local students staying in the hall less than 120 days cumulatively

5. Read the guidelines and important notes carefully, scroll down to the bottom

6. Tick the checkbox

7. Click “Go” to start your application

I have read, understand and agree with Regulations and other information stipulated at the above “Acknowledgement and Undertaking.”
For local students staying in the hall less than 120 days cumulatively

### Section I: Commuting Time
**See definition**

- Please select the district/area (as same as your home address):
  - Hong Kong
  - Kowloon
  - NT
  - Shenzhen/Outlying Island

### Section II: Home Environment
**See definition**

#### (A) Home Size

The Saleable Area (實用面積) is calculated in square feet (ft²). 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 15-DEC-2019 to 19-MAR-2020 (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):

<table>
<thead>
<tr>
<th>sq.ft. (total)</th>
</tr>
</thead>
</table>

#### (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 19-DEC-2019 to 19-MAR-2020 (latest three months from the application deadline).

<table>
<thead>
<tr>
<th>Household member’s name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUA Snatm Rg</td>
<td>MYSELF</td>
</tr>
</tbody>
</table>

8. Input the Score A information
If your Home Address is not the same as Contact Address in AIMS

- You are required to upload Home Address proof bearing your name dated within 19-DEC-2019 to 19-MAR-2020 (latest three months from the application deadline) after application submission.

- Without Home Address proof may result in "Pending" status in your application.
Attention!
If your 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 19-DEC-2019 to 19-MAR-2020 (latest three months from the application deadline) after application submission.

- Without Home Size proof may result in "Pending" status in your application.
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9. Input the Score B information
10. State Your Health Related Information
11. Click “Next Page” to continue
Attention!

For Leadership Qualities, if you select “Any leadership position held”, you are required to upload Leadership proof bearing your name, position/title within the validity period.

For Leadership Qualities, Academic Merits, Special Achievements and Community Services, score B will only be counted within validity period (September 2018 to June 2020). If you overstate / select wrong category / provide false information, score B will be deducted and serious case will result in disqualified.

Please note that only certification(s) / document(s) bearing your name, position/title within validity period will be considered. Photo of the award / medal in NOT accepted.
12. Check the inputted information carefully

13. Pay attention to “Warning”, if any

14. Click “Agree and submit”
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15. If you submit your application successfully, you will have the application reference number

010021

16. You can modify your application information within the application period
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If you are required to submit the supporting document(s),

17. Select “Document Type” and Click “Upload Document”

18. Key in the document description

19. Select the file to be uploaded

20. Click “Upload”

21. Click “Student Residence Application” and back to previous page