AIMS
Demonstration
Non-Local Students
(Cohort 2018 and beforehand)
For non-local students admitted in cohort 2018 and beforehand

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 alumna.

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 non-local students admitted in cohort 2018 and beforehand

2. Click “Student Services”
3. Click “Student Residence”
For non-local students admitted in cohort 2018 and beforehand

4. Click “Student Residence Application (Undergraduate Students)”
For non-local students admitted in cohort 2018 and beforehand

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

6. Tick the checkbox.

7. Click “Go” to start your application.

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For non-local students admitted in cohort 2018 and beforehand

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Student Record</th>
<th>Course Registration</th>
<th>Student Services</th>
<th>Study Plan</th>
<th>Services for New Student</th>
<th>BannerXE</th>
</tr>
</thead>
</table>

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 2020/21 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).

8. Click “I Agree and Continue to Upload”
For non-local students admitted in cohort 2018 and beforehand

9. Download and fill the hall specific form
10. Save the form in pdf format
11. Key in the document description
12. Choose document and click “Upload”
For non-local students admitted in cohort 2018 and beforehand

13. After uploading the hall specific form,

13. Click “Next Page” to continue
14. Input the Score B information
15. State Your Health Related Information
16. 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.
For non-local students admitted in cohort 2018 and beforehand

17. Check the inputted information carefully

18. Click “Agree and submit”
For non-local students admitted in cohort 2018 and beforehand

19. If you submit your application successfully, you will have the application reference number

010024

20. You can modify your application information within the application period

Please keep below application reference number for your reference. Your enquiry may not able to process if you failed to provide the reference number!
For non-local students admitted in cohort 2018 and beforehand

If you are required to submit the supporting document(s),

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

22. Key in the document description
23. Select the file to be uploaded
24. Click “Upload”
25. Click “Student Residence Application” and back to previous page