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
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
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8. Input the Score A information

Important Notes: If your Home Address is not the same as your Contact Address in AIMIS, you are required to upload Home Address proof bearing your name dated within 7-JAN-2022 to 7-APR-2022 (latest three months from the application deadline). Without Home Address proof may result in (Pending) status in your application.

Section I: Commuting Time
See definition
Please select the district/area (same as your home address):
- Hong Kong
- Kaohsiung
- NT
- Shenzhen/Outing Island

Section II: Home Environment
See definition
(A) Home Size
The Saleable Area 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 7-JAN-2022 to 7-APR-2022 (latest three months from the application deadline). Without Home Size proof may result in (Pending) status in your application.
The Home Size should be described and defined as "Saleable Area". See definition

Please fill in your home size (including kitchen and bathroom):

- [ ] sq.ft. total

(ii) Number of household member(s) living together:

List the household member's name & relationship below. You are required to upload Home Address proof bearing your name dated within 7-JAN-2022 to 7-APR-2022 (latest three months from the application deadline).

<table>
<thead>
<tr>
<th>Household member's name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MYSELF</td>
</tr>
</tbody>
</table>

*Tip: you may check your home size
Public Rental Flats or Private Flats
Attention!

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 7-JAN-2022 to 7-APR-2022 (latest three months from the application deadline) by the application deadline.

- Without Home Address proof may result in "Pending" status in your application.
Attention!

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 7-JAN-2022 to 7-APR-2022 (latest three months from the application deadline) by the application deadline.

- Without Home Size proof may result in "Pending" status in your application.
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 2020 to June 2022). 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.
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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

210003

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
Email Acknowledgement after submission

From: Student Residence Office <srouga@cityu.edu.hk>
Sent: Wednesday, March 30, 2022 9:36AM
To:

Subject: Acknowledgement of Application for Student Residence

Dear Applicant,

Please be informed that your hall application has been submitted/amended on (30-Mar-2022), 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

Year: 2022/23

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