AIMS
Demonstration

Non-Local Students
(Cohort 2020 and beforehand)
For non-local students admitted in cohort 2020 and beforehand

1. Login AIMS
For non-local students admitted in cohort 2020 and beforehand

2. Click “Student Services”

3. Click “Student Residence”
For non-local students admitted in cohort 2020 and beforehand

4. Click “Student Residence Application (Undergraduate Students)"
For non-local students admitted in cohort 2020 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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8. Click “I Agree and Continue to Upload”
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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”
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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 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 is NOT accepted.
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17. Check the inputted information carefully

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

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

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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
Email Acknowledgement after submission

From: Student Residence Office <sruga@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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