AIMS

Demonstration

Local Students
(With hall experience [Returning local residents])

*staying in the hall equal or more than 120 days cumulatively
1. Login AIMS
2. Click “Student Services”
3. Click “Student Residence”
4. Click “Student Residence Application (Undergraduate Students)”
5. Read the guidelines and important notes carefully, scroll down to the bottom

6. Tick the checkbox

7. Click “Go” to start your application
Development AIMS (Version 8.22)

Personal Information | Student Record | Course Registration | Student Services | Study Plan | Services for New Student | Banner XE

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 2023/24 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 local students with hall experience (Returning local residents)

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”
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 2021 to June 2023). 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. No mark will be given if you put in wrong categories.
17. Check the inputted information carefully

18. Click “Agree and submit”
Please keep below application reference number for your reference. Your enquiry may not able to process if you failed to provide the reference number!

310002

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

20. You can modify your application information within the application period
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
If you would like to amend uploaded Hall Specific Form

26. Click “Delete Document”
27. Click “Student Residence Application” and back to previous page

Please keep below application reference number for your reference. Your enquiry may not able to process if you failed to provide the reference number!
28. Click “Upload Hall Specific Form”
29. Click “I Agree and Continue to Upload” to upload the form within the application period

Student Residence Application (Undergraduate Students)

Important:
Your application on AIMS has been submitted.

1. Application result will be released on 16-May-2023.

Warning: You have deleted “Hall Specific Form” in your Hall Application 2023/24. Please be reminded to upload the “Hall Specific Form” before the application deadline; otherwise, marks regarding hall contribution as listed in hall specific form will not be counted.

Uploaded Documents

Please select a document type to upload documentary proofs. Click “Upload Document” to proceed.

(Maximum of 10MB storage space is available for uploading)

Document Type: [Household Member’s Address Proof]

*Declaration / Oath will NOT be accepted as proofs.

For local students with hall experience (Returning local residents)
Attention

For Uploaded Documents, if you deleted "Hall Specific Form" in your Hall Application 2023/24. Please be reminded to upload the "Hall Specific Form" before the application deadline; otherwise, marks regarding hall contribution as listed in hall specific form will not be counted.

Make sure the Hall Specific Form you uploaded is successful and shown on your application.
Email Acknowledgement after submission

From: Student Residence Office <srourga@cityu.edu.hk>
Sent: Tuesday, March 23, 2023 3:57 PM
Subject: Acknowledgement of Application for Student Residence

Dear Applicant,

Please be informed that your hall application has been submitted/amended on (23-Mar-2023). Your application reference number is 310002. Please keep it for your reference. 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: 2023/24

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