2023-2024
Hall Admission for UG Halls

Local Students
(No hall experience or staying in the hall less than 120 days cumulatively)
SPECIAL MESSAGE (including but not limited to: )

- Construction works in the Circular site outside Hall 3 & around Tat Hong Avenue will be carried out throughout the whole residential year. **Noise/vibration within statutory requirements are expected.**
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01 General Application Information
is the only means for Hall Admission/Application

Hall Application is on yearly basis (all should apply afresh!)

Deadline
30 Mar 2023, 23:59 HKT

*traffic jam (system) may happen in the last 10 minutes, better submit your application earlier. If you are unable to submit your application due to technical issue, it will be treated as late application.

Late / incomplete application will not be accepted!
**TIMELINE**

1. **22 – 30 Mar**
   - Online application available on AIMS
   - Upload document/ proof on AIMS

2. **23 May**
   - Deadline of preference indication on AIMS

3. **3 days before residential period**
   - Room Assignment announcement

4. **16 – 23 May**
   - Announcement of result via email
   - Pay confirmation fee to confirm offer

5. **28 Aug**
   - Check-in Student Residence
01 General Application

Eligibility
- Full-time government-funded Bachelor’s degree students
- Local Students (no hall experience or staying in the hall less than 120 days* cumulatively)
  *according to the residential record on AIMS

Target
- Score A (Commuting time/ home size)
- Score B (Leadership Qualities and Potential Contribution to Residence Life)
UG Hall Lodging Fee 2023/24

Rate for Double Room (per person)
$15,100 / year

Rate for Single Room (per person)
$30,200 / year

Residential period:
28 August 2023, 9am - 27 May 2024, 12noon

Hall lodging fee of residential year 2023/2024 is payable in two instalments to cover the whole residential period. In general, the due date of the 1st instalment is (tentative) in September and the 2nd instalment is (tentative) in January.
02 Application Procedure
02 Application Procedure

Application Procedures after login AIMS

01 Fill in Score A & Score B information

02 Continue to fill in other parts of hall application

03 Submit the application and upload proofs before deadline
## Application Procedure

### Score A
Based on the ranking of one’s **combined score** of “Home Environment and Commuting Time”

### Home Environment
- State the home size including kitchen and bathroom (in sq.ft)
- **Public Rental Flats** or **Private Flats**
- State the household members’ name and relationship with the applicant (e.g. Chan Siu Ming (myself), Chan Tai Man (father))

**Note:** 🐘 Pets are NOT counted as household members

### Commuting Time
- Choose district of home address (Students are required to provide proof of their home address within the latest 3 months when/if necessary [i.e. 30 Dec 2022 to 30 Mar 2023])
- Information submitted should **reflect your current situation** during the application period
- If you don’t have a valid address in Hong Kong, please email your situation to srouga@cityu.edu.hk

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### Helpful Tips
- Fill **sq.ft** (Square Feet)
- Keep & upload home size proof
- Do not under estimate your home size
- Keep & upload valid period of address proof of all household members, including student applicant
- Do not input household members without address proof
- Unable to provide proof / any false information → application Pending / disqualified
Example: Family with 6 household members

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Upload Address Proof in AIMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chan Tai Man</td>
<td>Myself</td>
<td>✓</td>
</tr>
<tr>
<td>Chan Siu Ming</td>
<td>Father</td>
<td>✓</td>
</tr>
<tr>
<td>Lee Mei Mei</td>
<td>Mother</td>
<td>✓</td>
</tr>
<tr>
<td>Chan Tai Hing</td>
<td>Brother</td>
<td>✓</td>
</tr>
<tr>
<td>Mary</td>
<td>Maid</td>
<td>✓</td>
</tr>
<tr>
<td>Chan Chang</td>
<td>Grandfather</td>
<td>✓</td>
</tr>
</tbody>
</table>

Tips 2: Upload all the household member address proof in AIMS (make sure falling into validity period).

For maid, please provide the employment contract with corresponding address as proof.

For household members under 18, you may provide 1) Student Handbook - the page with student’s information, including name and residential address or 2) document from school or 3) birth certificate with corresponding household address for further consideration.

* Declaration / Oath will NOT be accepted as proofs.

Tips 1: Make sure the name is correct
Wrong spelling → “Chang” instead of “Cheng”

Tips 3: Make sure all the information is TRUE and ACCURATE; serious misleading cases will be subject to further disciplinary actions.

**You may be required to submit proofs for further verification. Hence, you are strongly advised to keep and upload documents. Otherwise, your application may not be able to process.
2 Academic Scholarship
Academic Scholarships/ Academic Prizes awarded by CityU or external organizations
including:
- 1st-3rd prizes/ Excellence/ Distinction/ 1st Honour in Overall Student of Year/Academic Performance
excluding:
- Subject prizes
- Merits
- Semi-finalist

3 Special Achievements/ Awards
Special Achievements/ Awards attained in inter-varsity competitions in the areas of sports, music or arts
including:
- 1st-3rd(Gold-Bronze) prizes/Excellence/ Distinction directly relate to Sports/Music/Arts in Inter-school/District/Regional Competitions
excluding:
- Personal Achievement e.g. ABRSM Exams
- Merits/Participation
- Intra-school Competitions
- Semi-finalist

4 International/ Non-local Exchange Experience/ International Internship ≥ 4 weeks

5 Community Service organised by NGOs ≥ 10 hours
Community Service organised by NGOs ≥ 10 hours
excluding:
- one-off community service (< 10 hours) e.g. flag selling activity/blood donation/elderly visit
- student helper organised by schools/private companies

6 Dean’s / Principal’s List

* Put in WRONG category, NO mark
** Declaration / Oath will NOT be accepted as proofs.
***Please note that only certification(s) / document(s) bearing your name and position/ title / organization name / name of award / level of award etc. (if applicable) within validity period will be considered. Photo of the award / medal is NOT accepted.
Before completing the application form, please read the notes carefully by clicking:
https://www.cityu.edu.hk/sro/StudentHousing/UGHalls/AdmissionPolicy/Application.htm

TO ALL APPLICANTS

02 Application Procedure

Score B
Leadership Qualities
Potential
Contribution to
Residence Life

Score A
Home Size
Household Members
Address Proof

⚠️ All information provided by the applicants must be true, correct and complete. Submission of incorrect information is a misbehavior which may lead to disciplinary actions. You shall ensure all information is correct before submission, unintentional / careless mistake will not be accepted as the reason under vetting.
Remember to click “Agree and Submit” after filling all information before application deadline.
1. If you submit your application successfully, you will have the application reference number and receive an email of acknowledgement.

2. You can check your application data through AIMS on the next working day.

3. If you cannot find your application data or reference number on AIMS AND do not receive any acknowledgement via email, please contact SRO immediately.

4. SRO will make selection on the basis of the information stated in the application form. If there is any subsequent change of information, you can make the amendments on your application (by yourself) on AIMS by the application deadline.

5. Please double check the change of information on AIMS after you have amended the data.

6. No amendment is allowed after application deadline.
03 Appeal, Vetting, Room Assignment
Appeal

- Appeal against one’s application results can only be made to the Appeal Panel via AIMS to the Student Residence Office by a specific deadline, but will only be considered with new/additional supporting documents.

- The decisions of the Appeal Panel will be final.

- Appeal Period: 16 - 23 May 2023
Vetting

- Vetting will be conducted by SRO throughout the application processing and residential period.

- Hall Application is an HONEST system. Students are required to submit true, accurate and correct information in AIMs.

Note: **DO** keep all document proofs relating to your hall application.

- Should students fail to respond to SRO’s request for vetting, they could be considered as submitting inaccurate information or failure to respond to vetting will lead to immediate disqualification and removal from the hall, and their residence applications will not be accepted throughout their entire study period.

Note: All hall fees paid under this circumstance will **NOT** be refunded.

- **Serious cases will be escalated to Student Discipline Committee, which may affect the opportunities for award, scholarship, exchange or internship application.**

- All information provided by the applicants must be true, correct, accurate and complete. **Applicants shall verify all the information before submission.** You shall ensure all information is correct before submission, unintentional / careless mistake will not be accepted as the reason under vetting. Submission of incorrect information is a misbehavior which may lead to disciplinary actions.
Room Assignment

• Rule of thumb: All applicants will be assigned to double-room double-occupancy if no preference is indicated.

• Applicants' preferences on hall, room type and roommate will be considered as far as possible.

• There is no guarantee that one will be assigned to a particular hall, unit, room type, or with a specific roommate. Final room assignment is subject to room availability and hall admission policies.

• SRO and the Residence Masters reserve the right to make alternative assignment decisions or re-assign students when necessary.

• No room assignment will be made if applicants fail to confirm their hall offer.
04 Outbound Exchange Arrangement
If you wish to stay in Student Residence, DO submit hall application via AIMS to compete for a bedplace this round as hall application is administered once a year for current students.

If your enrollment status in AIMS is “On formal exchange programme”, you are NOT eligible for hall residence during this period. You should check out from the hall residence and no refund of remaining hall lodging fee.

If you successfully get a bedplace in 2023/24, you should follow the following instruction.
## 04 Outbound Exchange Arrangement

### For students who go for Outbound Exchange in Sem A

<table>
<thead>
<tr>
<th>If you get a bedplace in 2023/24, for</th>
<th></th>
</tr>
</thead>
</table>
| **Confirmation Fee (non-refundable)** | ✗ Pay the confirmation fee before a specific deadline to secure a bedplace in 2023/24  
  ✗ Use for offsetting hall lodging fee of Sem B  
  ✗ Will not be refunded if giving up bedplace in Sem B |
| **Room Assignment of Sem A** | ✗ No room assignment |
| **Withdrawal of Sem A exchange programme due to any reason** | ✗ Notify SRO before **1st week of August** with proof;  
  ✗ Will try to resume a Sem A bedplace subject to availability |
| **Return to CityU for Sem B bedplace** | ✗ SRO will contact you via email in **mid-October 2023** and you are required to follow the instruction in email to confirm your return |
| **Room Assignment of Sem B** | ✗ Only those students reply successfully before a specific deadline will receive room assignment in **3 days before residential period of Sem B** |
| **Sem B Check-in** | ✗ Starting from 8 January 2024, 9am |
### 04 Outbound Exchange Arrangement

**For students who go for Outbound Exchange in Sem B**

<table>
<thead>
<tr>
<th>If you get a bedplace in 2023/24, for</th>
<th></th>
</tr>
</thead>
</table>
| Confirmation Fee (non-refundable) | ➢ Pay the confirmation fee before a specific deadline to secure a bedplace in 2023/24  
➤ Use for offsetting hall lodging fee of Sem A  
➤ Will not be refunded if giving up bedplace |
| Room Assignment of Sem A | ➢ Receive room assignment 3 days before residential period |
| Sem A Mass Check-in | ➢ 28 - 30 August 2023 |
| Go for Sem B exchange | ➢ Submit Application for Withdrawal from Student Residence (Sem B) by **17 November 2023** even though the offer has not been granted by the institution;  
**Otherwise, you are liable for settling hall lodging fee of Sem B even you check out on or before 29 December 2023 noon.**  
➤ Check-out by 29 December 2023, 12noon (last day of Sem A) |
| Withdrawal of Sem B exchange programme due to any reason | ➢ Notify SRO by **22 December 2023** (1 week before last day of Sem A)  
➤ Your hall application will be re-considered by SRO, subject to the availability |
Application Period
22 - 30 Mar 2023 (23:59 HKT)

Late / incomplete application will not be accepted!

*traffic jam (system) may happen in the last 10 minutes, better submit your application earlier. If you are unable to submit your application due to technical issue, it will be treated as late application.
Contact us

Email
srouga@cityu.edu.hk
(UG Hall Application)

Student Residence Office

Opening Hours
| Monday to Friday: | 9:00am - 1:00pm; 2:00pm - 5:30pm |
| Saturday, Sunday and Public Holiday: | Closed |

Tel
(852) 3442-1111