2022-2023
Hall Admission for UG Halls

Local Students
(Staying in the hall less than 120 days cumulatively )
General Application Information
AIMS is the only means for Hall Admission/Application

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

Late / incomplete application will not be accepted

Deadline 7 Apr 2022, 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!
01 General Application Information

30 Mar – 7 Apr
Online application available on AIMS
Upload document/proof on AIMS

19 – 26 May
Announcement of result via email
Pay confirmation fee to confirm offer

31 May
Deadline of preference indication on AIMS

3 days before residential period
Room Assignment announcement
01 General Application Information

Eligibility: All full-time students in government funded bachelor’s degree programmes

Target: Local Students (staying in the hall less than 120 days* cumulatively)
*according to the residential record on AIMS

Allocation Criteria:
- Score A (Commuting time/home size)
- Score B (Leadership Qualities and Potential Contribution to Residence Life)
UG Hall Lodging Fee 2022/23

Rate for Double Room (per person)
$14,000 / year

Rate for Single Room (per person)
$28,000 / year

Hall lodging fee of residential year 2022/2023 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.

Tentative Residential period: 22 August 2022, 9am - 22 May 2023, 12noon
02

Application Procedure
SPECIAL MESSAGE (including but not limited to: )

• Construction works in the Circular site outside Hall 3 & the façade repairing work in different halls will be carried out throughout the whole residential year. **Noise and vibration are expected.**

• The University strictly follows the Government infection control measure. Students who come to campus must adhere to Government and University safety and health guidelines. Non-adherence may result in disciplinary action.

02 Application Procedure

Terms and Conditions

Please read the Terms and Conditions carefully!!!
02 Application Procedure

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- Starting from 24 February 2022, all residents are required to upload e-vaccination record into AIMS (Declaration for COVID-19 Vaccination) so as to gain access into the Student Residence (SR)/hall. Please stay alert and strictly follow to our announcement if any update.

Fail to fulfil the above requirement, residents:

- will NOT be able to check-in in person
- can NOT gain access to into SR
- will NOT be refunded of any fees paid

- All residents are expected to pay attention and strictly follow the SR Notice & the latest update from HKSAR government carefully for COVID-19.
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
02 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**) and the type of housing (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. 7 Jan 2022 to 7 Apr 2022])
- 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**

**Tips**
- Do not underestimate your home size
- Do not input household members without address proof
- Keep & upload valid period of address proof of all household members
- Unable to provide proof / any false information → application Pending / disqualified
**Tips to applicants**  
(Enquiries: srouga@cityu.edu.hk)

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.

VS

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<td>×</td>
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</table>

**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.

* Declaration / Oath will NOT be accepted as proofs.
Score B – a combined scores of “Leadership Qualities and Potential Contribution to Residence Life” (Validity Period: September 2020 – June 2022)

1 Leadership Quality
To select the position with the highest score attained

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 List / Provost’s List / Principal’s List
TO ALL APPLICANTS

Before completing the application form, please read the notes carefully by clicking: https://www.cityu.edu.hk/sro/StudentHousing/UGHalls/AdmissionPolicy/Application.htm

02 Application Procedure

Leadership Qualities

Home Size

Household Members

Potential Contribution to Residence Life

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.
02 Application Procedure

Remember to click “Agree and Submit” after filling all information before application deadline.
After application submission

1. You will receive an email of acknowledgement after submitting your application. You can check your application data through AIMS on the next working day.
2. If you do not receive any acknowledgement via email AND cannot find your application data on AIMS, please contact SRO immediately.
3. 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.
4. Please double check the change of information on AIMS after you have amended the data.
5. No amendment is allowed after application deadline.
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: 19 - 26 May 2022
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. 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 2022/23, you should follow the following instruction.
## For students who go for Outbound Exchange in Sem A

<table>
<thead>
<tr>
<th>If you get a bedplace in 2022/23, for</th>
<th></th>
</tr>
</thead>
</table>
| **Confirmation Fee (non-refundable)** | ● Pay the confirmation fee before a specific deadline to secure a bedplace in 2022/23  
  ● 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 2022** 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 3 January 2023, 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 2022/23, for</th>
<th></th>
</tr>
</thead>
</table>
| **Confirmation Fee (non-refundable)** | ● Pay the confirmation fee before a specific deadline to secure a bedplace in 2022/23  
● 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** | ● 22 - 24 August 2022 (tentative) |
| **Go for Sem B exchange** | ● Submit Application for Withdrawal from Student Residence (Sem B) by **17 November 2022** 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 23 December 2022 noon.**  
● Check-out by 23 December 2022, 12noon (last day of Sem A) |
| **Withdrawal of Sem B exchange programme due to any reason** | ● Notify SRO by **16 December 2022** (1 week before last day of Sem A)  
● Your hall application will be re-considered by SRO, subject to the availability |
Final Reminder

Application Period
30 Mar – 7 Apr 2022 (23:59 HKT)

Late / incomplete application will not be accepted!
Contact Us

Tel
(852) 3442-1111

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

E-mail
srouga@cityu.edu.hk
(UG Hall Application)