AIMS Demonstration

Local Freshmen
How to submit application
For local Freshmen

1. Login AIMS
For local Freshmen

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
8. Input the Score A information

*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 19-MAY-2023 to 19-AUG-2023 (latest three months from the application deadline) by the application deadline.

• Without Home Address proof may result in "Pending" status in your application.

Important Notes: If your Home Address is not the same as your Contact Address in AIMS, you are required to upload Home Address proof bearing your name dated within 19-MAY-2023 to 19-AUG-2023 (latest three months from 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 19-MAY-2023 to 19-AUG-2023 (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 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 in NOT accepted.
For local Freshmen

12. Check the inputted information carefully

13. Pay attention to “Warning”, if any

14. Click “Agree and submit”
For local Freshmen

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

16. You can modify your application information within the application period.
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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 <sroopa@cityu.edu.hk>
Sent: Thursday, August 17, 2023 9:36AM
Subject: Acknowledgement of Application for Student Residence

Dear Applicant,

Please be informed that your hall application has been submitted/amended on (17-AUG-2023). Your application reference number is 310001. Please keep it for your reference. You can view your most updated application form on AIIMS. 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

Disclaimer: This email (including any attachments) is for the use of the intended recipient only and may contain confidential information and/or copyright material. If you are not the intended recipient, please notify the sender immediately and delete this email and all copies from your system. Any unauthorized use, disclosure, reproduction, copying, distribution, or other form of unauthorized dissemination of the contents is expressly prohibited.
For local Freshmen

For successful applicant

How to make payment

and

Preference indication
1. Log in AIMS to see the application result after receive the email of result announcement.
2. If the result is successful, please note the steps and click “Process Payment” to confirm the offer or click “Decline” to withdraw the offer.
For local Freshmen

3. Check the required Hall Confirmation Fee carefully before payment.
4. Choose your payment method.
Credit Cards & Mobile Wallets

Make sure you could receive any secure authorization from bank [e.g. one time password (OTP), etc.] and prepare sufficient time to process payment. If you are unable to settle your payment due to technical issue, it will be treated as late payment. Kindly note NO late payment will be entertained.

4a

8a. Select one of the payment methods
4b. Scan the code with your device and complete the payment.
5. You can print out the payment receipt after the payment is completed.
6. An email will be sent to you and you can download the receipt.
For local Freshmen

7. The Application Result will be changed to "Confirmed" after payment.
8. Click "Indication of Preference"
9. Read carefully the information before indicating your preference
10. Input/choose the preference

If you do not have any roommate preference, we will randomly assign a roommate for you.
D. Indication of Roommate Preference for Double Room

If the students are going to stay with a new roommate, you are expected to play the role of a host, be warm, friendly and open-minded to appreciate cultural diversity and difference.

If you wish, you may indicate your preferred roommate. Only choose ONE for roommate preference:

I. I prefer to share a double room with an International student.
   □ Yes

II. I prefer to share a double room with a Mainland student.
   □ Yes

III. I prefer to share a double room with the student that I know:
Before doing so, you **must** ensure that your preferred roommate:
1. has been granted a place in the student residence for the same period as you;
2. is of the same gender as you;
3. is of the same hall preference and have the same co-ed floor preference as you;
4. is NOT the returning resident of another hall.
5. agrees to be your roommate by putting you down as the preferred roommate in her/his application

Roommate preference by typing in his/her student ID number: _____________

If you do not have any roommate preference, we will randomly assign a roommate for you.

After preference indication, please click “Confirm to proceed” to proceed. Your preference will be registered after showing the statement “Your preference have been updated successfully.”

Before indicate roommate preference, please read the notes carefully

11. Indicate roommate preference
12. Click “Confirm to proceed”