2023 - 2024
Hall Admission for UG Halls

Local Freshmen
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.**
CONTENTS

01 General Application Information

02 Application Procedure

03 Appeal, Vetting, Room Assignment
General Application Information
01 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
19 Aug 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.
01 General Application Information

16-19 Aug
Online application available on AIMS
Upload document/proof on AIMS

25-28 Aug
Announcement of result via email
Pay confirmation fee to confirm offer
Preference indication on AIMS

31 Aug
Room Assignment announcement

1 Sep
Check-in Student Residence
01 General Application Information

Eligibility

Local full-time students in government-funded bachelor’s degree freshmen (Cohort 2023)

Allocation Criteria

- Score A (Commuting time/home size)
- Score B (Leadership Qualities and Potential contribution to Residence Life)
01 General Application Information

UG Hall Lodging Fee 2023/24

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

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

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.

Residential period: 1 September 2023 – 27 May 2024, 12noon
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”

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**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

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**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. 19 May 2023 to 19 Aug 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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**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

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Tips to applicants

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 1: 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 2: 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.

Enquiries: srouga@cityu.edu.hk
**Special Achievements/Awards**

Attained in inter-varsity competitions in the areas of sports, music or arts including:

- 1st-3rd (Gold-Bronze) prizes/Excellence/Distinction/1st Honour 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

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**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

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**Leadership Quality**

To select the position with the highest score attained

**International/Non-local Exchange Experience/International Internship**

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

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**Community Service organised by NGOs ≥ 10 hours**

Community Service organised by NGOs ≥ 10 hours excluding:

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- student helper organised by schools/private companies

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**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.***

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**Helpful TIPS**

- Make sure falling into validity period
- Keep & upload certificate/documents
- Unable to provide proof/any false information → application Pending/disqualified
Before completing the application form, please read the notes carefully by clicking:
https://www.cityu.edu.hk/sro/StudentHousing/UGHalls/AdmissionPolicy/Application.htm

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.
After application submission

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 acknowledgment 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.

7. If necessary, you will be requested to provide supplementary information, so you are advised to keep documentary proofs on hand, otherwise the processing time of your application will be longer. For those who fail to respond, their applications will be put on a “Pending” status and will not be processed.
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: 25 - 28 Aug 2023
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.
• 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.
Reminder

Application Period
16 - 19 August 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.