



Application Guide

Shared Units @ Nan Shan Yuen / Kowloon Tong





Basic Information



Location	Flat Type	Size (m ²)	Maximum no. of residents
Nam Shan Yuen (NSY)	3-bedroom unit - 7 beds	130-140	7
	4-bedroom unit - 8 beds	150	8
Kowloon Tong Compound (KLNT)	1-bedroom unit - 2 beds	35-45	2
	2-bedroom unit - 3 beds	55	3

**** Students must form a group of **seven or eight** (for NSY) of the same gender or **two or three** (for KLNT) of the same gender to submit an application and decide the share of the license fee.**

1st Action:

- look for flatmates of same gender who are interested in staying at shared units.





2nd action: form a group successfully



Coordinator

3A: \$4,000



Flatmate

2A:\$5,000



Flatmate

1A:\$6,500



Flatmate

4A:\$5,000



Flatmate

3B:\$4,000



Flatmate

2B:\$5,000



Flatmate

1B:\$6,500

Bed No.	Room & Bed	Flat - 130m ²
Bedroom 1	1A	\$ 6,500
Bedroom 1	1B	\$ 6,500
Bedroom 2	2A	\$ 5,000
Bedroom 2	2B	\$ 5,000
Bedroom 3	3A	\$ 4,000
Bedroom 3	3B	\$ 4,000
Bedroom 4	4A	\$ 5,000

Shared Unit @ NSY 3-bedroom unit - 7 beds 130m² as example

(i) discuss room & bed assignment among your group

(ii) When reaching mutual agreement among your group, all students go to login in AIMS and submit individual application for a random pair-up key (follow the steps from slides 4 - 10).





Application Means - AIMS



How to Navigate | Site Map | Help | Exit

AIMS

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Find a Page Go

[Personal Information](#) | [Student Record](#) | [Course Registration](#) | **[Student Services](#)** | [Study Plan](#) | [Services for New Student](#) | [Banner XE](#)

Student Services

- Online Teaching
- Student Helper and Campus Internship Scheme
- Confirmation of Commencement Attendance
- Congregation Job Supplementary Information
- JobPlus Vacancies
- Learning and Study Strategies Inventory (LASSI)
- Lynda.com Online Learning
- On-line Application for In-house Student Development Courses
- Outbound Student Exchange Application
- Scholarship and Financial Aid
- Student Locker
- Student Residence
- Central Repository on Student Development Activities (CRESDA)
- Counselling Service
- Request for Student Visa/Entry Permit Sponsorship
- Mental Assessment Corner
- Campus Access Registration for Graduation Photography
- Student Volunteers Registration

1: Student Services

2: Student Residence





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[Personal Information](#)[Student Record](#)[Course Registration](#)[Student Services](#)[Study Plan](#)[Services for New Student](#)

Student Residence

Student Residence Applications

- Student Residence Application (Undergraduate Students)
- Student Residence Application (Research Postgraduate Students)
- Summer Residence Application (All Students)
- Student Residence Ad-hoc Round Application (Undergraduate Students)
- Rolling Application for Ma On Shan Compound
- Housing for Full-time Master's Students

For Residents

- Fees Payment & Summary
- Room Assignment Enquiry
- Resident Profile Survey
- Resident List
- Service Request

AIMS

[Personal Information](#)[Student Record](#)[Course Registration](#)

Housing for Full-time Master's Students

- Apply for Kowloon Tong
- Apply for Ma On Shan
- Apply for Shared Units @ KLNT/NSY

Apply for Shared Units





Shared Units Applications

Important Note:

You could only submit either one application for Shared Units @ NSY or Shared Units @ KLNT

Application Period:

Name

Unit Size (m²)

No. of Units

Shared Units @ NSY

[Apply](#)

Flats:

3-bedroom unit - 7 beds

130-140

9

3-bedroom unit - 7 beds (8/F)

130-140

1

4-bedroom unit - 8 beds

150

18

Name

Unit Size (m²)

No. of Units

Shared Units @ KLNT

[Apply](#)

Flats:

KLNT - 2-bedroom unit - 3 beds

55

2

KLNT - 1-bedroom unit - 2 beds

35-45

1

You can only submit **ONE** application.

Either NSY or KLNT



Read & Acknowledge below

(i) Terms & Condition

CityU

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Find a Page

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

Nam Shan Yuen Application

City University of Hong Kong

Nam Shan Yuen Application for Students

from Masters' Programmes in 2024/25

Terms & Conditions

1 General Information

1.1 Online applications will be accepted by the Student Residence Office (SRO).

1.2 Late application / incomplete application will be rejected.

2 Eligibility and Allocation

2.1

- Newly admitted students
- Non-local Full-time students

2.2

- Students must form a group of 2-4 persons to apply for a flat.
- Students must pay a flat license fee (please refer to the flat license fee table).
- Successful groups will be allocated a flat.
- Applications will be processed for students who have paid. Refunds typically take two weeks to process.

3 Application and Residential Period

3.1 NSY bed places are to be offered to the successful applicants.

3.2

Application Period Residential Period

5.2

The monthly license fee of each flat and each room is listed below for reference.

Bed No.	Flat - 130 m ²	Flat - 140 m ²	Flat - 150 m ²
Bedroom 1	1A		
Bedroom 1	1B		
Bedroom 2	2A		
Bedroom 2	2B		
Bedroom 3	3A		
Bedroom 3	3B		
Bedroom 4	4A		
Bedroom 5	5A		

5.3 Other costs: Self-paid utility cost (electricity, gas, water and broadband network)

6 General Principles for Flat Assignment

6.1 There is no guarantee that you will be assigned to a particular block or floor.

6.2 Allocation of flats is on a first-come, first-served basis, determined by the successful payment of the entire group. Final assignments will be subject to flat availability.

7 Check-in Procedures

7.1 You MUST complete the check-in procedures IN PERSON as per the instruction by Facilities Management Office (FMO).

7.2 You are required to sign the Licence Agreement upon check-in.

8 Vacate the Room and Early Withdrawal

8.1 Residents will also be required to vacate their rooms upon termination, withdrawal, and completion of their studies; visa expired, or any cases that result in inactive / part-time student status.

8.2 There is no refund for Early Withdrawal check-out.

8.3 The University reserves the right to vacate any flat under special circumstances as deemed appropriate. Residents are expected to strictly follow the arrangements as required.

9 Personal Information Collection Statement

9.1 The personal data collected in this application form will be used by Student Residence Office, Facilities Management Office to process the application and as residents record. All personal data on the application form are regarded as mandatory for the aforementioned purposes.

9.2 You have the right to request access to and correction of the information under the Personal Data (Privacy) Ordinance.

☐ I have read, understand and agree with Regulations and other information stipulated at the above "Terms and Conditions".

Next

click & press next

(ii) Licence Agreement

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

Nam Shan Yuen Application

Licence Agreement

AN AGREEMENT made the xx day of xxxx year Two Thousand and Twenty-four BETWEEN City University of Hong Kong (hereinafter called "the University"); and

1. xxxxxxxx ([country]) Passport No. xxxxxxxx

2. xxxxxxxx ([country]) Passport No. xxxxxxxx

3. xxxxxxxx ([country]) Passport No. xxxxxxxx

4. x

5. x

6. x

7. x

8. x

premises, including the wiring smart-meters of air-conditioners and washing machines. Licensee will be subject to criminal prosecution and/or disciplinary hearing, and required to compensate the University for any loss or damage caused to property in the premises as a result of the deliberate acts or negligence of the Licensee or his/her visitors.

7. Disciplinary Action

7.1 For any suspected case for violation of aforementioned House Rules, the Director of Facilities Management of the University is empowered to exercise his/her due judgement on interpretation of the House Rules (including situations outside the scope of the House Rules as a reasonable man) to levy due penalties for the orderly operation of the premises with full consideration and justifications to the composite factors, including circumstantial evidence and findings, totality and gravity of the misconduct, nature and occurrence(s) of offence as well as the Licensee's attitude.

☐ I have read, understand and agree with Regulations and other information stipulated at the above "Licence Agreement".

Next

click & press next



Confirm the information and compound

**AIMS**

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Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student
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Shared Units Applications

Important Note:
Please confirm the information is correct, no modification of compound is allowed after submission.

Personal Information

Student No.	Name:	Gender: M	Email:
Cohort: 2024	Study Mode: Full Time	Student Type: Local Master Student	

Application Information

You are applying for Shared Units @ NSY Residential Period:

1st batch of Result will be released from 2025 Jul 08 (10:00am HKT), refer to [website](#) for details.

Back to Main Page

Confirm and Apply



Click to return to main page if you selected the wrong compound.

Click to apply. After Confirmation, you cannot change the compound





Indicate of Preference



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Personal InformationStudent RecordCourse RegistrationStudent ServicesStudy PlanServices for New Student

Shared Units Applications

You are applying for Shared Units @ NSY

Your application has been received but not yet submitted.
Please follow the instruction below to complete the application depending on your role:

For All Applicants

Your Pair-Up Information

Student No.:

Pair-Up Key: Not available

Indicate your preference to generate Pair-up Key.

Instruction

Step 1: Please indicate your room-bed preference by clicking "Indication of Preferences" below.

Step 2:
Submit your group's application as Coordinator below, or
Provide your Student Number and Pair-Up Key shown above to your group's Coordinator.

Your preference:
No preference indicated yet.

Indication of Preferences

For Coordinator

Please indicate your preference first.

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Personal InformationStudent RecordCourse RegistrationStudent ServicesStudy PlanServices for New Student

Shared Units Applications

You are applying for Shared Units @ NSY

Application of the Flat type will be stopped once the limit have been reached. Units may release from time to time.

Flat: KLNT - 2-bedroom unit - 3 beds

Flatmate Information: --- Please Select ---

Bed Student No. KLNT - 2-bedroom unit - 3 beds
KLNT - 1-bedroom unit - 2 beds

Available Flat(s):

Name	Unit Size (m ²)	No. of Beds	No. of Units
3-bedroom unit - 7 beds	130-140	7	9
3-bedroom unit - 7 beds (8/F)	130-140	7	1
4-bedroom unit - 8 beds	150	8	1

Your Preference:

Flat: 3-bedroom unit - 7 beds (8/F)

Bed(s): Allow multiple selections

Bed #	Monthly Fee (HK\$)	11-month Fee + 1-month refundable deposit
☐ Bed 1A	\$6,500.00	\$78,000.00
☐ Bed 1B	\$6,500.00	\$78,000.00
☐ Bed 2A	\$5,000.00	\$60,000.00
☐ Bed 2B	\$5,000.00	\$60,000.00
☐ Bed 3A	\$4,000.00	\$48,000.00
☐ Bed 3B		
☐ Bed 5A		

select & press Save

Back to Main PageSave





Obtaining pair-up key successfully

Shared Units Applications

You are applying for Shared Units @ NSY

Your application has been received **but not yet submitted**.

Pair-up key has been generated, please follow the instruction below to complete the application depending on your role:

For All Applicants

Your Pair-Up Information

Student No.:

i) Student ID

Pair-Up Key:

ii) Pair-up Key

Instruction

Step 1: Please indicate your room-bed preference by clicking "Indication of Preferences" below.

Step 2:

Submit your group's application as Coordinator below, or

Provide your Student Number and Pair-Up Key shown above to your group's Coordinator.

Your preference:

Flat: 3-bedroom unit - 7 beds (8/F)

Beds: 2A

Indication of Preferences

For Coordinator

Instruction

Gather your flatmates' Student Number and Pair-Up Key

Click "Fill-in Application" below to complete the information according to your flatmate's preferences.

Fill-in Application

When students indicated preference on AIMS and obtained pair-up key, please pass to the Coordinator for the group submission.

- Coordinator collects student IDs and pair-up keys from all flatmates and clicks "Fill-in Application"





Action by the Coordinator

Shared Units Applications

You are applying for Shared Units @ NSY

Available Flat(s):

Name	Area (m ²)	No. of Beds	No. of Units
3-bedroom unit - 7 beds	130-140	7	9
3-bedroom unit - 7 beds (8/F)	130-140	7	1
4-bedroom unit - 8 beds	150	8	18

Please select the desired Flat and fill-in the flatmate information (including you) below:

Your Pair-Up Information

Student No.: 59207306

Pair-Up Key: AIADZJ

Application of the Flat type will be stopped once the limit have been reached. Units may release from time to time.

Flat:

4-bedroom unit - 8 beds

Flatmate Information:

Bed	Student No.	Pair-Up Key	Name	Gender	Monthly Fee (HK\$)	Total (11-month license fee + 1-month refundable deposit)
1A					6500	78000
1B					6500	78000
2A						
2B						
3A						
3B						
4A						
5A						

Please make sure the information above is true and correct, no modification is allowed after successful submission.

[Back to Main Page](#)

[Confirm and Submit](#)

1: Select Flat

2:
- Input Flatmate SID,
their Pair-Up Key
based on the bed no.
they agreed





Personal Information

Student Record

Course Registration

Student Services

Study Plan

Services for New Student

Shared Units Applications

You are applying for Shared Units @ NSY

Available Flat(s):

Name	Area (m ²)	No. of Beds	No. of Units
3-bedroom unit - 7 beds	130-140	7	9
3-bedroom unit - 7 beds (8/F)	130-140	7	1
4-bedroom unit - 8 beds	150	8	18

Please select the desired Flat and fill-in the flatmate information (including you) below:

Your Pair-Up Information

Student No. [Redacted]

Pair-Up Key [Redacted]

Flat: 4-bedroom unit - 8 beds

Flatmate Information:

Bed	Student No.	Pair-Up Key	Name	Gender	Monthly Fee (HK\$)	Total (11-month license fee + 1-month refundable deposit)
1A	[Redacted]	[Redacted]	LATS, Qqjd Ox	F	[Redacted]	[Redacted]
1B	[Redacted]	[Redacted]	LATS, Qqjd Ox	F	[Redacted]	[Redacted]
2A	[Redacted]	[Redacted]	LATS, Qqjd Ox	F	[Redacted]	[Redacted]
2B	[Redacted]	[Redacted]	LATS, Qqjd Ox	F	[Redacted]	[Redacted]
3A	[Redacted]	[Redacted]	LATS, Qqjd Ox	F	[Redacted]	[Redacted]
3B	[Redacted]	[Redacted]	LATS, Qqjd Ox	F	[Redacted]	[Redacted]
4A	[Redacted]	[Redacted]	LATS, Qqjd Ox	F	[Redacted]	[Redacted]
5A	[Redacted]	[Redacted]	LATS, Qqjd Ox	F	[Redacted]	[Redacted]

Please make sure the information above is true and correct, no modification is allowed after successful submission.

Back to Main Page

Confirm and Submit

After inputting the Student ID & Pair-Up key, other information will be generated by the system.

Please double check the information before submitting the application.

After submitting the application, no amendment is allowed.

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AIMS

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Personal Information

Student Record

Course Registration

Student Services

Study Plan

Services for New Student

Shared Units Applications

Application Summary

Reference #: MMZCXSCQ

Submitted at: 07 JUL 2025 23:51:28

Result: Processing

Compound: Shared Units @ NSY

Flat: 3-bedroom [Redacted]

Flatmate: [Redacted]

Bed [Redacted] Student No. [Redacted]



Email Acknowledgement

Coordinator will receive an email with the application summary.

Nam Shan Yuan Application Confirmation & Summary

 Student Residence Office (NSY Admission) <sropga@cityu.edu.hk> [Reply](#) [Reply All](#) [Forward](#) [More](#)

Dear applicant:

Your application on behalf of your group has been submitted. The summary is listed below:

Application No.: B9WWKDV7

Flat: 3-bedroom apartment (130m²), 7 beds

Bed #	SID	Name	Shared License Fee	Total
Bed 1				
Bed 2				
Bed 3				
Bed 4				
Bed 5				
Bed 6				
Bed 7				

All applications will be processed on a first-come, first-served basis and subject to the flat availability. Please be patient to wait for our email.

Student Residence Office

Each flatmate will receive an Email with your information and Licence Fee. If you find any discrepancy, please inform coordinator and email to srouma@cityu.edu.hk

 Student Residence Office (NSY Admission) [Reply](#) [Reply All](#) [Forward](#) [More](#)

Dear applicant:

Your coordinator has submitted application on behalf of your group. The summary of your shared part is listed below:
If the submission is different to your plan, please discuss with your coordinator and contact us at srouma@cityu.edu.hk.

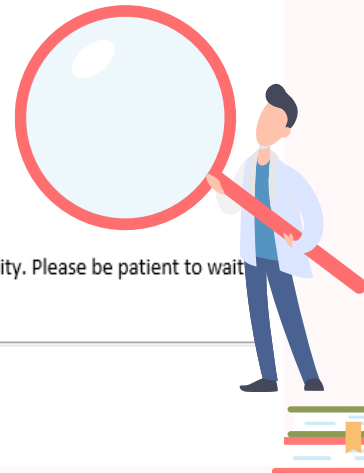
Application No.: E

Flat: 3-bedroom apartment (130m²), 7 beds

Bed #	SID	Name	Shared License Fee	Total
1A	5			

All applications will be processed on a first-come, first-served basis and subject to the flat availability. Please be patient to wait for our email.

Student Residence Office





After submission:



- Group application and the allocation of flats is on a first-come, first-served basis.
 - After result announcement here are different status:
 - Successful: please check the email and follow the payment deadline.
 - Waiting: your group is on waiting list, the offer will be top-up if any successful groups fail to settle the payment.
 - Unsuccessful: all units are full. Please refer to [Off-Campus accommodation advising](#).
- Final assignments will be subject to availability and determined by the successful payment of the entire group.





After submission:



Payment and Contract Arrangement

- Upon the announcement of the application results via email, all applicants in the same group are required to pay a non-refundable and non-transferable 11-month licence fee plus a one-month deposit within 24 hours to confirm their acceptance of the hall offer.
- Ensure you have read and understood the Licence Agreement and Residents' Handbook/ Regulations and Rules before making the payment.
- Payment can be settled via CityUHK-Pay. Payment link and details will be announced to applicants separately.

If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

