Hall Admission for PG Halls 2019/20

BRIEFING SESSION
FOR RESEARCH STUDENTS
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Remember!

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

• AIMS is the only means for Hall Application.

• Late application / 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.
Part I  Hall Admission 2019/20 (Key dates)

A  
26 Apr – 15 May
Online application available on AIMS
Upload document proof on AIMS

B  
4 – 11 Jun
Announcement of result via email
Pay confirmation fee to confirm offer

C  
11 Jun
Deadline of roommate preference indication on AIMS

D  
11 Jul
Room Assignment announcement

E  
29 Aug
2019/20 Mass Check-in
Part I  Hall Admission 2019/20 (Eligibility)

Eligibility

- Programme: UGC-funded; and
- Mode of study: Full Time; and
- Level: Research Degree Students within normal study period

All eligible students must submit applications online by the specified deadline.
Part I  Hall Admission 2019/20 (Procedure)

Procedure

❖ Submit online application
❖ Current Students – via AIM
   (No matter you are currently residing in Student Residence)
❖ New Students – via Admission Application System

Application result will be announced by email notification and successful applicants will then be invited to confirm their offer acceptance by paying a non-refundable and non-transferable confirmation fee HK$1,500
Part I  Hall Admission 2019/20 (Procedure)

1. Hall Application and Preference Indication on Hall and Room type
2. Lottery for Hall Offer
3. Lottery for Hall & Room Type
4. Succeed to get a Hall Offer
5. Settlement of Confirmation Fee
6. Roommate indication
7. Room Assignment Result
Allocation Principles

Lot-drawing would be used in allocating residence places for successful applicants, priorities would be made available to support students with special conditions or needs, including:

1. Students awarded with prestigious scholarships as endorsed by SGS;
2. Students with special needs impairing their studies (subject to vigorous screening and documentary proofs)

Once successful applicants fail to get the hall offer by payment confirmation fee in the main round, wait-listed students will top-up.
Confirmation and Indication of Preference

• Upon paying the confirmation fee, the applicants can indicate roommate preference via AIMS.

• If applicants with hall offer fail to accept the hall offer, the hall places will be forfeited and assigned to those on the waiting list without prior notice.
Part I  Hall Admission 2019/20

Room Assignment

• There is no guarantee that current residents will be assigned to stay in your current room even though you get the hall off of the same room type in the same hall.

• 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.

• Applicants are required to vacate from their current room and move into the new room during the specified days in summer period (around end of July to mid of Aug) if they are not assigned to stay in their current rooms.

• Room Assignment will be announced on 11 July 2019.
PG Hall Lodging Fee 2019/20

- New PG hall lodging fee for 2019/20 has been revised.

- For details, please refer to SRO homepage
  https://www.cityu.edu.hk/sro/htm/e_apply3_fee_pg.htm
Construction Works around Jockey Club House

- Construction works around Jockey Club House (Academic Exchange Building) will be carried out throughout the whole residential year.

- Noise and vibration are expected.
Part II
AIMS
Demonstration
Part II  AIMS Demonstration

Step 1: Application

- Click “Student Residence”.
• Click “Student Residence Application (Research Postgraduate Students)”. 
### SR Appl for RPg/TPg Students - Application Form

**PG Hall Admission for 2019/20**

**Acknowledgement and Undertaking**

1. **General Information for Application of Postgraduate Halls (2019/20)**
   1.1. Web applications will be accepted via AIMS on the designated period as announced by SRO.
   1.2. Application will be administered on a yearly basis. Full residential year hall places are to be offered to successful applicants.
   1.3. Late application/incomplete application will not be accepted.
   1.4. Lottery is used in allocation of residence places, halls and room types. There is no guarantee that currents will be assigned to the current room even though they get the hall offer of the same room type in the same hall.
   1.5. **Special Remarks on PG Hall Admission for 2019/20**
      Construction works around Jockey Club House (Academic Exchange Building) will be carried out throughout the whole residential year. Noise and vibration are expected

2. **Eligibility**
   2.1. Full time Research students studying in UGC-funded programmes within normal study period; or
   2.2. Full time non-local taught postgraduate students in UGC-funded programmes

3. **Period of Stay**
Part II  AIMS Demonstration

8. Check in procedure

8.1. You MUST complete the check-in procedure IN PERSON within one week from 29 August 2019 or from the first day your indicated start date.
8.2. If you are unable to do so, your offer and paid confirmation fee will be forfeited.
8.3. New Students MUST complete the student enrollment procedures within 3 working days after check-in. If you do not complete the enrollment procedure within the designated date, you are not allowed to continue staying in the Hall.

9. Vacate the Room and Early Withdrawal

9.1. You are required to inform SRO and vacate your rooms upon termination, suspension, leave of absence, study interruption, withdrawal, completion of their studies’ exchange programmes or any cases that result in inactive student status.
9.2. If there is any change in the mode of study and source of funding, the residence stay will be reviewed. If the continual of stay is offered, new charging rates may take effect according to the “Fees and Charges of Postgraduate Hall”.
9.3. If you intend to check out earlier than the last date of stay originally approved by SRO, you are required to submit written notification to SRO at least one month before you new intended last date of stay. Sending the required written notification late will result in the payment of a penalty fee up to one month’s hall charges.
9.4. The last month’s hall lodging fee for research degree students will be calculated as follows: residents have to pay one-half of the monthly hall lodging fee if they check out at any time on or before 12 noon on the 16th day of the month, otherwise residents shall pay a full month’s hall lodging fee if they check out at any time after 12 noon on the 16th day of the month.

10. Personal Information Collection Statement

10.1. The personal data collected in this application form will be used by Student Residence Office to process Hall Admission. All personal data on the application form are regarded as mandatory for the aforementioned purposes.
10.2. You have the right to request access to and correction of the information under the Personal Data (Privacy) Ordinance.

Agree and understand the above terms and conditions

Agree and Continue

- Read the guidelines and important notes carefully, scroll down to the bottom and click “Agree and Continue” to start your application.
Part II  AIMS Demonstration

- Prioritize Hall and Room Preference

<table>
<thead>
<tr>
<th>Hall/Room Type</th>
<th>Layout of Residence</th>
<th>No of bedrooms</th>
<th>Monthly Hall Fees (per person) (AU$1268/Hall/Student)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall 6 - Single Room</td>
<td>2</td>
<td>4</td>
<td>AU$3,250</td>
</tr>
<tr>
<td>ICH - Single Room</td>
<td>2</td>
<td>7</td>
<td>AU$3,700</td>
</tr>
<tr>
<td>Hall 7 - Single Room (in 2-bedroom apartment - Regular)</td>
<td>2</td>
<td>3</td>
<td>AU$4,150</td>
</tr>
<tr>
<td>ICH - Double Room</td>
<td>2</td>
<td>10</td>
<td>AU$5,200</td>
</tr>
<tr>
<td>Hall 7 - Double Room (Study-regular)</td>
<td>4</td>
<td>12</td>
<td>AU$6,050</td>
</tr>
<tr>
<td>Hall 7 - Double Room (Study-Large)</td>
<td>6</td>
<td>6</td>
<td>AU$4,150</td>
</tr>
<tr>
<td>Hall 7 - Double Room (in 2-bedroom apartment - Large)</td>
<td>7</td>
<td>12</td>
<td>AU$3,650</td>
</tr>
<tr>
<td>Hall 7 - 3 Person Room (in 2-bedroom apartment - Regular)</td>
<td>9</td>
<td>9</td>
<td>AU$3,150</td>
</tr>
</tbody>
</table>

Hall and Room Type Preference:
Please prioritize your Hall and Room preference. Please note that the Hall and Room allocation depends on the number of applicants, the availability of the rooms and lottery result. The result is subject to final decision of Student Residence Office.

Special Remarks:
Construction works which are necessary to house renovation (Exchange Building) will be carried out throughout the whole residential year. Noise and vibration are expected.

- First choice: 
- Second choice: 
- Third choice: 

Remarks:
(1) If you would like to apply for residence for married couples in Hall 7 (i.e. Double Room (Studio-Regular)) and Double Room (Studio-Large), please state the name and student ID/Application Number of your spouse and send a copy of the marriage certificate to Student Residence Office by using the upload function together with this application.
(2) If you have any medical or special reasons to support the hall application, please state the reasons and upload the documentary proof by using the upload function with this application.
Part II AIMS Demonstration

• Specify your stay period, if necessary. Otherwise, please click “proceed” to next page
Part II  AIMS Demonstration

- Upload supporting documents (Only pdf file is acceptable)
Part II  AIMS Demonstration

- Supporting document is successful uploaded
Part II  AIMS Demonstration

- Check input data carefully
- You can modify your application information within the application period
- Click “Confirm and Submit” to submit the application
<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Student Record</th>
<th>Course Registration</th>
<th>Study Plans</th>
<th>Services for New Student</th>
<th>Banner ELE</th>
</tr>
</thead>
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**SR Appl for RPg/TPg Students - Application Summary**

- **Personal Particulars**
  - LRJS, Rarjya (55328856)
  - Gender: M
  - Cohort: 2017
  - Type: Non-local Full-time Research Degree Regular Student
  - Exp Grad Date: 31-Jul-2022
  - Norm Study End Date: 31-Jul-2022
  - Prev. Halls: Y
  - College/Department/Programme: EG / CS / PhD Computer Science

**Important:**
1. Your application has been submitted.
2. Application result will be released on 4 Jun 2019
3. Successful applicants need to pay confirmation fee by the designated date as required to accept the hall offer.

- Application is successfully submitted.
- Application result will be released on 4 June 2019.
Part II  AIMS Demonstration

Step 2: Result Announcement

Your student residence application result is shown below.

- **Application Status**: Successful
- **Room Type allocated**: 17-3-person Room (in 2-bedroom apt.-R)
- **Residence period**: 01-Jan-2020 To 16-Aug-2020

Your application information is shown below.

- **Hall and Room Type Preference**
  - First choice: HB - Single Room
  - Second choice: Hall 7 - Double Room (Studio-Regular)
  - Third choice: Hall 7 - Double Room (Studio-Large)

Remarks (Optional):
1. If you would like to apply for residence for married couple in Hall 7 (i.e., Double Room (Studio-Regular)) and Double Room (Studio-Large), please state the name and student ID/Application Number of your spouse and send a copy of the marriage certificate to Student Residence Office by using the upload function together with this application.
2. If you have any medical or special reasons, please state the reasons and upload the documentary proof by using the upload function with this application.

- Student Residence application result is shown (included application status; Hall and Room Type Allocated and Assigned Residence Period).
Part II  AIMS Demonstration

Step 3: Confirm your hall offer

- Pay confirmation fee of HK$1,500 to secure hall offer.
Part II  AIMS Demonstration

- Click “Proceed to Payment”
Part II  AIMS Demonstration

Online Payment

Payment Amount
HKD 1500.00

Please select one of the following card types for the online payment:

- MasterCard
- VISA

Reminders
- Don’t press the web browser BACK button/shutdown all key.
- The payment process must be finished within 15 minutes.
- The web browser must be configured to enable JavaScript and allow CityU server to write browser cookie.
- The system uses 2048-bit SSL certificate to protect the sensitive payment data passing between the cardholder’s web browser and the payment system server.
- To successfully connect to the system, the user web browser must support at least one of the web security protocols, namely TLSv1.2, TLSv1.1 or TLSv1, and have it enabled. After 30th April 2018, the system will forbid access from web browser that doesn’t support security protocols TLSv1.1 and TLSv1.2.
- The system supports the latest version of the following web browsers, namely Microsoft Internet Explorer 11, Google Chrome, and Mozilla Firefox.
Part II  AIMS Demonstration
Part II  AIMS Demonstration

Ensure payment of confirmation fee successfully
The receipt number is shown
Part II  AIMS Demonstration

Step 4: Roommate or flat-mate Indication

- Roommate or flat-mate is allocated same Hall and same Room Type
- Click “Roommate/Flatmate Preference”
• Indicate your preferred roommate or flat-mate
• Click “Confirm” to submit
• Your preferred roommate/flat-mate is shown as above
Part II  AIMS Demonstration

• You are invited to be the roommate or flat-mate
• Click “Yes /No” and “Confirm” to submit
Part III
Q & A
1) I am a second year PhD student, live in Hall 8, Single Room. I would like to stay Jockey Club House from 2019/20. How can I apply for a bedplace in Jockey Club House?

Students can indicate their JCH and go through the room-type allocation process regarding of their preference by lot-drawing.

2) My friends and I are Hall 8 residents but stay in difference floor. May we indicate to be flat-mate?

These students are required to mutually indicated the other students as their flat-mates and their roommate indication preference will be considered as far as possible.

3) I am Hall 8 resident and stay in lower floor. I want to stay in Hall 8 but upper floor. Can I indicate that I prefer to pick the room facing East/South on upper floor? Is there guarantee I can get the bedplace in Hall 8?

If the students can only show their hall and room type preference. The room will be assigned by lottery and no special conditions of room will not be entertained.
4) There is a way to apply for a married couple unit directly?

No.

5) I am a current UGC-funded student but my wife is a new student. How can we apply for married couple unit?

There are a very limited number of self-contained studio units for two persons in Hall 7 that may accommodate married couples. However, we do NOT designate these limited studio units solely to married couples. Unless two students are successfully allocated a residence place, and provide proof of marriage certificate, we can consider allocating the limited studio to the married couple students, if the demand is contained.

6) There are not too much married couple students so married couple units may be vacant. I am a current UGC-funded student but my wife is a Non-UGC funded student. Can we apply for married couple unit

NO, the wife is non-UGC funded student and not eligible to be our resident.
7. I am having study leave from June to September 2019. Can I indicate my period of stay from 1 October 2019? Does it affect my application result?

NO.

8. I am non-residents now. I will have a conference during 28 August to 10 September 2019 and I indicate my period of stay from 29 August 2019. Can I authorize my friend to complete the check-in procedure on 29 August 2019 (mass check-in date)?

NO. You MUST complete the check-in procedure IN PERSON within ONE week of your indicated start date.

9. I arrive Hong Kong. My student visa is under review so I defer my registration as student. May I check-in and stay at Hall until I complete the enrollment procedure?

If you do not complete the enrollment procedure within 3 working days after check-in, you are not allowed to continue staying in the Hall.
End