AIMS Demonstration
Research Postgraduate Student
For Research Student

1. Login AIMS

Electronic ID:
Password:

Electronic ID (EID)

EID is a unique ID assigned to users for accessing IT services provided by the University. Once an EID is assigned to a user, it will be used by that person even when he/she changes his/her role in the University as a student or staff or alumnus.

The current policy is to generate EID based on the name of individual user and the EID is in alpha-numeric format. However, there are still cases that some existing students and alumni are having their Student Numbers as their EIDs.
1. For Research Student
2. Click “Student Services”
3. Click “Student residence”
4. Click “Student Residence Application (Research Postgraduate Students)”
SR Appl for RPg/TPg Students - Application Form

### PG Hall Admission for 2020/21

#### Acknowledgement and Undertaking

1. **General Information for Application of Postgraduate Halls (2020/21)**
   
   1.1. Web applications will be accepted via AIMS Admissions System on the designated period as announced by SRO.
   1.2. Applications 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 2020/21**
      
      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 degree 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**

   3.1. Full residential year hall places are to be offered to successful applicants.
   3.2. Residential period is from 27 August 2020 (Tentative) to 16 August 2021 (noon).
   3.3. Residential period will be assigned by Student Residence Office, it will be subject to review in case of changes in student status, mode of study, normal study period and source of funding of study program and/or other circumstances.
SR Appl for RPg/TPg Students - Application Form

7.1. Students should comply with the “Regulations Governing Student Residence” and hall rules promulgated by respective Residence Master, and in particular abide by “Fees & Charges of Postgraduate Hall” policies for research degree students.

8. Check in procedure
8.1. You MUST complete the check-in procedure IN PERSON within one week from 27 August 2020 (Tentative) 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 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.

5. Read the guidelines and important notes carefully, scroll down to the bottom.
6. Click “Agree and Continue” to start your application.
7. Prioritize Hall and Room Preference

Pay attention to Layout of Student Apartment, No. of bedplaces, monthly hall fees and special remarks.
If you have any medical or special reasons, please state and upload the documentary proof.

9. Specify stay period

10. Click “Proceed” to continue
11. Select “Document Type”, state “Document Description” and choose file

12. Upload supporting documents (Only pdf file is acceptance)

Supporting document is successful uploaded
* Check input data carefully
* You can MODIFY your application information with the application period

13. Click “Confirm and Submit”
* Application is successfully submitted.
* Application result will be released on 4 June 2020.
For Research Student

Student Residence application result is shown (included application status; Hall and Room Type Allocated and Assigned Residence Period)
14. Pay confirmation fee of HK$1,500 to secure hall offer

15. Click “Proceed to Payment”
16. Select the card type for the Online Payment

- MasterCard
- VISA

17. Enter card details.

18. Click "pay" to complete the payment.
For Research Student

• Ensure payment of confirmation fee successfully
• The receipt number is shown

Double check Application Statue – Confirmed
19. Click and indicate of roommate or flat-mate (Roommate or flat-mate is allocated same Hall and same Room Type)

20. Input Student No of roommate or flat-mate
21. Verify the information and press “Confirm” button if it is correct.

Request of selected Roommate/Flatmates has been processed successfully.
END