AIMS
Demonstration
Research Degree Student
For Research Student

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
- Online 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
    - Student Certificate for MTR Student Travel Scheme

2. Click “Student Services”
3. Click “Student residence”
Student Residence

- Student Residence Application (Undergraduate Students)
- Student Residence Application (Research Postgraduate Students)
- Student Residence Application (Exchange Students)
- Summer Residence Application (All Students)
- Service Request
- Resident List
- Room Assignment Enquiry
- Resident Profile Survey
- Declaration for accessing CMC via SR

4. Click “Student Residence Application (Research Postgraduate Students)”
SR Appl for RP/TG Students - Application Form

PG Hall Admission for 2021/22

Acknowledgement and Undertaking

Special Message to Applicants under unprecedented situation
1. There is a possible chance of a amendment of the residential period or check-in date.
2. Before application submission, please read SR Notice & the latest update from HKSAR government carefully for COVID-19

1. General Information for Application of Postgraduate Halls (2021/22)
   1.1. Web applications will be accepted via AIMS Admission Application System 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 applications will not be accepted.
   1.4. Lottery is used in allocation of residence places, halls and room types. There is no guarantee that current residents 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 2021/22:
      - Construction works around Jockey Club House (Academic Exchange Building) will be carried out throughout the whole residential year.
      - Noise and vibration are expected.
   - Jockey Club Harmony Hall (Hall 7) is planning for the maintenance project during summer 2022. Residents in concerned will required to move to another hall in summer 2022. Detailed schedule will be announced in due course and further notification will be given.

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

Agree and understand the above terms and conditions

Agree and Continue
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 26 August 2021 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, change of funding source or any case that result in unsure 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 continuance 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 your 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.

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. There is no guarantee that you will be assigned to your preference hall and / or room type. The result is subject to final decision of Student Residence Office.

Special Remarks on PG Hall Admission for 2021/22
(1) Construction works around Jockey Club House (Academic Exchange Building) will be carried out throughout the whole residential year. Noise and vibration are expected.
(2) Jockey Club Harmony Hall (Hall 7) is planning for the maintenance project during summer 2022. Residents in concern will required to move to another hall in summer 2022. Detailed schedule will be announced in due course and further notification will be given.

7. Prioritize Hall and Room Preference

Remarks (optional):
(1) If you would like to apply for residence for married couple in Hall 7 (i.e. Double Room (Studio-Regalize)) 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.
**For Research Student**

<table>
<thead>
<tr>
<th>Hall 7: Double Room (Studio-Large)</th>
<th>8</th>
<th>____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall 7 - Double Room (Studio-Large)</td>
<td>17</td>
<td>____________</td>
</tr>
</tbody>
</table>

**Hall and Room Type Preference:**
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<table>
<thead>
<tr>
<th>Print choice</th>
<th>8</th>
<th>Hall B - Single Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second choice</td>
<td>9</td>
<td>Hall F - Double Room (Studio-Regular)</td>
</tr>
<tr>
<td>Third choice</td>
<td>10</td>
<td>Hall 7 - Double Room (Studio-Large)</td>
</tr>
</tbody>
</table>

**Remarks (optional):**
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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.

**Period of Stay:**
Full residential year hall places are to be offered to successful applicants

<table>
<thead>
<tr>
<th>Tentative Residential Period: 26-Aug-2021 to 16-Aug-2022 (inclusive)</th>
</tr>
</thead>
</table>

**Stay period from:**
26/08/2021

**End date:**
16/08/2022

**Remarks:**

1) Only applicable to those applicants who have to shorten the residential period due to “planned” or “confirmed” exchange or study leave.
2) The end date of stay period shall not exceed the end date of normal study period or non-UCP-funded period for the study programme.
3) The hall lodging fee is charged from your indicated start date even you check-in late. Hall lodging fees are collected on a monthly basis and MUST be collected by debiting from the students’ personal bank accounts. Failing to set up hall lodging fee on time may result in forfeiting place.
4) **3D:** Entrance scholarship recipients are liable to pay the hall lodging fee for the period of stay which is NOT covered by award period at their own cost.
5) New students MUST complete the student enrollment procedures within 5 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.
6) **5D:** You MUST complete the check-in procedure IN PERSON within ONE week of your indicated start date. If you are unable to do so, your offer and paid confirmation fee will be forfeited.

8. If you have any medical or special reasons, please state and upload the documentary proof

9. Specify stay period

10. Click “Proceed” to continue
For Research Student

11. Select “Document Type”, state “Document Description” and choose file

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

Supporting document is successfully uploaded
For Research Student

* Check input data carefully
* You can MODIFY your application information within the application period

13. Click “Confirm and Submit”
* Application is successfully submitted.
* Application result will be released on 3 June 2021.
Result Announcement

1. Student Residence application result is shown, including:
   - Application status;
   - Hall and Room Type Allocated and
   - Assigned Residence Period

2. Click “payment” to pay confirmation fee of HK$1,800 to secure hall offer
Result Announcement

Payment of Confirmation Fee

You are required to pay a non-refundable and non-transferable confirmation fee of HKD $1800.00. The confirmation fee will be used to offset against the Student Residence fee.

Press 'Proceed to Payment' to the online payment gateway. Otherwise, press 'Back' button to exit this page.

3. Click “Proceed to Payment”

In the course of web payment, the exchanged data is protected by secure Internet protocol/encryption from viewing or changing by third-party.

Back
Online Payment

Payment Amount: HKD 1800.00

4. Select the card type for the Online Payment

Reminders
- Don’t press the web browser BACK button/shortcut 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 web 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 servers.
- To successfully connect to the system, the user web browser must support at least one of the web security protocols, namely TLSv1.0, TLSv1.1 or TLSv1.2, and have it enabled. After 30th April 2018, the system forbids the 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.

5. Enter card details.
6. Click “pay” to complete the payment
Payment of Confirmation Fee (Successful)

Student Residence Confirmation fee for 2021/22.

Student Name: UTI, Iejwp Vkp  Student ID:
Transaction Date/Time: 26-APR-2021 14:57:09

The confirmation fee $1800 has been paid. The receipt number is 111818553489. You are advised to print this page for your record.

Please click "Back" to continue processing.
7. After paid confirmation fee, check application status at “Student Residence Application (Research Postgraduate Students)"

**Your student residence application result is shown below.**

- **Application Status:** Confirmed
- **确认校方确认:** Confirmed
- **Room Type allocated:** Hall 8 - Single Room
- **Residence period:** 26-Aug-2021 To 16-Aug-2022
- **Confirmation fee paid on:** 26-Apr-2021
End