For local freshmen

1. Login AIMS

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.
For local freshmen

2. Click “Student Services”
3. Click “Student Residence”
4. Click “Student Residence Application (Undergraduate Students)”
For local freshmen

5. Read the guidelines and important notes carefully, scroll down to the bottom

6. Tick the checkbox

7. Click “Go” to start your application
8. Input the Score A information
For local freshmen

If your Home Address is not the same as Contact Address in AIMS

• You are required to upload Home Address proof bearing your name dated within **21-MAY-2020 to 21-AUG-2020** (latest three months from the application deadline) after application submission

• Without Home Address proof may result in "Pending" status in your application.
Attention!

If your average living space per person is smaller than 60 sq.ft. or home size is less than 200 sq.ft.

• You are required to submit the Home Size proof dated within 21-May-2020 to 21-Aug-2020 (latest three months from the application deadline) after application submission.

• Without Home Size proof may result in "Pending" status in your application.
9. Input the Score B information
10. State Your Health Related Information
11. Click “Next Page” to continue
Attention!

For Leadership Qualities, if you select “Any leadership position held”, you are required to upload Leadership proof bearing your name, position/title within the validity period.

For Leadership Qualities, Academic Merits, Special Achievements and Community Services, score B will only be counted within validity period (September 2018 to June 2020). If you overstate / select wrong category / provide false information, score B will be deducted and serious case will result in disqualified.

Please note that only certification(s) / document(s) bearing your name, position/title within validity period will be considered. Photo of the award / medal in NOT accepted.
12. Check the inputted information carefully
13. Pay attention to “Warning”, if any
14. Click “Agree and submit”
15. If you submit your application successfully, you will have the application reference number.

Please keep below application reference number for your reference. Your enquiry may not be able to process if you failed to provide the reference number!

020002

16. You can modify your application information within the application period.
For local freshmen

If you are required to submit the supporting document(s),

17. Select “Document Type” and Click “Upload Document”

18. Key in the document description
19. Select the file to be uploaded
20. Click “Upload”
21. Click “Student Residence Application” and back to previous page
Dear Applicant,

Please be informed that your hall application has been submitted/ amended on (12-Aug-2020). You can view your most updated application form on AIMS. You are advised to print out your most updated application form for your record and future enquiry with the Student Residence Office.

Thank you for your submission.

Student Residence Office

22. “Acknowledgment of Application for Student Residence” will be sent to applicants
23. Log in AIMS to see the application result after receive the email of result announcement.
24. If the result is successful, please note the steps and click “Payment” to confirm the offer or click “Decline” to withdraw the offer.
For local freshmen

Payment of Confirmation Fee

You are required to pay a non-refundable and non-transferable confirmation fee of HKD $1600.00. The confirmation fee will be used to offset against the Student Residence fee for Semester A 2020/21.

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

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.

25. Click “Proceed to Payment”
Online Payment

Payment Amount:
HKD 1600.00

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

- MasterCard
- VISA

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
27. Input info and click “pay”
Payment of Confirmation Fee (Successful)

Student Residence Confirmation fee for Semester A 2020/21.

Student Name: TEST FOUR, Degree: Student ID: Transaction Date/Time: 12-AUG-2020 16:19:11

The confirmation fee $1600 has been paid. The receipt number is 022518652424. You are advised to print this page for your record.
Please click "Back" to continue processing.

28. Received a receipt number after settling the confirmation fee
29. Click “Back” to indicate preferences
30. The Application Result will be changed to “Confirmed” after payment.
31. Click “Submit Resident Profile Survey” to finish the profile survey.
32. After finish the profile survey, click “Indication of Preference”
Indication of Preference

Please read the “Introduction of Halls” before indicating your preferences. Please click here.

Preference Indication

Please read carefully before indicating your preferences:
Your preferences of hall, room type and preferred roommate will be considered as far as possible. However, there is no guarantee that you will be assigned to a particular hall or unit, room type, and with specific roommate. Final room assignments will be subject to room availability and the hall admission policies. Student Residence Office or the Residence Masters reserve the right to make alternative assignment decisions or re-assign students as appropriate.

* For local/non-local students recommended by Residence Masters via returning scheme, you will be assigned to the hall of the recommending Residence Master.

A. Indication of Hall Preference
First Choice: [No Preference]
Second Choice: [No Preference]

B. Indication of Co-ed Floor Preference
Most of the hall floors are the co-ed floors which means that both male and female residents are assigned on the same floor. On this floor, a suite (two adjacent rooms) with shared bathroom and toilet facilities will be assigned to every two pairs of male and female residents.

Do you want to be assigned to the co-ed floor?
○ No Preference
○ I prefer not staying on the co-ed floors.

C. Indication of Room Type Preference
Consideration of your preference is subject to the hall admission policies and availability of rooms. In principle, all students will be assigned to double rooms. Please kindly view the layout of different room types by clicking the hyperlinks at the table below before indicating your room type preference.

A limited number of single rooms is available. Single room will be firstly assigned to those who have special needs or medical reasons with supporting documents. (Note: If the single room is not assigned, the application will fall into the general pool for random assignment.)

Please indicate your preference on room type:
○ No Preference
○ Double Room
○ Single Room
D. Indication of Roommate Preference

If the students are going to stay with a new roommate, you are expected to play the role of a host, be warm, friendly and open-minded to appreciate cultural diversity and difference.

If you wish, you may indicate your preferred roommate:
I. I prefer to share a double room with an international student.
   ☐ Yes
II. I prefer to share a double room with a Mainland student.
   ☐ Yes

Double Room

III. I prefer to share a double room with the student that I know:
Before doing so, you must ensure that your preferred roommate:
1. has been granted a place in the student residence for the same period as you;
2. is of the same gender as you;
3. is of the same hall preference and have the same co-ed floor preference as you;
4. is NOT the returning resident of another hall.
5. agree to be your roommate by putting you down as the preferred roommate in his/her application.

Roommate preference by typing in his/her student ID number: ____________________

If you do not have any roommate preference, we will randomly assign a roommate for you.

After preference indication, please click “Confirm to proceed” to proceed. Your preference will be registered after showing the statement “Your preference have been updated successfully.”

Confirm to proceed

E. Supporting Documents

If you have any special or medical reasons for a single room, please upload your supporting document. (The documentary proof must be written in English or Chinese)

Uploaded Documents
-- N/A --

Upload Document

Back
Attention!

Applicants' preferences of hall, room type and roommate will be considered as far as possible. However, there is **no guarantee** that you will be assigned to a particular hall, unit, room type, or with a specific roommate. Final room assignments will be subject to room availability and hall admission policies. Student Residence Office and the Residence Masters reserve the right to make alternative assignment decisions or re-assign students as appropriate.
38. Click “Back”
For local freshmen

39. Click “Indication of Preference” to amend the preference before deadline