2021-2022
Hall Admission for UG Halls

Local Students
(Staying in the hall less than 120 days cumulatively)
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General Application Information
AIMS is the only means for Hall Admission/Application. Hall Application is on a yearly basis (all should apply afresh!). 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 a late application.

Late / incomplete application will not be accepted.

**Deadline**

18 March 2021, 23:59 HKT
01 General Application Information

A. 9 – 18 March
   Online application available on AIMS
   Upload document/proof on AIMS

B. 29 April – 6 May
   Announcement of result via email
   Pay confirmation fee to confirm offer

C. 31 May
   Deadline of preference indication on AIMS

D. 3 days before residential period
   Room Assignment announcement
Eligibility
All full-time students in government funded bachelor’s degree programmes

Target
Local Students (staying in the hall less than 120 days* cumulatively)

*according to the record on AIMS

Allocation Criteria
- Score A (Commuting time/home size)
- Score B (Leadership Qualities and Potential Contribution to Residence Life)
UG Hall Lodging Fee 2021/22

<table>
<thead>
<tr>
<th>Rate for Double Room (per person)</th>
<th>Rate for Single Room (per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$13,600 / year</td>
<td>$27,200 / year</td>
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</table>

Hall lodging fee of residential year 2021/2022 is payable in two instalments to cover the whole residential period. In general, the due date of the 1st instalment is (tentative) in September and the 2nd instalment is (tentative) in January.

Tentative Residential period: 23 August 2021 - 23 May 2022 (noon)
02

Application Procedure
Application Procedures after login AIMS

STEP 1
Fill in Score A & Score B information

STEP 2
Continue to fill in other parts of hall application

STEP 3
Submit the application and upload proofs before deadline
Score A - Based on the ranking of one’s combined score of “Home Environment and Commuting Time”

Home Environment
• State the home size including kitchen and bathroom (in sq.ft)
• State the household members’ name and relationship with the applicant (e.g. Chan Siu Ming (myself), Chan Tai Man (father))

Note: Pets are NOT counted as household members

Commuting Time
• Choose district of home address (Students are required to provide proof of their home address within the latest 3 months when/if necessary [i.e. 18 December 2020 to 18 March 2021])
• Information submitted should reflect your current situation during the application period
• If you don’t have a valid address in Hong Kong, please email your situation to srouga@cityu.edu.hk

Tips
- fill sq.ft (Square Feet)
- keep & upload home size proof
- do not under estimate your home size
- keep & upload valid period of address proof of all household members
- do not input household members without address proof
- unable to provide proof / any false information → application Pending / disqualified
2 Academic Scholarship
1st-3rd prizes/Excellence/ Distinction/1st Honour in Overall Student of Year/Academic Performance Excluding: Subject prizes, Merits

3 Special Achievements/ Awards
1st-3rd (Gold-Bronze) prizes/Excellence/Distinction directly related to Sports/Music/Arts in Inter-school/District/Regional Competitions Excluding: Personal Achievement e.g. ABRSM Exams, Merits/ Participation, Intra-school Competitions

4 International Exchange Experience ≥ 28 days

5 Community Service organised by NGOs ≥ 10 hours
Excluding: one-off community service (< 10 hours) e.g. flag selling activity/blood donation/elderly visit, Student helper organised by schools/private companies

6 Dean’s / Principal’s List

*Put in WRONG category, NO mark

Tips
- make sure falling into validity period
- keep & upload certificate / documents
- unable to provide proof / any false information → application Pending / disqualified

Score B – a combined scores of “Leadership Qualities and Potential Contribution to Residence Life” (Validity Period: September 2019 – June 2021)
Remember to click “Agree and Submit” after filling all information before application deadline.
After application submission

① You will receive an email of acknowledgement after submitting your application. You can check your application data through AIMS on the next working day.

② If you do not receive any acknowledgement via email AND cannot find your application data on AIMS, please contact SRO immediately.

③ SRO will make selection on the basis of the information stated in the application form. If there is any subsequent change of information, you can make the amendments on your application (by yourself) on AIMS by the application deadline.

④ Please double check the change of information on AIMS after you have amended the data.
Appeal, Vetting, Room Assignment
Appeal against one's application results can only be made to SRO in writing, but will only be considered with new/additional supporting documents.

Appeal Period: 29 April - 6 May 2021
Vetting

• Vetting will be conducted by SRO throughout the application processing and residential period.

• Hall Application is an HONEST system. Students are required to submit true, accurate and correct information in AlMs.

Note: DO keep all document proofs relating to your hall application.

• Should students fail to respond to SRO’s request for vetting, they could be considered as submitting inaccurate information and their status of student residence will be revoked and disqualified for their entire study period.

Note: All hall fees paid under this circumstance will NOT be refunded.

• Serious misleading cases will be subject to further disciplinary actions, which may undermine students’ opportunities for award, scholarship, exchange or internship.
Room Assignment

- Rule of thumb: All applicants will be assigned to double-room double-occupancy if no preference is indicated.

- 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.

- SRO and the Residence Masters reserve the right to make alternative assignment decisions or re-assign students when necessary.

- No room assignment will be made if applicants fail to confirm their hall offer.
04

Outbound Exchange Arrangement
If you wish to stay in Student Residence, DO submit hall application via AIMS to compete for a bedplace this round as hall application is administered once a year for current students.

If your status in AIMS is “On formal exchange programme”, you are NOT eligible for hall residence during this period. You should check out from the hall residence and no refund of remaining hall lodging fee.

If you successfully get a bedplace in 2021/22, you should follow the following instruction.
### Outbound Exchange Arrangement

#### For students who go for Outbound Exchange in **Sem A**

<table>
<thead>
<tr>
<th>If you get a bedplace in 2021/22, for</th>
<th></th>
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</thead>
</table>
| **Confirmation Fee (non-refundable)** | ● Pay the confirmation fee before a specific deadline to secure a bedplace in 2021/22  
● Use for offsetting hall lodging fee of Sem B  
● Will not be refunded if giving up bedplace in Sem B |
| **Room Assignment of Sem A** | ● No room assignment |
| **Withdrawal of Sem A exchange programme due to any reason** | ● Notify SRO before 1st week of August with proof;  
● Will try to resume a Sem A bedplace subject to availability |
| **Return to CityU for Sem B bedplace** | ● SRO will contact you via email in mid-October 2021 and you are required to follow the instruction in email to confirm your return |
| **Room Assignment of Sem B** | ● Only those students reply successfully before a specific deadline will receive room assignment in 3 days before residential period of Sem B |
| **Sem B Check-in** | ● Starting from 3 January 2022 |
## Outbound Exchange Arrangement

### For students who go for Outbound Exchange in Sem B

<table>
<thead>
<tr>
<th>If you get a bedplace in 2021/22, for</th>
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<tbody>
<tr>
<td><strong>Confirmation Fee (non-refundable)</strong></td>
<td>● Pay the confirmation fee before a specific deadline to secure a bedplace in 2021/22</td>
</tr>
<tr>
<td></td>
<td>● Use for offsetting hall lodging fee of Sem A</td>
</tr>
<tr>
<td></td>
<td>● Will not be refunded if giving up bedplace</td>
</tr>
<tr>
<td><strong>Room Assignment of Sem A</strong></td>
<td>● Receive room assignment 3 days before residential period</td>
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<tr>
<td><strong>Sem A Mass Check-in</strong></td>
<td>● 23 - 25 August 2021</td>
</tr>
<tr>
<td><strong>Go for Sem B exchange</strong></td>
<td>● Submit Application for Withdrawal from Student Residence (Sem B) by <strong>7 November 2021</strong> even though the offer has not been granted by the institution; <strong>Otherwise, you are liable for settling hall lodging fee of Sem B even you check out on or before 24 December 2021 noon.</strong></td>
</tr>
<tr>
<td></td>
<td>● Check-out by 24 December 2021 noon (last day of Sem A)</td>
</tr>
<tr>
<td><strong>Withdrawal of Sem B exchange programme due to any reason</strong></td>
<td>● Notify SRO by <strong>17 December 2021</strong> (1 week before last day of Sem A)</td>
</tr>
<tr>
<td></td>
<td>● Your hall application will be re-considered by SRO, subject to the availability</td>
</tr>
</tbody>
</table>
Final Reminder

Application Period
9 - 18 March 2021 (23:59 HKT)

Late Application will not be accepted!
Contact Us

Student Residence Office

Opening Hours
Monday to Friday: 9:00am - 1:00pm and 2:00pm - 5:30pm
Saturday, Sunday and Public Holiday: Closed

Tel: (852) 3442-1111

E-mail: srouga@cityu.edu.hk (UG Hall Application)