AIMS
Demonstration
Local Students
(Staying in the hall less than 120 days cumulatively)
For local students staying in the hall less than 120 days cumulatively

1. Login AIMS

Electronic ID
Password

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 alumni.

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 students staying in the hall less than 120 days cumulatively

2. Click “Student Services”

3. Click “Student Residence”
For local students staying in the hall less than 120 days cumulatively

4. Click “Student Residence Application (Undergraduate Students)”
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5. Read the guidelines and important notes carefully, scroll down to the bottom

6. Tick the checkbox

7. Click “Go” to start your application
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<table>
<thead>
<tr>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-DEC-2020 to 18-MAR-2021</td>
</tr>
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8. Input the Score A information

8
For local students staying in the hall less than 120 days cumulatively

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 18-DEC-2020 to 18-MAR-2021 (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 18-DEC-2020 to 18-MAR-2021 (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 2019 to June 2021). 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.
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12. Check the inputted information carefully
13. Pay attention to “Warning”, if any
14. Click “Agree and submit”
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15. If you submit your application successfully, you will have the application reference number

16. You can modify your application information within the application period

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

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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
Email Acknowledgement after submission

From: Student Residence Office <sroga@cityu.edu.hk>
Sent: Tuesday, March 9, 2021 6:51 PM
To:
Subject: Acknowledgement of Application for Student Residence

Dear Applicant,

Please be informed that your hall application has been submitted/amended on (09-Mar-2021). 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

Year: 2021/22

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