AIMS Demonstration
Local Students (via Returning Scheme)
For local students via returning scheme

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 they change their 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.
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2. Click “Student Services”

3. Click “Student Residence”
4. Click “Student Residence Application (Undergraduate Students)”
5. Read the guidelines and important notes carefully, scroll down to the bottom
6. Tick the checkbox
7. Click “Go” to start your application
Student Residence Application (UG) -- Download/Upload hall form

I hereby authorize and consent to the Student Residence Office to access my academic information (CGPA & GPA) for 2021/22 Hall Admission, and I expressly agree to provide the above academic information to the Residence Master and/or Recommendation Committee of respective Hall for their consideration under returning scheme (if applicable).

8. Click “I Agree and Continue to Upload”
9. Download and fill the hall specific form
10. Save the form in pdf format
11. Key in the document description
12. Choose document and click "Upload"
Document uploaded successfully

Document Description Returning Form
Document Filename: Returning Form.pdf
File Size in byte: 175480
File has been uploaded.

REMINDER: You are required to complete the second part of application by clicking "Next Page". If the second part of application is not submitted, the hall application will be regarded as "incomplete application" which will NOT be processed.

After uploading the hall specific form,

13. Click "Next Page" to continue
14. Input the Score B information
15. State Your Health Related Information
16. 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.
17. Check the inputted information carefully

18. Click “Agree and submit”
19. If you submit your application successfully, you will have the application reference number.

20. 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!

110001
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If you are required to submit the supporting document(s),

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

22. Key in the document description
23. Select the file to be uploaded
24. Click “Upload”
25. Click “Student Residence Application” and back to previous page
Email Acknowledgement after submission

From: Student Residence Office <sruga@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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