AIMS
Demonstration
Local Freshmen
How to submit application
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"
For local freshmen

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.
For local freshmen

21 May 2021 to 21 August 2021

Please fill in the boxes.

My home address is the same as the contact address: Yes No

Home Address

Flat/Room & Building: 3312 oppn. Ujo Xbo Ipvrfr
Estate & Street: Ujypo Kep Guvcrpg
District: Kvrnn Tong
City: Kavlooon
Country/Territory: - -

Important Notes: If your Home Address is not the same as your Contact Address in AIMS, you are required to upload Home Address proof bearing your name dated within 21-May-2021 to 21-Aug-2021 (latest three months from the application deadline). Without Home Address proof may result in [Pending] status in your application.

Section I: Commuting Time
See definition

Please select the district/area (as same as your home address):

- Hong Kong
- Kavlooon
- NT
- Shenzen/Outlying Island

Please select:

Section II: Home Environment
See definition

(A) Home Size

The Saleable Area (售用面積) is calculated in square feet (呎²). If the average living space per person is smaller or equal to 69 sq. ft. or home size is less than 200 sq. ft., you are required to submit the Home Size proof dated within 21-May-2021 to 21-Aug-2021 (latest three months from the application deadline). Without Home Size proof may result in [Pending] status in your application.

Please fill your home size (including kitchen and bathroom):

(B) Number of household member(s) living together

List the Household member's name & relationship below. You are required to upload Home Address proof bearing your name dated within 21-May-2021 to 21-Aug-2021 (latest three months from the application deadline).

Add Household Member

*Tip: you may check your home size
Public Rental Flats or Private Flats
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-2021 to 21-AUG-2021 (latest three months from the application deadline) after application submission

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

Attention!

Important Notes: If your Home Address is not the same as your Contact Address in AIMS, you are required to upload Home Address proof bearing your name dated within 21-MAY-2021 to 21-AUG-2021 (latest three months from the application deadline). 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-2021 to 21-AUG-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.
Student Residence Application (Undergraduate Students)

Confirmation Page

All information provided in this application must be true and accurate. Student Residence Office will conduct validation on the applications at any time of the day. Applicants will be required to provide documents prior to verify the information submitted on the web. Submission of inaccurate information or failure to submit information during the validity period will lead to immediate disqualification and removal from the hall, and reapplication of such students will not be accepted throughout their entire study period. All fees paid will not be refunded. Serious cases will be subjected to further disciplinary actions, which may affect the opportunities for academic promotions and scholarships.

Please review the information below and click “Agree and submit” to submit application. You will receive an email of acknowledgment after submission of your application.

Reminder: Please check if the reported HOUSE SIZE of your flat is completed with the pre-described definition and/or marked as an address.

Warning: Your selected district/area is not as the same as the above address. Please check carefully.

12. Check the inputted information carefully
13. Pay attention to “Warning”, if any
14. Click “Agree and submit”
For local freshmen

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

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 able to process if you failed to provide the reference number!

120001

120001
For local freshmen

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

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

Please keep in mind that your reference may not be the reference number!
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 <sruga@cityu.edu.hk>
Sent: Wednesday, August 18, 2021 6:51PM
To: 
Subject: Acknowledgement of Application for Student Residence

Dear Applicant,

Please be informed that your hall application has been submitted/amended on (18-Aug-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

Disclaimer: This email (including any attachments) is for the use of the intended recipient only and may contain confidential information and/or copyright material. If you are not the intended recipient, please notify the sender immediately and delete this email and all copies from your system. Any unauthorized use, disclosure, reproduction, copying, distribution, or other form of unauthorized dissemination of the contents is expressly prohibited.
For successful applicant

How to make payment and preference indication
1. Log in AIMS to see the application result after receive the email of result announcement.
2. 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 $1700.00. The confirmation fee will be used to offset against the Student Residence fee for Semester A 2021/22.

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

3. Click “Proceed to Payment”
For local freshmen

Online Payment

Payment Amount: HKD 1700.00

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 cardholders' 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.

4. Select card type
For local freshmen

5. Input info and click “pay”
6. Received a receipt number after settling the confirmation fee
7. Click “Back” to indicate preferences
8. The Application Result will be changed to “Confirmed” after payment
9. Click “Submit Resident Profile Survey” to finish the profile survey
10. After finish the profile survey, click “Indication of Preference”
Indication of Preference

11. Indicate of Hall Preference
12. Indicate Co-ed Floor Preference
13. Indicate room type preference
D. Indication of Roommate Preference for Double Room

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, only choose ONE for roommate preference:
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
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. agrees to be your roommate by putting you down as the preferred roommate in her/his 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

14. Indicate roommate preference
15. Click “Confirm to proceed”
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.