2021-2022 Hall Admission for UG Halls

Local Freshmen
General Application Information
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 late application.

AIMS is the only means for Hall Admission/Application.

Hall Application is on yearly basis (all should apply afresh!)

Late / incomplete application will not be accepted.

**Deadline**

21 August 2021, 23:59 HKT

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01 General Application Information

A. 18 – 21 Aug
   Online application available on AIMS
   Upload document/proof on AIMS

B. 25 – 27 Aug
   Announcement of result via email
   Pay confirmation fee to confirm offer

C. 27 Aug
   Deadline of preference indication on AIMS

D. 28 Aug
   Room Assignment announcement
Eligibility
Local full-time government-funded Bachelor’s degree freshmen (Cohort 2021)

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>Room Type</th>
<th>Rate (per person)</th>
<th>Rate (per year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room</td>
<td>$13,600 / year</td>
<td>$27,200 / year</td>
</tr>
<tr>
<td>Single Room</td>
<td></td>
<td></td>
</tr>
</tbody>
</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:** 29 August 2021 - 23 May 2022 (noon)
02

Application Procedure
02 Application Procedure

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

Application Procedures after login AIMS
02

Application Procedure

TO ALL APPLICANTS

Before completing the application form, please read the notes carefully by clicking: https://www.cityu.edu.hk/sro/htm/e_apply1_ba4.htm

All information provided by the applicants must be true, correct and complete. Submission of incorrect information is a misbehavior which may lead to disciplinary actions.
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). Public Rental Flats or Private Flats.
- 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. 21 May 2021 to 21 August 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
Tips to applicants (Enquiries:✉srouga@cityu.edu.hk)

### Example: Family with 6 household members

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Upload Address Proof in AIMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chan Tai Man</td>
<td>Myself</td>
<td>✓</td>
</tr>
<tr>
<td>Chan Siu Ming</td>
<td>Father</td>
<td>✓</td>
</tr>
<tr>
<td>Lee Mei Mei</td>
<td>Mother</td>
<td>✓</td>
</tr>
<tr>
<td>Chan Tai Hing</td>
<td>Brother</td>
<td>✓</td>
</tr>
<tr>
<td>Mary</td>
<td>Maid</td>
<td>✓</td>
</tr>
<tr>
<td>Chan Chang</td>
<td>Grandfather</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Good Example 👍👍👍

### Bad Example ❌❌❌

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<tr>
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<td>❌</td>
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</table>

### Tips

**Tips 1:** Make sure the name is correct
Wrong spelling → “Chang” instead of “Cheng”

**Tips 2:** Upload all the household member address proof in AIMS (make sure falling into validity period)
For maid, please provide the employment contract with corresponding address as proof.
For household members under 18, you may provide 1) Student Handbook - the page with student’s information, including name and residential address or 2) document from school or 3) birth certificate with corresponding household address for further consideration.

**Tips 3:** Make sure all the information is **TRUE** and **ACCURATE**, serious misleading cases will be subject to further disciplinary actions.

**You may be required to submit proofs for further verification. Hence, you are strongly advised to keep and upload documents. Otherwise, your application may not be able to process.**
Score B – a combined scores of “Leadership Qualities and Potential Contribution to Residence Life” (Validity Period: **September 2019 – June 2021**)

1 **Leadership Quality**
   To select the position with the highest score attained

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, Semi-finalist

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
- unable to provide proof / any false information → application Pending / disqualified
- keep & upload certificate / documents (highly recommended)
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

- Appeal against one’s application results can only be made to SRO in writing, but will only be considered with *new/additional* supporting documents.

- The decisions of the Appeal Panel will be final

- Appeal Period: *25 – 27 August 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.
Final Reminder

**Application Period**
18 – 21 Aug (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)