2022-2023
Hall Admission for UG Halls
Local Freshmen
CONTENTS

01
General Application Information

02
Application Procedure

03
Appeal, Vetting, Room Assignment
01 General Application Information
AIMS is the only means for Hall Admission/Application

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

01 General Application Information

Late / incomplete application will not be accepted.

Deadline

20 Aug 2022, 23:59 HKT

*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. Late / incomplete application will not be accepted!
01 General Application Information

- **17-20 Aug**: Online application available on AIMS
  - Upload document/proof on AIMS

- **24-26 Aug**: Announcement of result via email
  - Pay confirmation fee to confirm offer

- **26 Aug**: Deadline of preference indication on AIMS

- **27 Aug**: Room Assignment announcement
01 General Application Information

Eligibility

Local full-time students in government funded bachelor’s degree freshman (Cohort 2022)

Allocation Criteria

- Score A (Commuting time/home size)
- Score B (Leadership Qualities and Potential contribution to Residence Life)
01 General Application Information

UG Hall Lodging Fee 2022/23

Rate for Double Room (per person)
$14,000 / year

Rate for Single Room (per person)
$28,000 / year

Hall lodging fee of residential year 2022/2023 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: 28 August 2022 - 22 May 2023, 12noon
02 Application Procedure
SPECIAL MESSAGE (including but not limited to: )

• Construction works in the Circular site outside Hall 3 & the façade repairing work in different halls will be carried out throughout the whole residential year. Noise and vibration are expected.

• The University strictly follows the Government infection control measure. Students who come to campus must adhere to Government and University safety and health guidelines. Non-adherence may result in disciplinary action.
Starting from 24 February 2022, all residents are required to upload e-vaccination record into AIMS (Declaration for COVID-19 Vaccination) so as to gain access into the Student Residence (SR)/hall. Please stay alert and strictly follow to our announcement if any update.

Fail to fulfil the above requirement, residents:

- will **NOT** be able to check-in in person
- can **NOT** gain access to into SR
- will **NOT** be refunded of any fees paid

All residents are expected to pay attention and strictly follow the **SR Notice & the latest update** from HKSAR government carefully for COVID-19.
01 Fill in Score A & Score B information

02 Continue to fill in other parts of hall application

03 Submit the application and upload proofs before deadline
02 Application Procedure

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. 20 May 2022 to 20 Aug 2022])
• 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
### 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>

**Tips:**

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

2. **Upload all the household member address proof in AIMS**
   - Make sure falling into validity period

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.**

*Declaration / Oath will NOT be accepted as proofs.*

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### Tips to applicants

**Example**

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Chan Cheng</td>
<td>Grandfather</td>
<td></td>
</tr>
</tbody>
</table>

**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.**
Score B | a combined scores of “Leadership Qualities and Potential Contribution to Residence Life”

(Validity Period: September 2020 – June 2022)

2 Academic Scholarship

Academic Scholarships/ Academic Prizes awarded by CityU or external organizations

including:
- 1st-3rd prizes/ Excellence/ Distinction/ 1st Honour in Overall Student of Year/Academic Performance

excluding:
- Subject prizes
- Merits
- Semi-finalist

3 Special Achievements/ Awards

Special Achievements/ Awards attained in inter-varsity competitions in the areas of sports, music or arts

including:
- 1st-3rd (Gold-Bronze) prizes/ Excellence/ Distinction directly relate 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/ Non-local Exchange Experience/ International Internship ≥ 4 weeks

5 Community Service organised by NGOs ≥ 10 hours

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

1 Leadership Quality

To select the position with the highest score attained

6 Dean’s List / Provost’s List / Principal’s List

Helpful TIPS

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

* Put in WRONG category, NO mark
** Declaration / Oath will NOT be accepted as proofs.
Before completing the application form, please read the notes carefully by clicking:
https://www.cityu.edu.hk/sro/StudentHousing/UGHalls/AdmissionPolicy/Application.htm

02 Application Procedure

TO ALL APPLICANTS

Score B
- Leadership Qualities
- Potential
- Contribution to Residence Life

Score A
- Home Size
- Household Members
- Address Proof

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. You shall ensure all information is correct before submission, unintentional / careless mistake will not be accepted as the reason under vetting.
02 Application Procedure

Remember to click "Agree and Submit" after filling all information before application deadline.
02 Application Procedure

After application submission

1. If you submit your application successfully, you will have the application reference number and receive an email of acknowledgement.

2. You can check your application data through AIMS on the next working day.

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

4. 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.

5. Please double check the change of information on AIMS after you have amended the data.

6. No amendment is allowed after application deadline.
03 Appeal, Vetting, Room Assignment
Appeal

• Appeal against one’s application results can only be made to the Appeal Panel via AIMS to the Student Residence Office by a specific deadline, but will only be considered with new/additional supporting documents.

• The decisions of the Appeal Panel will be final.

• Appeal Period: 24 - 26 Aug 2022
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 or failure to respond to vetting will lead to immediate disqualification and removal from the hall, and their residence applications will not be accepted throughout their entire study period.

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

• **Serious cases will be escalated to Student Discipline Committee, which may affect the opportunities for award, scholarship, exchange or internship application.**

• **All information provided by the applicants must be true, correct, accurate and complete. Applicants shall verify all the information before submission.** You shall ensure all information is correct before submission, unintentional / careless mistake will not be accepted as the reason under vetting. Submission of incorrect information is a misbehavior which may lead to disciplinary actions.
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.
Reminder

Application Period
17 – 20 Aug 2022 (23:59 HKT)

Late / incomplete application will not be accepted!
Contact Us

Tel  (852) 3442-1111

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

Student Residence Office

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