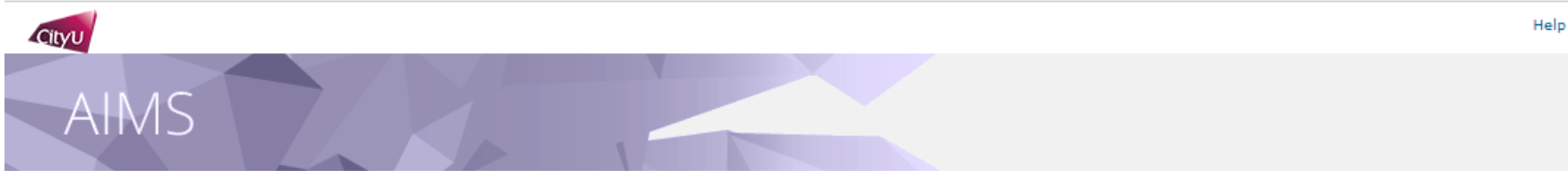


AIMS Demonstration

Local Students

(Without hall experience or staying in the hall less than 120 days cumulatively)



Development AIMS (Version 8.22)

User Login

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

Login

Forgot PIN?

[CityU Home](#)

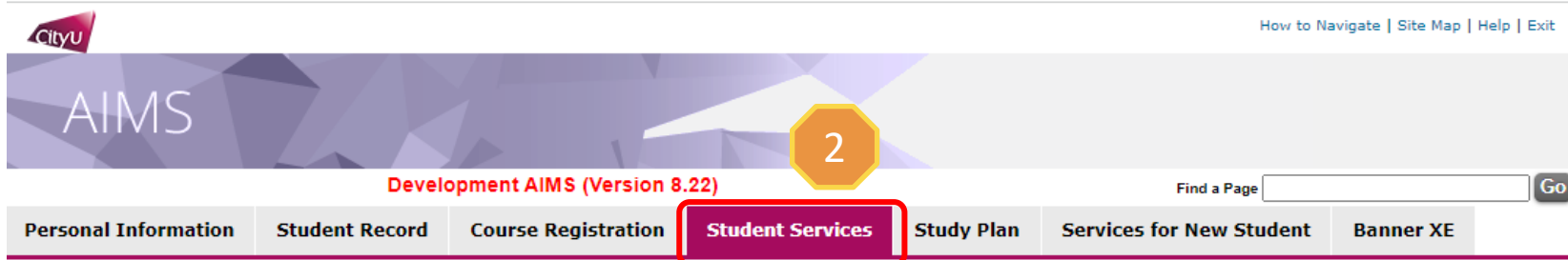
1. Login AIMS

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Release: 8.8.3



IT Service Desk: +852 3442-8340
Email: it.servicedesk@cityu.edu.hk



CityU

AIMS

Development AIMS (Version 8.22)

How to Navigate | Site Map | Help | Exit

Find a Page Go

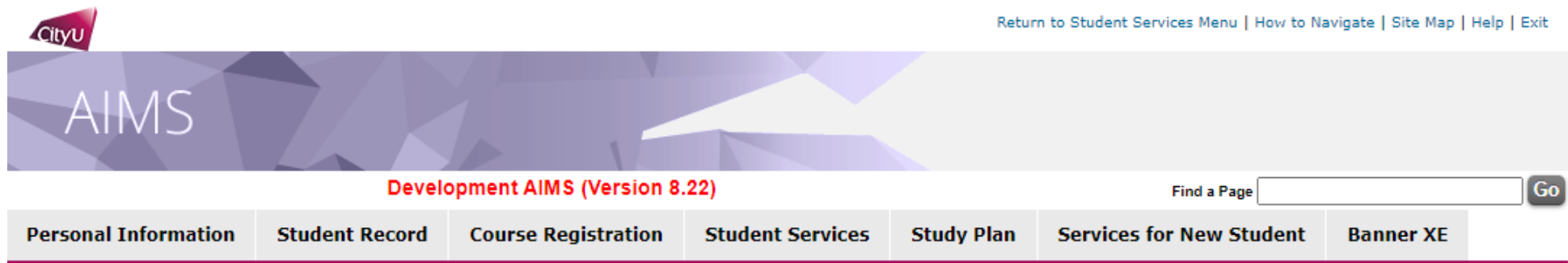
Personal Information Student Record Course Registration **Student Services** Study Plan Services for New Student Banner XE

Student Services

- Online Teaching
- Student Helper and Campus Internship Scheme
- Confirmation of Commencement Attendance
- Congregation Job Supplementary Information
- JobPlus Vacancies
- Learning and Study Strategies Inventory (LASSI)
- Lynda.com Online Learning
- On-line Application for In-house Student Development Courses
- Outbound Student Exchange Application
- Scholarship and Financial Aid
- Student Locker
- **Student Residence**
- Central Repository on Student Development Activities (CRESDA)
- Counselling Service
- Request for Student Visa/Entry Permit Sponsorship
- Mental Assessment Corner
- Campus Access Registration for Graduation Photography
- Student Volunteers Registration
- Student Residence (New)

2. Click “Student Services”

3. Click “Student Residence”



Student Residence

4

- **Student Residence Application (Undergraduate Students)**
- Student Residence Application (Research Postgraduate Students)
- Student Residence Application (Exchange Students)
- Summer Residence Application (All Students)
- Service Request
- Resident List
- Room Assignment Enquiry
- Resident Profile Survey
- Declaration for accessing CMC via SR

4. Click “Student Residence Application (Undergraduate Students)”

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Personal Information | **Student Record** | **Course Registration** | **Student Services** | **Study Plan** | **Services for New Student** | **Banner XE**

Student Residence Application (Undergraduate Students)

5 City University of Hong Kong
UG Hall Admission for 2024/25
Terms & Conditions

Part 1 – Basic Application Information

Eligibility

1. Full-time Non-local Students in government-funded Bachelor's degree programmes (Note: "Priority" of hall residence will only be given to the first two years of study.)
2. Full-time Local Students in government-funded Bachelor's degree programmes
3. Students admitted through the "Student Athletes Admission Scheme (SAAS)" and recommended for the Residence Scholarship Scheme (RSS) for Student Athletes

General Information

1. Online applications will be accepted via AIMS in the designated period as announced by the Student

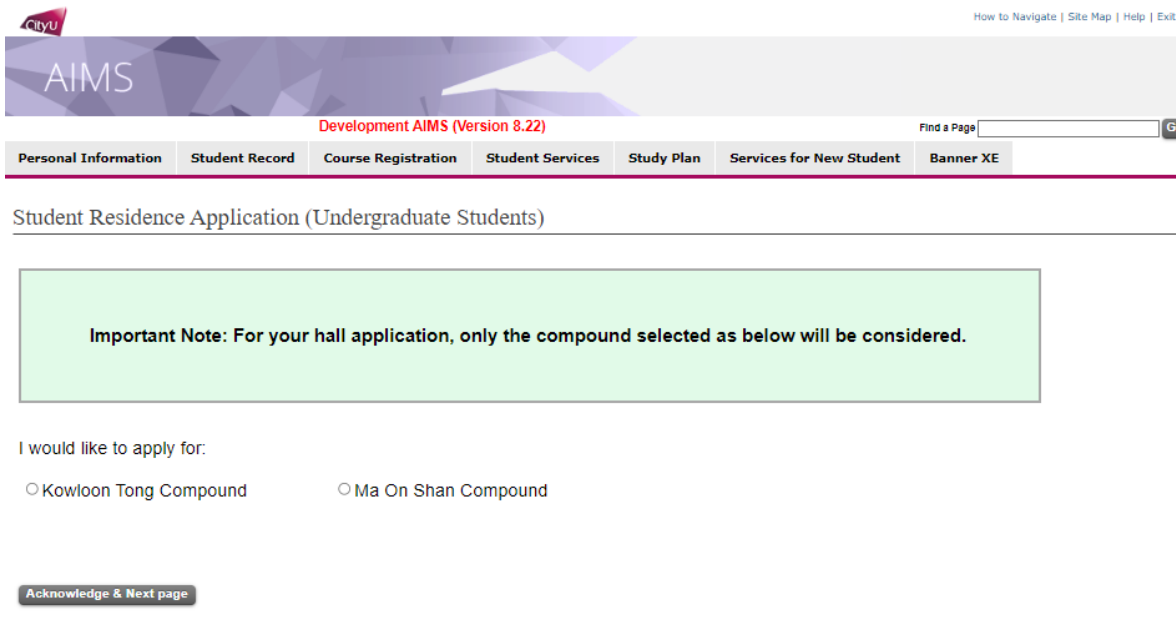
I have read, understand and agree with Regulations and other information stipulated at the above "Terms and Conditions".

6 **7**

5. Read the guidelines and important notes carefully, scroll down to the bottom

6. Tick the checkbox

7. Click "Go" to start your application



The screenshot shows the AIMS (Application Information Management System) interface. At the top left is the CityU logo and the text 'AIMS'. To the right, there are links for 'How to Navigate | Site Map | Help | Exit'. Below this is a navigation menu with tabs for 'Personal Information', 'Student Record', 'Course Registration', 'Student Services', 'Study Plan', 'Services for New Student', and 'Banner XE'. A search bar labeled 'Find a Page' with a 'Go' button is also present. The main heading is 'Student Residence Application (Undergraduate Students)'. A green box contains an 'Important Note: For your hall application, only the compound selected as below will be considered.' Below this, the text 'I would like to apply for:' is followed by two radio button options: 'Kowloon Tong Compound' and 'Ma On Shan Compound'. At the bottom left, there is a yellow octagonal icon with the number '8'. At the bottom right of the form area, there is a button labeled 'Acknowledge & Next page'.

8. Choose the compound

Personal Information Student Record Course Registration Student Services Study Plan Services for New Student Banner XE

Student Residence Ap

Attention: Please select **ONE** of the compounds for your hall application and click "Acknowledge & Next page" to fill in the application form.

Understand and Continue

Important Note: For your hall application, only the compound selected as below will be considered.

I would like to apply for:

Kowloon Tong Compound Ma On Shan Compound

Acknowledge & Next page

9. Pay attention – you **MUST** select **ONE** of the compounds for your hall application

Personal Information Student Record Course Registration Student Services Study Plan Services for New Student Banner XE

Student Residence Application (Undergraduate Students)

Important Note: For your hall application, only the compound selected as below will be considered.

I would like to apply for:

Kowloon Tong Compound Ma On Shan Compound

Kowloon Tong Compound

- For bed-study room, please visit [here](#).
- Room with shared toilet & bathroom on the co-ed floor or the same gender floor.

Acknowledge & Next page

10. After selecting the compound, you may read the related information in the box.

Personal Information Student Record Course Registration Student Services Study Plan Services for New Student Banner XE

Student Residence Application (Undergraduate Students)

Important Note: For your hall application, only the compound selected as below will be considered.

I would like to apply for:

Kowloon Tong Compound Ma On Shan Compound

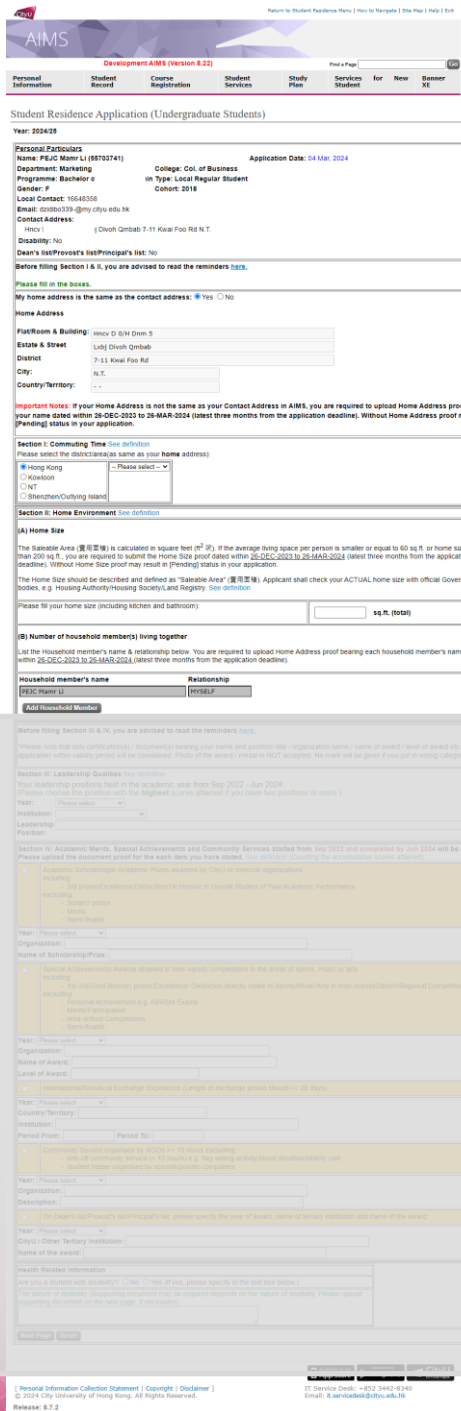
Ma On Shan Compound

- For bed-study room, please visit [here](#).
- Room with communal toilet & bathroom on the same gender floor.

Acknowledge & Next page

10

10



11

For local students with no hall experience or staying in the hall less than 120 days cumulatively

Before filling Section I & II, you are advised to read the reminders [here](#).

Please fill in the boxes.

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

Home Address

Flat/Room & Building:

Estate & Street

District

City:

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 26-DEC-2023 to 26-MAR-2024 (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 Kowloon NT Shenzhen/Outlying Island

Section II: Home Environment [See definition](#)

(A) Home Size

The Saleable Area (實用面積) is calculated in square feet (呎²). If the average living space per person is smaller or equal to 60 sq.ft. or home size is less than 200 sq.ft., you are required to submit the Home Size proof dated within 26-DEC-2023 to 26-MAR-2024 (latest three months from the application deadline). Without Home Size proof may result in [Pending] status in your application.

The Home Size should be described and defined as "Saleable Area" (實用面積). Applicant shall check your ACTUAL home size with official Government bodies, e.g. Housing Authority/Housing Society/Land Registry. [See definition](#)

Please fill your home size (including kitchen and bathroom): sq.ft. (total)

(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 each household member's name dated within 26-DEC-2023 to 26-MAR-2024 (latest three months from the application deadline).

Household member's name	Relationship
PEJCM Mamr Li	MYSELF

11. Input the Score A information

Attention!

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 26-DEC-2023 to 26-MAR-2024 (latest three months from the application deadline) after application submission
- Without Home Address proof may result in "Pending" status in your application.

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

Home Address

Flat/Room & Building:

Estate & Street

District

City:

Country/Territory:

Attention: You are required to upload Home Address proof bearing your name dated within 26-DEC-2023 to 26-MAR-2024 (latest three months from the application deadline). Without Home Address proof may result in [Pending] status in your application.

Understand and Continue

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 26-DEC-2023 to 26-MAR-2024 (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 26-DEC-2023 to 26-MAR-2024 (latest three months from the application deadline) after application submission
- Without Home Size proof may result in "Pending" status in your application.

The screenshot shows a web form with two main sections. The first section, 'Section I: Commuting Time', includes a dropdown menu for district/area with 'Sai Ying Pun' selected. Below it are radio buttons for 'Hong Kong', 'Kowloon', 'NT', and 'Shenzhen/Outlying Islands'. The second section, 'Section II: Home Environment', has a sub-section '(A) Home Size'. It contains a paragraph explaining that the Saleable Area is calculated in square feet and that applicants with less than 60 sq.ft. per person or a total home size less than 200 sq.ft. must submit proof between 26-DEC-2023 and 26-MAR-2024. A text box below this paragraph asks for the home size, with '199' entered and 'sq.ft. (total)' next to it. A white popup box with a red border is overlaid on the form, containing the same attention message as the text above. A red arrow points from the 'Understand and Continue' button in the popup to the '199' input field. Another red arrow points from the '199' input field to the 'Understand and Continue' button.

Section I: Commuting Time [See definition](#)
Please select the district/area(as same as your **home** address):

Hong Kong
 Kowloon
 NT
 Shenzhen/Outlying Islands

Section II: Home Environment

(A) Home Size

The Saleable Area (實用面積) is calculated in square feet (ft² 呎). If the average living space per person is smaller or equal to 60 sq.ft. or home size is less than 200 sq.ft., you are required to submit the Home Size proof dated within 26-DEC-2023 to 26-MAR-2024 (latest three months from the application deadline). Without Home Size proof may result in [Pending] status in your application.

The Home Size should be described and defined as "Saleable Area" (實用面積). Applicant shall check your ACTUAL home size with official Government bodies, e.g. Housing Authority/Housing Society/Land Registry. [See definition](#)

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

199 sq.ft. (total)

Attention: You are required to upload Home Size proof within 26-DEC-2023 to 26-MAR-2024 (latest three months from the application deadline). Without Home Size proof may result in [Pending] status in your application.

Understand and Continue

- 12. Input the Score B information
- 13. State Your Health Related Information
- 14. Click "Next Page" to continue

12

Before filling Section III & IV, you are advised to read the reminders [here](#).

*Please note that only certification(s) / document(s) bearing your name and position/ title / organization name / name of award / level of award etc. (if applicable) within validity period will be considered. Photo of the award / medal in NOT accepted. No mark will be given if you put in wrong categories.

Section III: Leadership Qualities See definition
Your leadership positions held in the academic year from Sep 2022 - Jun 2024.
(Please choose the position with the **highest** scores attained if you have two positions or more.)

Year:

Institution:

Leadership Position:

Section IV: Academic Merits, Special Achievements and Community Services started from Sep 2022 and completed by Jun 2024 will be counted.
Please upload the document proof for the each item you have stated. See definition (Counting the accumulative scores attained)

Academic Scholarships/ Academic Prizes awarded by CityU or external organizations including:
- 3rd prizes/Excellence/Distinction/1st Honour in Overall Student of Year/Academic Performance
excluding:
- Subject prizes
- Merits
- Semi-finalist

Year:

Organization:

Name of Scholarship/Prize:

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

Year:

Organization:

Name of Award:

Level of Award:

International/Non-local Exchange Experience (Length of exchange period should >= 28 days)

Year:

Country/Territory:

Institution:

Period From: Period To:

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

Year:

Organization:

Description:

On Dean's list/Provost's list/Principal's list: please specify the year of award, name of tertiary institution and name of the award:

Year:

CityU / Other Tertiary Institution:

Name of the award:

Health Related Information
Are you a student with disability? No Yes (If yes, please specify in the text box below.)
The nature of disability (Supporting document may be required depends on the nature of disability. Please upload supporting document on the next page, if necessary.)

Next Page

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Before filling Section III & IV, you are advised to read the reminders [here](#).

*Please note that only certification(s) / document(s) bearing your name and position/ title / organization name / name of award / level of award etc. (if applicable) within validity period will be considered. Photo of the award / medal in NOT accepted. No mark will be given if you put in wrong categories.

Section III: Leadership Qualities See definition
Your leadership positions held in the academic year from Sep 2022 - Jun 2024.
(Please choose the position with the **highest** scores attained if you have two positions or more.)

Year:

Institution:

Leadership Position:

Section IV: Academic Merits, Special Achievements and Community Services started from Sep 2022 and completed by Jun 2024 will be counted.
Please upload the document proof for the each item you have stated. See definition (Counting the accumulative scores attained)

Academic Scholarships/ Academic Prizes awarded by CityU or external organizations including:
- 3rd prizes/Excellence/Distinction/1st Honour in Overall Student of Year/Academic Performance
excluding:
- Subject prizes
- Merits
- Semi-finalist

Year:

Organization:

Name of Scholarship/Prize:

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

Year:

Organization:

Name of Award:

Level of Award:

International/Non-local Exchange Experience (Length of exchange period should >= 28 days)

Year:

Country/Territory:

Institution:

Period From: Period To:

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

Year:

Organization:

Description:

On Dean's list/Provost's list/Principal's list: please specify the year of award, name of tertiary institution and name of the award:

Year:

CityU / Other Tertiary Institution:

Name of the award:

Health Related Information
Are you a student with disability? No Yes (If yes, please specify in the text box below.)
The nature of disability (Supporting document may be required depends on the nature of disability. Please upload supporting document on the next page, if necessary.)

Next Page

13

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.

*Please note that only certification(s) / document(s) bearing your name, position/title within validity period will be considered. Photo of the award / medal is NOT accepted. No mark will be given if you put in wrong categories.

Section III: Leadership Qualities
Your leadership positions
(Please choose the position)

Year: Sep 2022 - Jun 2024

Institution: [Dropdown]

Leadership Position: Any leadership position held

Attention: You are required to upload Leadership proof bearing your name, position/title. Otherwise, your Leadership score will not be counted.

Understand and Continue

The screenshot shows a web form for Leadership Qualities. A red arrow points to the 'Leadership Position' dropdown menu, which is currently set to 'Any leadership position held'. Another red arrow points to a 'Understand and Continue' button. A central warning box contains the text: 'Attention: You are required to upload Leadership proof bearing your name, position/title. Otherwise, your Leadership score will not be counted.'

For Leadership Qualities, Academic Merits, Special Achievements and Community Services, score B will only be counted **within validity period (September 2022 to June 2024)**. 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 is NOT accepted. No mark will be given if you put in wrong categories.

Student Residence Application (Undergraduate Students)

Confirmation Page

All information provided in the application must be true and accurate. Student Residence Office will conduct vetting on the applications at any time of the year. Applicants will be required to provide documentary proofs to verify the information submitted on the web. Submission of inaccurate information or failure to submit information during the vetting process will lead to immediate disqualification and removal from the hall and their residence applications will not be accepted throughout their entire study period. All fees paid will not be refunded. Serious cases will be subject to further disciplinary actions, which may affect the opportunities for award, scholarship, exchange or internship.

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

Reminder: Please check if the reported HOME SIZE of your flat is complied with the pre-described definition and/or worked out as advised.

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

15

You have applied for Student Residence at **Kowloon Tong Compound**.

16

Personal Particulars

Name: PEJC Mamr L Application Date: 11 Mar, 2024
Department: Marketing College: Col. of Business
Programme: Bachelor of Business Admin Type: Local Regular Student
Gender: F Cohort: 2018
Local Contact: 16648358
Email: @cityu.edu.hk
Contact Address:
Disability: No
Dean's list/Provost's list/Principal's list: No
Same address Indicator: Yes
Home Address:

Home Environment and Commuting Time

Commuting Time: Kwai Fong (41 to 60 mins) Home Size: 200 sq.ft. (total)
No. of household members living together: 1

Household member's name	Relationship
1. PEJC Mamr Li	MYSELF

Average Internal Floor Area: 200.00

Leadership Qualities

Year: Sep 2022 - Jun 2024
Tertiary Institution: City University of Hong Kong

Health Related Information

Are you a student with disability? No

Correct Current Information

17

15. Check the inputted information carefully
16. Pay attention to "Warning", if any
17. Click "Agree and submit"



Uploaded Documents

-- N/A --

Please select a document type to upload documentary proofs. Click "Upload Document" to proceed.

(Maximum of 10MB storage space is available for uploading.)

Document Type: Household Member's Address Proof

*Declaration / Oath will NOT be accepted as proofs.

Upload Document

Year: 2024/25

18

Please keep below application reference number for your reference. Your enquiry may not be able to process if you failed to provide the reference number!
410033

You have applied for Student Residence at **Kowloon Tong Compound**.

Please keep below application reference number for your reference. Your enquiry may not be able to process if you failed to provide the reference number!
410033

You have applied for Student Residence at **Kowloon Tong Compound**.

18. If you submit your application successfully, you will have the application reference number & the selected compound will be showed.

Leadership Qualities

Year: Sep 2022 - Jun 2024

Tertiary Institution: City University of Hong Kong

Leadership Position: Servant Leadership Training Programme: Servant Leader Director/Manager

Health Related Information

Are you a student with disability? No

Scores

Commuting time + Home environment (Score A): 70

Leadership Qualities + Contribution to Residence Life (Score B): 30

Student Residence Record

-- No Room Assignment Record --

Application Date

Ref. No.: 0033

Personal Particulars

Name:

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

Contact Address:

19

Modify



Student Residence Application (Undergraduate Students)

Important:

Your application on AIMS has been submitted.

1. Application result will be released on 17-May-2024.

Uploaded Documents

-- N/A --

Please select a document type to upload documentary proofs. Click "Upload Document" to proceed.

(Maximum of 10MB storage space is available for uploading.)

Document Type: Household Member's Address Proof

*Declaration / Oath will NOT be accepted as proofs.

Upload Document

Year: 2024/25

21. Key in the document description
22. Select the file to be uploaded
23. Click "Upload"
24. Click "Student Residence Application"
and back to previous page

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

20. Select "Document Type" and Click "Upload Document"

Student Residence Document Upload

Student/Applicant ID.: [redacted] Student/Applicant Name: IPI Nijoh Ij

Document Type: Household Member's Address Proof

Uploaded Documents

-- N/A --

Upload New Document

Document Description: [redacted]

Filename: Choose File No file chosen (Only pdf format is supported)

Upload Reset

Student Residence Application (back to upload proof for other types)

22

21

20

23

24

Email Acknowledgement after submission

From: Student Residence Office <srouga@cityu.edu.hk>
Sent: Thursday, March 21, 2024 3:03 PM
Subject: Acknowledgement of Application for Student Residence

Dear Applicant,

Please be informed that your hall application has been submitted/ amended on (21-Mar-2024). Your application reference number is 410033. Please keep it for your reference. 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: 2024/25

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