

UG Hall Admission 2024/25

Local Students

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





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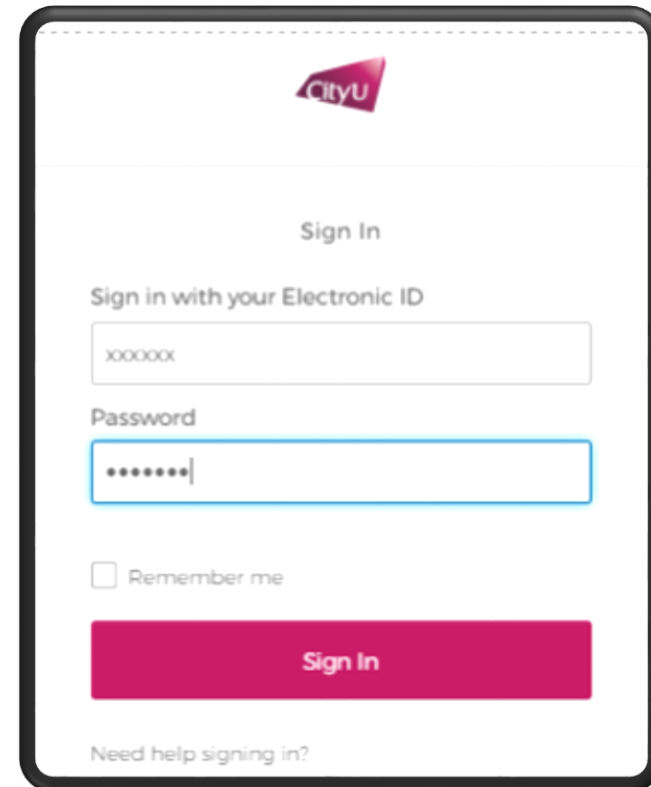
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•01 General Application Information

•01 General Application

AIMS
is the only means for
Hall Admission/Application

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



The screenshot shows the AIMS Sign In interface. At the top is the CityU logo. Below it is the text "Sign In" and "Sign in with your Electronic ID". There are two input fields: one for the Electronic ID (containing "xxxxxx") and one for the Password (containing "*****"). Below the password field is a checkbox labeled "Remember me". At the bottom is a pink "Sign In" button. A link "Need help signing in?" is located at the very bottom of the form.

Deadline
26 Mar 2024, 23:59 HKT

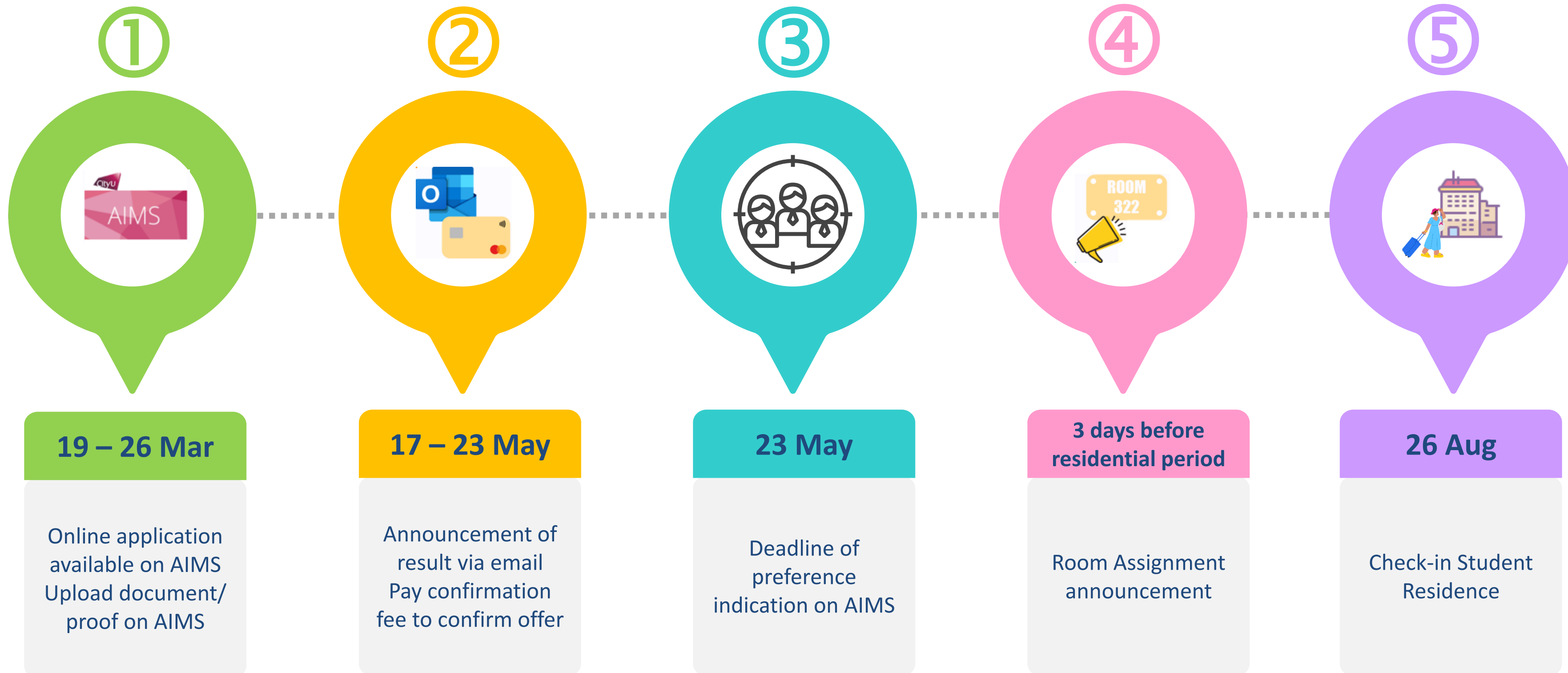


*traffic jam (system) may happen in the last 10 minutes, better submit your application earlier. If you are unable to submit your application due to technical issue, it will be treated as late application.

Late / incomplete application will not be accepted!



Timeline



•01 General Application

01. Eligibility

Full-time government-funded
Bachelor's degree students

02. Target

Local Students

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

*according to the residential record on AIMS

03. Allocation Criteria

- Score A (Commuting time/ home size)
- Score B (Leadership Qualities and Potential Contribution to Residence Life)
- Lottery

**Selection of Student Residence Compound

- Kowloon Tong Compound
- Ma On Shan Compound

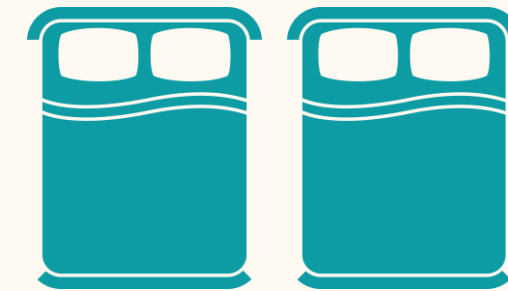


•01 General Application

UG Hall Lodging Fee 2024/25

Kowloon Tong & Ma On Shan Compounds

Rate for Double Room (per person)
\$15,900 / year



Rate for Single Room (per person)
\$31,800 / year



Hall lodging fee of residential year 2024/25 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.

Residential period: 26 August 2024, 9am – 26 May 2025, 12noon

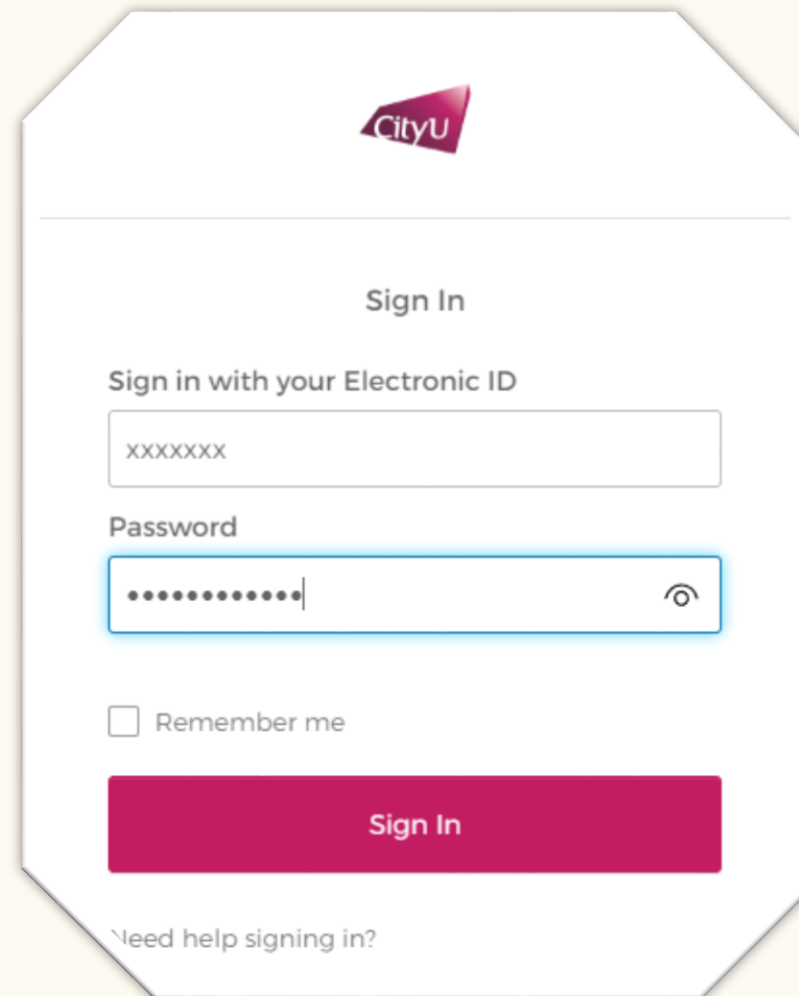
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•02 Application Procedure

• 02 Application Procedure

Connecting to **AIMS**

Sign in with your City University of Hong Kong account to access AIMS (SSO)



The screenshot shows the CityU Sign In page. At the top is the CityU logo. Below it is the text "Sign In". Underneath is the instruction "Sign in with your Electronic ID". There are two input fields: one for the Electronic ID (containing "xxxxxxx") and one for the Password (containing "....."). Below the password field is a "Remember me" checkbox which is unchecked. At the bottom is a red "Sign In" button. At the very bottom, there is a link that says "Need help signing in?".



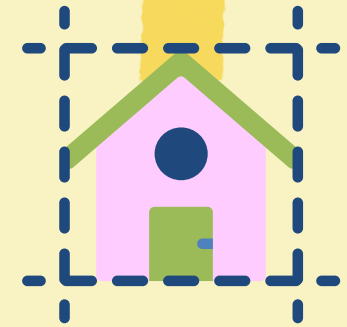
Application Procedures after login AIMS

01.



Indicate your choice of Student Residence compound, either KLN Tong or MOS

02.



Fill in Score A & Score B information

03.



Continue to fill in other parts of hall application

04.



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. **26 Dec 2023 to 26 Mar 2024**])
- 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



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, including student applicant



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

Good Example



Example: Family with 6 household members

Bad Example



Name	Relationship	Upload Address Proof in AIMS
Chan Tai Man	Myself	✓
Chan Siu Ming	Father	✓
Lee Mei Mei	Mother	✓
Chan Tai Hing	Brother	✓
Mary	Maid	✓
Chan Chang	Grandfather	✓

Name	Relationship	Upload Address Proof in AIMS
Chan Tai Man	Myself	✗
Chan Siu Ming	Father	✗
Lee Mei Mei	Mother	✗
Chan Tai Hing	Brother	✗
Mary	Maid	✗
Chan Cheng	Grandfather	✗

Tips 3: 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.

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

Tips 1: Make sure the name is correct

Wrong spelling → "Chang" instead of "Cheng"

Tips 2: 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 2022 – June 2024**)



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



01.

Leadership Quality

To select the position with the highest score attained

04.

International/
Non-local Exchange
Experience/
International
Internship ≥ 4 weeks

06.

Dean's /
Principal's List

02.

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

05.

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

03.

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

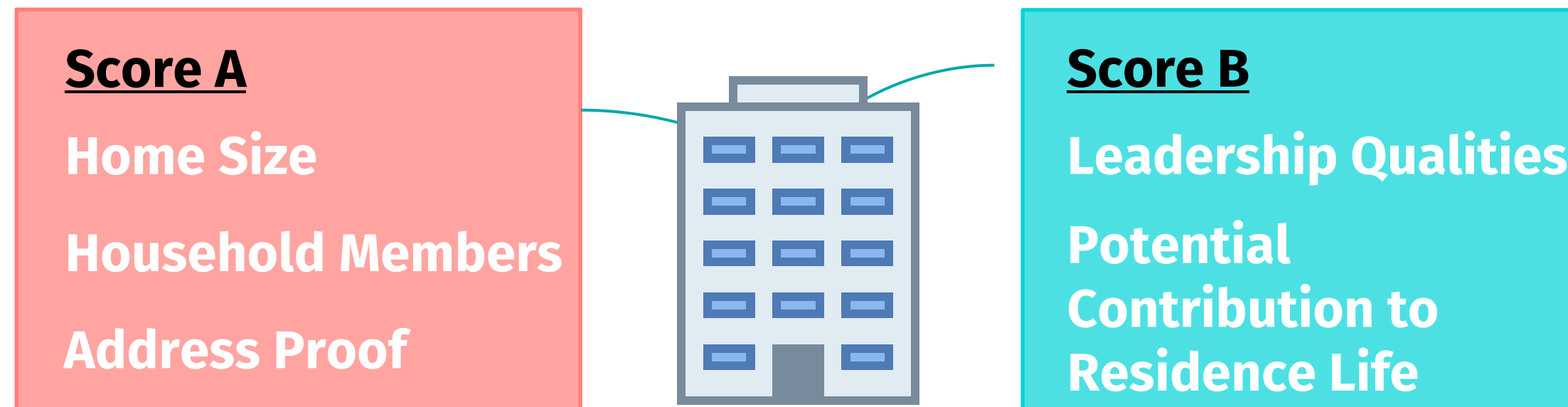
Pay attention:

- * **Put in WRONG category, NO mark**
- ** **Declaration / Oath will NOT be accepted as proofs.**
- *****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 is NOT accepted.**

02 Application Procedure

TO ALL APPLICANTS

Before completing the application form, please read the **notes** carefully by clicking [here](#):



***For those students who cannot get the hall offer by Score A or Score B, they will be pooled for lottery.**

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

Agree and Submit



Remember to click **“Agree and Submit”** after filling all information before application deadline.

02 Application Procedure

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!

310001



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 (including selected compound) 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.

02 Application Procedure



After application submission

5. Please double check the change of information on AIMS after you have amended the data.
6. No amendment is allowed after application deadline.
7. If necessary, you will be requested to provide supplementary information, so you are advised to keep documentary proofs on hand, otherwise the processing time of your application will be longer. For those who fail to respond, their applications will be put on a “Pending” status and will not be processed.

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•03 Appeal, Vetting, Room Assignment

•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.



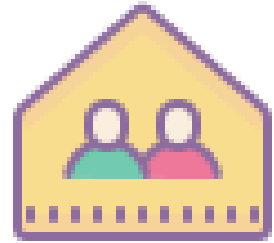
Vetting

- 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 AIMS.

Note: **DO** keep all document proofs relating to your hall application.

For more details, please visit [here](#).

•03 Appeal, Vetting, Room Assignment



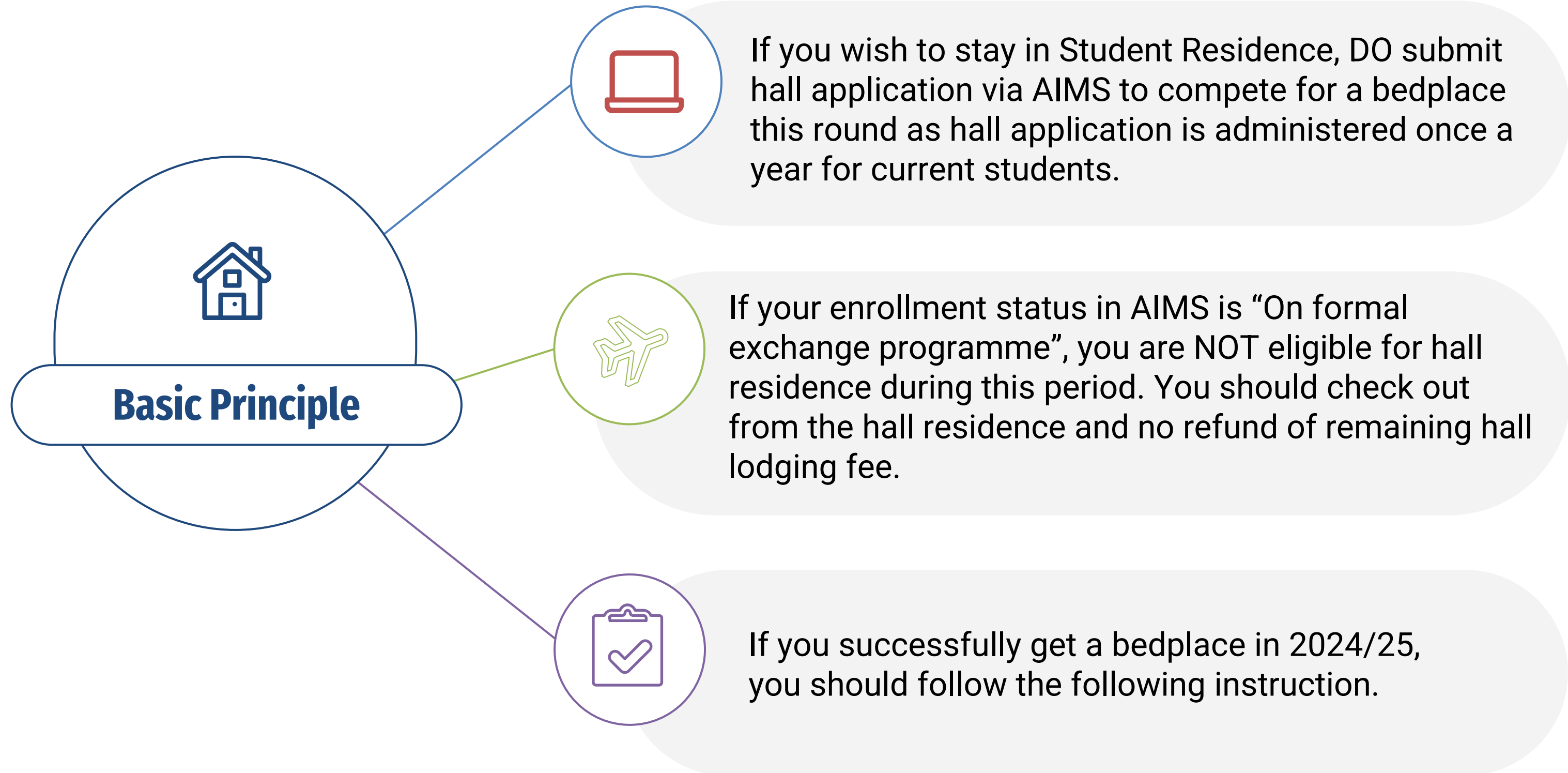
Room Assignment

- Rule of thumb: All applicants will be assigned to double-room double-occupancy if no preference is indicated.
- Applicants' preferences 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.**

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•04 Outbound Exchange Arrangement

04 Outbound Exchange Arrangement



04 Outbound Exchange Arrangement

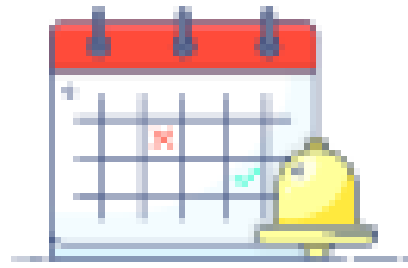
For students who go for Outbound Exchange in Sem A

If you get a bedplace in 2024/25, for	
Confirmation Fee (non-refundable)	<ul style="list-style-type: none">● Pay the confirmation fee before a specific deadline to secure a bedplace in 2024/25● Use for offsetting hall lodging fee of Sem B● Will not be refunded if giving up bedplace in Sem B
Room Assignment of Sem A	<ul style="list-style-type: none">● No room assignment
Withdrawal of Sem A exchange programme due to any reason	<ul style="list-style-type: none">● Notify SRO before 1st week of August with proof;● Will try to resume a Sem A bedplace subject to availability
Return to CityU for Sem B bedplace	<ul style="list-style-type: none">● SRO will contact you via email in mid-October 2024 and you are required to follow the instruction in email to confirm your return
Room Assignment of Sem B	<ul style="list-style-type: none">● Only those students reply successfully before a specific deadline will receive room assignment in 3 days before residential period of Sem B
Sem B Check-in	<ul style="list-style-type: none">● Starting from 6 January 2025, 9am

04 Outbound Exchange Arrangement

For students who go for Outbound Exchange in Sem B

If you get a bedplace in 2024/25, for	
Confirmation Fee (non-refundable)	<ul style="list-style-type: none">● Pay the confirmation fee before a specific deadline to secure a bedplace in 2024/25● Use for offsetting hall lodging fee of Sem A● Will not be refunded if giving up bedplace
Room Assignment of Sem A	<ul style="list-style-type: none">● Receive room assignment 3 days before residential period
Sem A Mass Check-in	<ul style="list-style-type: none">● 26 - 28 August 2024
Go for Sem B exchange	<ul style="list-style-type: none">● Submit Application for Withdrawal from Student Residence (Sem B) by <u>17 November 2024</u> even though the offer has not been granted by the institution; <u>** Otherwise, you are liable for settling hall lodging fee of Sem B even you check out on or before 27 December 2024 noon.</u>● Check-out by 27 December 2024, 12noon (last day of Sem A)
Withdrawal of Sem B exchange programme due to any reason	<ul style="list-style-type: none">● Notify SRO by <u>20 December 2024</u> (1 week before last day of Sem A)● Your hall application will be re-considered by SRO, subject to the availability



Reminder

Application Period

19 – 26 March 2024 (23:59 HKT)

Late / incomplete application will not be accepted!

*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.

Contact us



Tel

(852) 3442-1111



Email

srouga@cityu.edu.hk
(UG Hall Application)



Student Residence Office

Opening Hours

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