



香港城市大學  
City University of Hong Kong

# Hall Application for Inbound Exchange Student (Semester B, 2022/23)

Student Residence Office  
City University of Hong Kong

Help

AIMS

Development AIMS (Version 8.14)

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## Student Residence On-line Application: Login

[Welcome to apply for the Student Residence \(For Inbound Exchange Students\)](#)

**To submit your application, please -**

If you are First time user:

- click the "First Time User" button if it is your first time to register in the system
- follow the steps to create account for application

If you have already created an account:

- login by using your email address and password
- If you have forgotten your password, click "Forgot Password"

To protect your privacy, please press the **"Exit"** button and close your browser when you have finished.

**Email Address:**

**Password:**

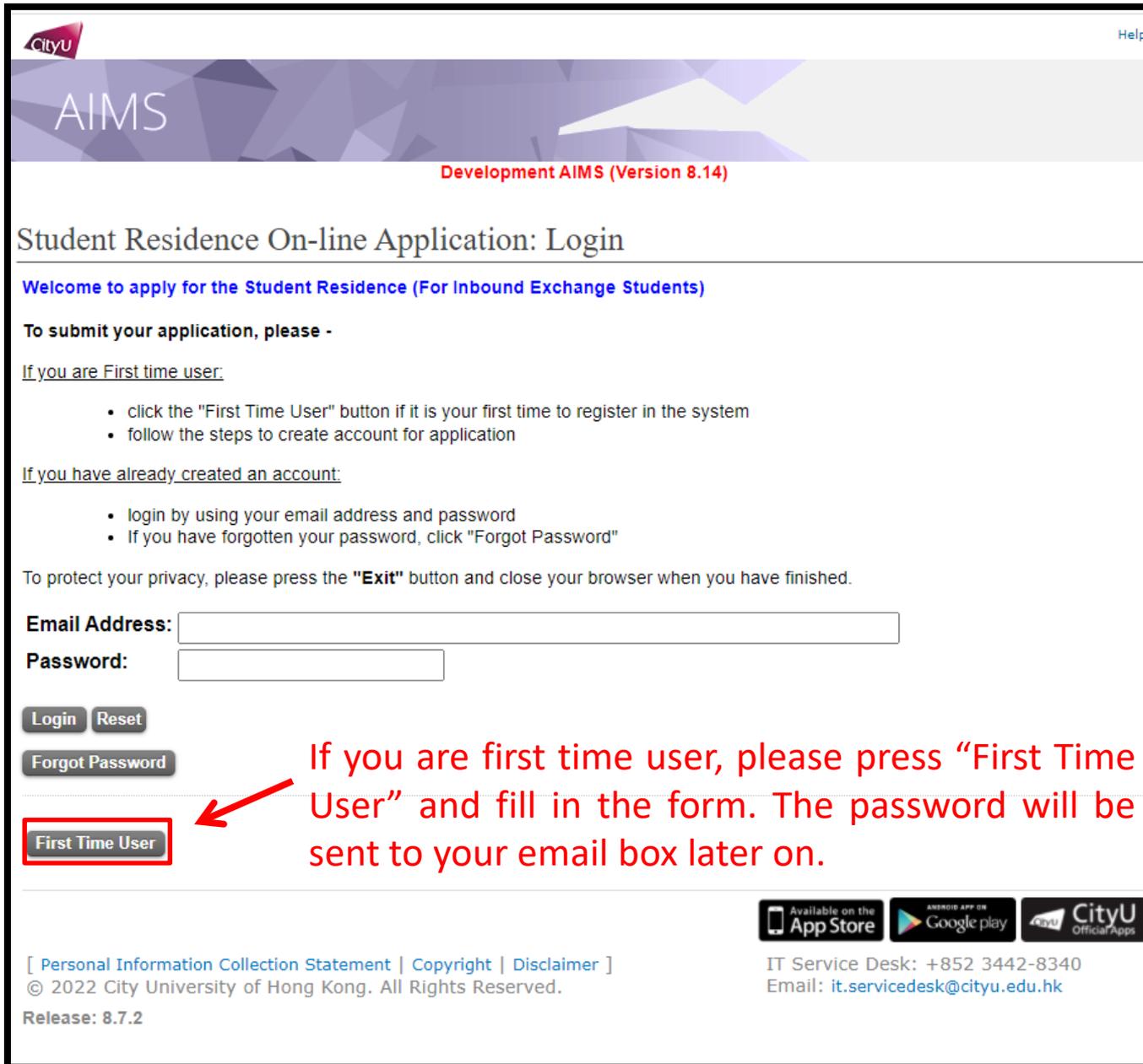
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IT Service Desk: +852 3442-8340  
Email: [it.servicedesk@cityu.edu.hk](mailto:it.servicedesk@cityu.edu.hk)



CityU

AIMS

Development AIMS (Version 8.14)

Help

## Student Residence On-line Application: Login

Welcome to apply for the Student Residence (For Inbound Exchange Students)

To submit your application, please -

If you are First time user:

- click the "First Time User" button if it is your first time to register in the system
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If you have already created an account:

- login by using your email address and password
- If you have forgotten your password, click "Forgot Password"

To protect your privacy, please press the **"Exit"** button and close your browser when you have finished.

Email Address:

Password:

Login Reset

Forgot Password

**First Time User**

If you are first time user, please press "First Time User" and fill in the form. The password will be sent to your email box later on.

Available on the App Store

ANDROID APP ON Google play

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# First Time User

AIMS

Development AIMS (Version 8.14)

Student Residence Direct Application: Account Registration

**Welcome to apply for the Student Residence (For Inbound Exchange Students)**

For assistance, please contact SRO at (852) 3442-1111 or Email: [srouga@cityu.edu.hk](mailto:srouga@cityu.edu.hk)  
For rules and regulations, please click [here](#).

To create an application account, please provide the name of your home institution, planned study college at CityU, and your email address\*. Your email address will be used as the login ID. Your login password will be sent to your email address. The University may also communicate with you via email following your application.

**\*\*Important Note:** If you have provided your email address to other CityU applications, please provide the same email address in this "Student Residence System" for identification purpose. Otherwise, there may be some delays in processing your student residence application.

**Application Type:** Exchange Student

Your Home Institution:

Planned Exchange College at CityU:

\*\*Email Address:

[Continue](#)

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1. Select your “Home Institution”.
2. Choose and select “Planned Exchange College at CityU”.
3. Type in your email address. (Please provide the same email address if you have provided your email address to other CityU applications.)
4. Press “Continue”.

# First Time User

Help

## AIMS

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### Student Residence Direct Application: Account Registration

**Welcome to apply for the Student Residence (For Inbound Exchange Students)**

For assistance, please contact SRO at (852) 3442-1111 or Email: [srouga@cityu.edu.hk](mailto:srouga@cityu.edu.hk)  
For rules and regulations, please [click here](#).

<b>Application Type:</b>	Exchange Student
<b>Your Home Institution:</b>	U of Cape Town, S Africa
<b>Planned Exchange College at CityU:</b>	Col of Business
<b>Email Address:</b>	exchange_external_1@testing.testing

**Confirm**

← Press “Confirm”.

**Back**

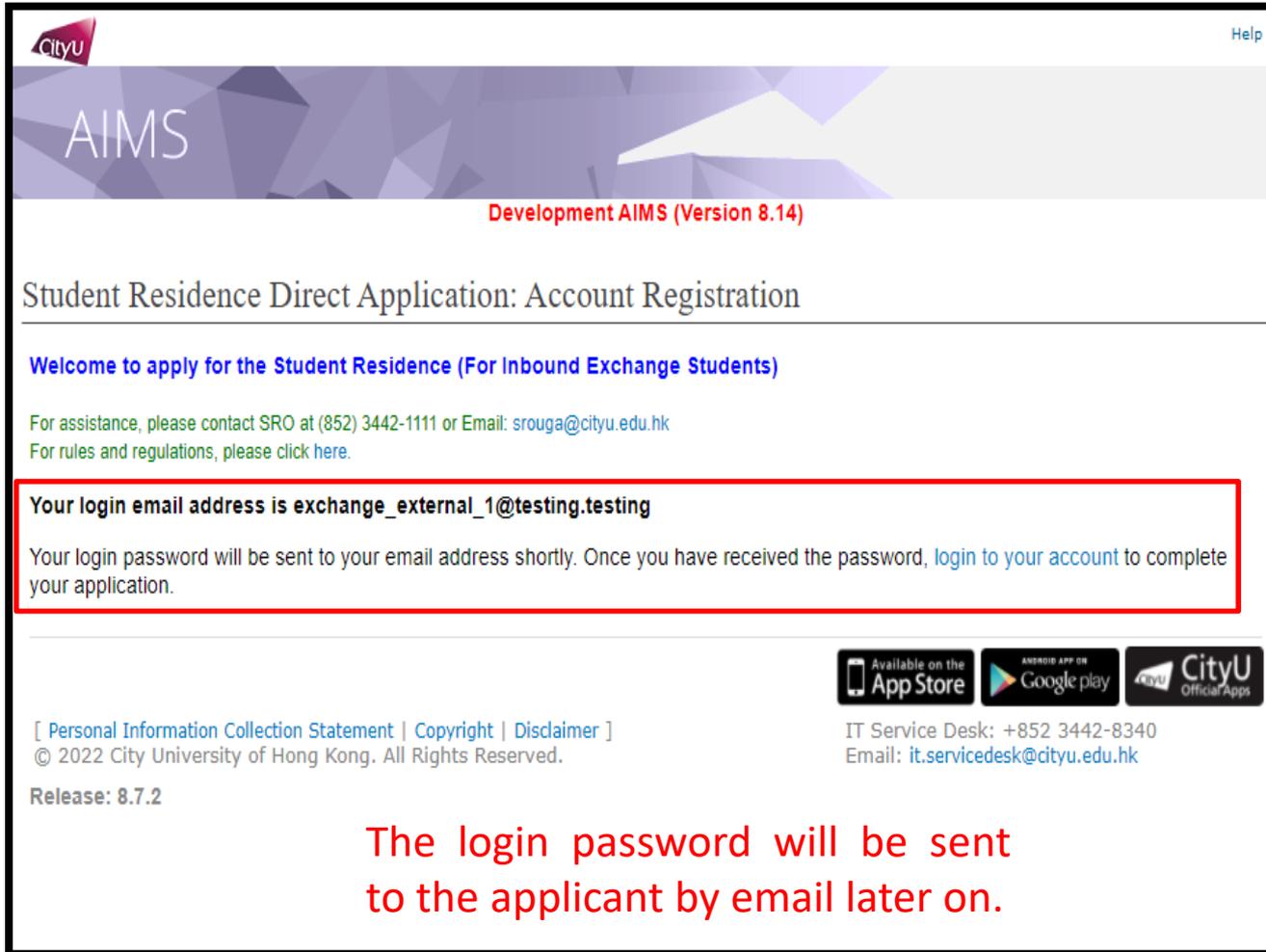
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# First Time User



 Help

AIMS

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## Student Residence Direct Application: Account Registration

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**Welcome to apply for the Student Residence (For Inbound Exchange Students)**

For assistance, please contact SRO at (852) 3442-1111 or Email: [srouga@cityu.edu.hk](mailto:srouga@cityu.edu.hk)  
For rules and regulations, please [click here](#).

**Your login email address is exchange\_external\_1@testing.testing**

Your login password will be sent to your email address shortly. Once you have received the password, [login to your account](#) to complete your application.

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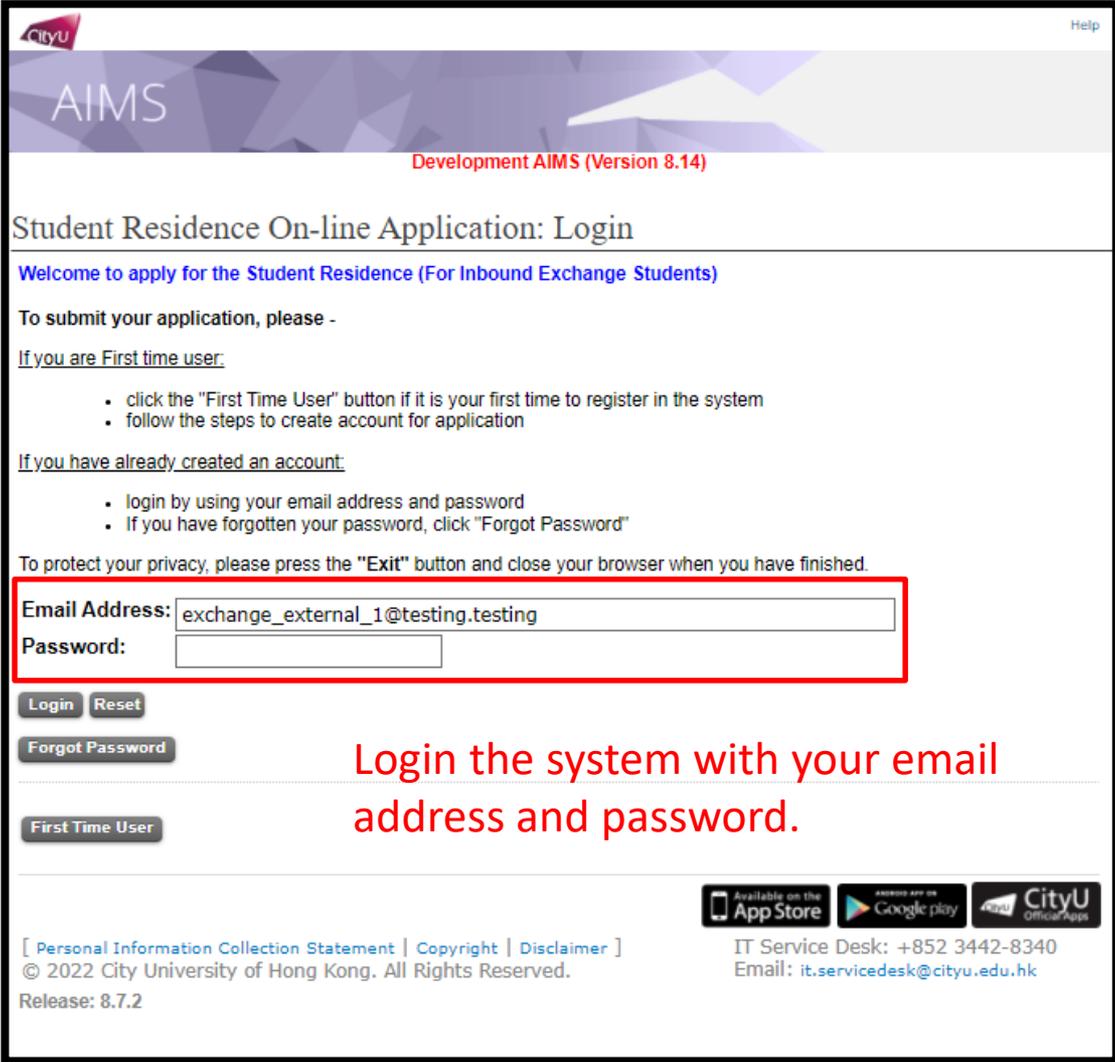


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**The login password will be sent  
to the applicant by email later on.**

# Step 1

## Login



CityU

Help

# AIMS

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## Student Residence On-line Application: Login

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- follow the steps to create account for application

If you have already created an account:

- login by using your email address and password
- If you have forgotten your password, click "Forgot Password"

To protect your privacy, please press the "Exit" button and close your browser when you have finished.

Email Address:

Password:

Login Reset

Forgot Password

First Time User

**Login the system with your email address and password.**

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# Step 2

## Read the Regulation of the Student Residence

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Student Residence Application (External Applicant)

Welcome to apply for the Student Residence (For Inbound Exchange Students)

For assistance, please contact SRO at (852) 3442-1111 or Email: [sro@cityu.edu.hk](mailto:sro@cityu.edu.hk)  
For rules and regulations, please click [here](#).

**Payment Method**  
Successful applicants have to pay a non-refundable and non-transferable hall lodging fee (i.e. one-off payment) during the period as specified.  
a) Payment by credit card (visa or master); or  
b) Bank draft payable to City University of Hong Kong and mail to Student Residence Office, City University of Hong Kong, 22 Cornwall Street, Kowloon Tong, Kowloon, Hong Kong.

**Highlights of Regulations Governing Student Residence**

**Visiting Hours & Visitor Control**  
The "visiting hours" of all halls are from 8:00am to 12:00 midnight and no visitors (including residents from other halls) can stay in the hall outside these hours.  
  
This visiting policy is a common norm in Hong Kong institutions. A visiting policy and visitor control are enforced so as to protect the overall safety of student residents and address the expectations of both student residents and their parents. About 50% of our student residents in undergraduate halls are Hong Kong Chinese and 35% are mainland Chinese, and their culture expects us to give special priority to students' safety. This policy is made even more important in view of the location of the residence in the centre of the city.  
  
Be considerate of your roommate's/flatmate's privacy and interests when you host visitors in your room. Overall, Chinese are rather introverted when expressing their concerns or "getting to the point" relating to this issue, even when they feel disturbed by your visitors.  
  
After 12:00midnight, the security staff and Residence Tutors will immediately invite visitors to leave the hall. Students hosting over-staying visitors may be subject to disciplinary action.

**Smoke-free Residence Community**  
Smoking in the Student Residence is against the Anti-smoking Ordinance in Hong Kong and is an offence in law. Smoking in the Student Residence, including indoor and outdoor areas, will be subject to disciplinary action, which may include hall suspension and in some cases prosecution by the authorities.

**Quiet hours**  
The period from 11:00pm to 7:00am is regarded as the quiet hours of the Student Residence. During revision and exam periods, quiet hours may be extended as needed. If you remain on the open lawn or other communal areas after 11:00pm, please remember that noise travels from there to the floors in the halls as well as to the neighbouring estate, creating noise nuisance and disturbance to others. Our security guards are authorized to conduct identity checking and disperse gatherings that generate noise and other nuisance.

**Alcohol drinking**  
Alcohol drinking is not prohibited. But the general principle is that drinking must not cause disturbance to others, safety hazard, damage to property or breach of hall rules. Please remember that excessive drinking will often impair judgment which leads to accidents, injuries and misbehaviours.  
  
Students should comply with the "Regulations Governing Student Residence", and hall rules promulgated by respective Residence Master, and in particular abide by "Ten & Charges of Undergraduate Hall" policies for Undergraduate Students.

**Off-campus Accommodation**  
Due to limited capacity, there is no guarantee that accommodation in the Student Residence can be provide to all applicants. Students should be prepared to arrange their own off-campus accommodation if deemed necessary. Please visit SRO website [http://www.cityu.edu.hk/its/home\\_of\\_students.htm](http://www.cityu.edu.hk/its/home_of_students.htm) for Off-Campus Accommodation.

**Personal Information Collection Statement**  
1. The personal data collected in this application form will be used by Student Residence Office to process Hall Admission. All personal data on the application form are regarded as mandatory for the aforementioned purposes.  
2. You have the right to request access to and correction of the information under the Personal Data (Privacy) Ordinance.

**Brief Guidelines**  
The application includes the following sections.

- Personal Information
- Room Preference
- Upload Document (Optional)
- Confirmation (You must submit your application)

Please click on "Save & Continue"/"Continue" button after you have completed entering the information for each section. You MUST check your full application carefully under "Confirmation" section before submission. Only the submitted applications would be considered.

For any enquiries/assistance, please contact Student Residence Office (refer to top of page for contact methods).

I have read, understand and agree with Regulations and other information stipulated at the above "Terms & Conditions of Living at Student Residence, CityU".

Agree

Exit and Logout

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Read the regulation and click the checkbox to agree.

# Step 3

## Provide Personal Information

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Student Residence Application -- Room Preference

Personal Info | Room Preference | Document Upload | Confirmation

Welcome to apply for the Student Residence (For Inbound Exchange Students)

For assistance, please contact SRO at (852) 3442-1111 or Email: [srouga@cityu.edu.hk](mailto:srouga@cityu.edu.hk)  
For rules and regulations, please click [here](#).

Personal Information

Application Category	Exchange Student	Email Address	exchange_external_1@testing.testing		
Last Name/Surname		First Name		Middle Name	
Gender		Phone		Nationality	

Entries with "\*" are mandatory.

Name in English

\*Last Name/Surname:  e.g. CHAN  
 \*First Name:  e.g. Brian  
 Middle Name:

\*Gender:    
 Nationality:    
 Phone No.:  -  -  (Country Code - Area Code - Number)

Home Institution:    
 Planned Exchange College at CityU:

←

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Enter your personal information.

Note: "\*" are MANDATORY.

Press "Save & Continue" to next page.

# Step 4

## Indicate Preferences

Help



# AIMS

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### Student Residence Application -- Room Preference

Personal Info
Room Preference
Document Upload
Confirmation

Welcome to apply for the Student Residence (For Inbound Exchange Students)

For assistance, please contact SRO at (852) 3442-1111 or Email: [srouga@cityu.edu.hk](mailto:srouga@cityu.edu.hk)  
For rules and regulations, please [click here](#).

Personal Information

Application Category	Exchange Student	Email Address	exchange_b1@@external testing		
Last Name/Surname	CHAN	First Name	Tai Man	Middle Name	
Gender	M	Phone		Nationality	

Important Notes

- In principle, all undergraduate students will be assigned to double room. Please kindly view the [layout of different room types](#) before indicating your room type preference.
- A small number of single rooms will be firstly assigned to those who have special needs or medical reasons with supporting documents uploaded in their application.
- If you have any physical disability that may affect your living environment needs, please specify and upload the supporting documents (Documentary proof must be written in English or Chinese).
- The hall lodging fees are subject to annual review and revision.
- Applicants' preferences of room type and roommate will be considered as far as possible.

Residence Period#:	03-Jan-2023 to 22-May-2023 (noon)
Preferred Room Type (1st choice):	Single Room <span style="float: right;">▼</span>
Preferred Room Type (2nd choice):	Double Room <span style="float: right;">▼</span>
Roommate Preferences:	Same Country/Territory/Nationality <span style="float: right;">▼</span>
Special Needs/Remarks: (Max 200 characters.)	

Save and Continue

Exit and Logout







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Select from the drop-down list to choose your room type and roommate preference.

Then, press “Save and Continue” to next page.

# Step 5

## Upload Document, if required


Help

### AIMS

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#### SR Exchange Application Document Upload

Personal Info
Room Preference
Document Upload
Confirmation

Welcome to apply for the Student Residence (For Inbound Exchange Students)

For assistance, please contact SRO at (852) 3442-1111 or Email: [srouga@cityu.edu.hk](mailto:srouga@cityu.edu.hk)  
For rules and regulations, please [click here](#).

**Personal Information**

Application Category	Exchange Student	Email Address	exchange_b1@@external.testing	
Last Name/Surname	CHAN	First Name	Tai Man	Middle Name
Gender	M	Phone		Nationality

**Important Notes**

- In principle, all undergraduate students will be assigned to double room. Please kindly view the [layout of different room types](#) before indicating your room type preference.
- A small number of single rooms will be firstly assigned to those who have special needs or medical reasons with supporting documents uploaded in their application.
- If you have any physical disability that may affect your living environment needs, please specify and upload the supporting documents (Documentary proof must be written in English or Chinese).
- The hall lodging fees are subject to annual review and revision.
- Applicants' preferences of room type and roommate will be considered as far as possible.

**Uploaded Documents**  
-- N/A --

**Upload New Document**  
The document file should be in PDF (\*.pdf) format and all the uploaded files should not exceed 3M storage space.  
\*\*\* Upload process may be slow and take several minutes to complete, please be patient and do not select other options or close the browser !

Document Description:

Filename:  No file chosen

←

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Available on the   

If you have any special needs, please upload your supporting document for our consideration.

Press “Upload”  
Otherwise, please press “Continue” to next page.

Help

AIMS

Development AIMS (Version 8.14)

SR Exchange Application Document Upload

Personal Info | Room Preference | **Document Upload** | Confirmation

Welcome to apply for the Student Residence (For Inbound Exchange Students)

For assistance, please contact SRO at (852) 3442-1111 or Email: srouga@cityu.edu.hk  
For rules and regulations, please click [here](#).

Personal Information

Application Category	Exchange Student	Email Address	exchange_external_1@testing.testing		
Last Name/Surname	CHAN	First Name	Tai Man	Middle Name	John
Gender	M	Phone	852--12345678	Nationality	

Document uploaded successfully

Document Description:special needs  
Document Filename: blank\_testing.pdf  
File Size in byte:28523

**Continue**

← Press "Continue"

Exit and Logout

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# Step 6

## Submit Application



### AIMS

Development AIMS (Version 8.22)

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#### Student Residence Application -- Confirmation Summary

Personal Info
Room Preference
Document Upload
Confirmation

**Welcome to apply for the Student Residence (For Inbound Exchange Students)**

For assistance, please contact SRO at (852) 3442-1111 or Email: [srouga@cityu.edu.hk](mailto:srouga@cityu.edu.hk)  
 For rules and regulations, please click [here](#).

Your application summary is shown below. Please check carefully before submission.

\*\*\* Please be reminded that SRO would only consider the submitted applications. \*\*\*

**Personal Information**

Application Category	Exchange Student	Email Address	exchange_b1@external.testing		
Last Name/Surname	CHAN	First Name	Tai Man	Middle Name	
Gender	M	Phone		Nationality	
Home Institution	U of Cape Town, S Africa	College at CityU	Community College of CityU		

The hall lodging fees are subject to annual review and revision.

**Room Preference**

Residence Period:	03-Jan-2023 to 22-May-2023 (noon)
Preferred Room Type (1st choice):	Single Room
Preferred Room Type (2nd choice):	Double Room
Roommate Preferences:	Same Country/Territory/Nationality
Special Needs:	

**Uploaded Documents**

Document Type	Document Description	File Size (Kbyte)	Upload Date	View
Special Needs	testing	29	26-Aug-2022	<a href="#">View Document</a>

Your application is NOT yet submitted. Please note that only submitted applications would be considered.

Confirm and Submit Application
←

Exit and Logout

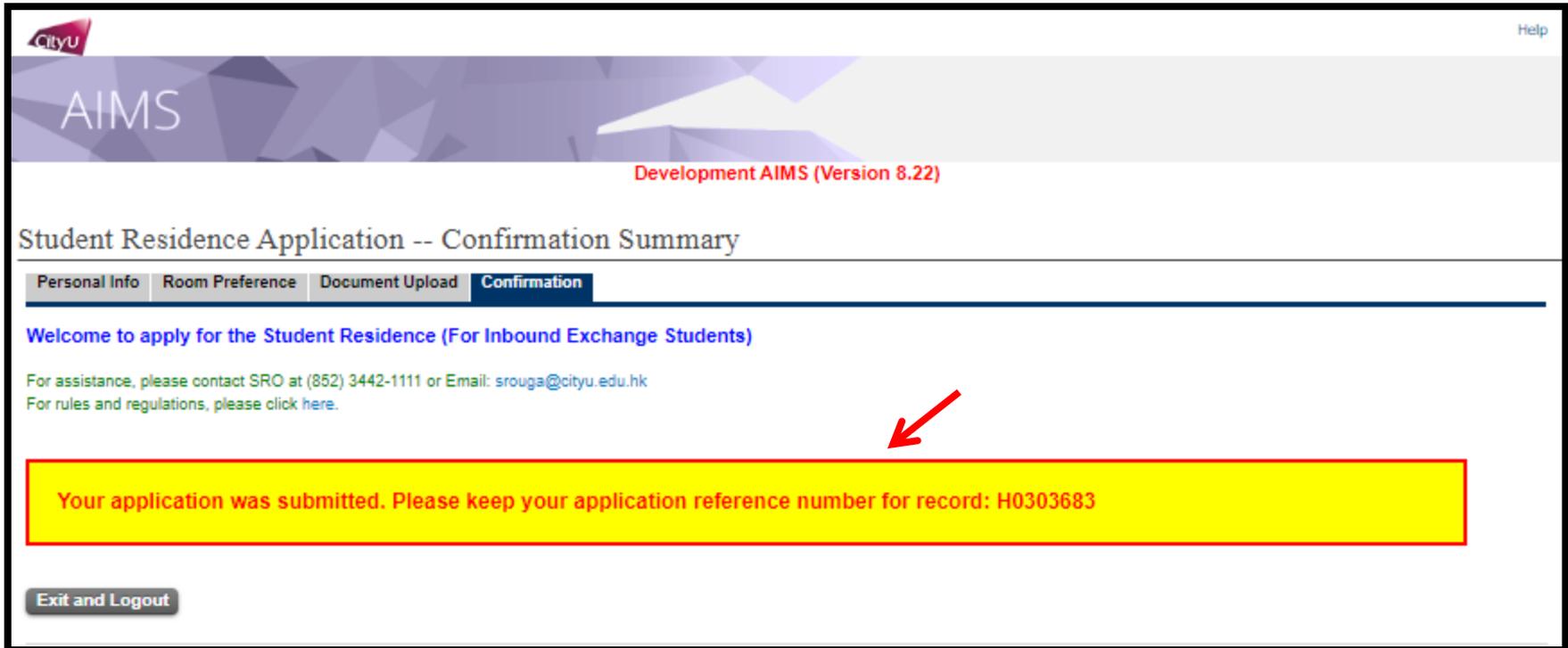




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 Email: [it.servicedesk@cityu.edu.hk](mailto:it.servicedesk@cityu.edu.hk)

Press “Confirm & Submit Application” to submit your application.



The screenshot shows the AIMS (Application Information Management System) interface for the Student Residence Application Confirmation Summary. The page header includes the CityU logo and the text "AIMS" and "Development AIMS (Version 8.22)". The main content area is titled "Student Residence Application -- Confirmation Summary" and features a navigation menu with tabs for "Personal Info", "Room Preference", "Document Upload", and "Confirmation". The "Confirmation" tab is active. Below the navigation menu, there is a welcome message: "Welcome to apply for the Student Residence (For Inbound Exchange Students)". A red arrow points to a yellow box containing the text: "Your application was submitted. Please keep your application reference number for record: H0303683". At the bottom left, there is a button labeled "Exit and Logout".

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AIMS

Development AIMS (Version 8.22)

Student Residence Application -- Confirmation Summary

Personal Info | Room Preference | Document Upload | **Confirmation**

Welcome to apply for the Student Residence (For Inbound Exchange Students)

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For rules and regulations, please click [here](#).

Your application was submitted. Please keep your application reference number for record: H0303683

Exit and Logout

Application is completed.  
Please record your application number.  
Thank you.