



香港城市大學
City University of Hong Kong

Hall Application for Inbound Exchange Student (Semester B, 2024/25)

Student Residence Office
City University of Hong Kong

Step 1: Login

CityU

AIMS

Development AIMS (Version 8.22)

Inbound Student Exchange Application: Login

Please visit our [Exchange Students website](#) for information on exchange requirements before applying for exchange studies.

To be eligible for exchange application, your home institution should have signed an exchange agreement with City University of Hong Kong. Find our partner institutions [here](#). Approval of your participation in exchange study is at the discretion of your home institution.

For college/departmental level exchange applicants, applications (requires [Acrobat Reader](#)) should be sent directly to the respective academic units of CityU. Online applications may be available for some academic units. Please check the application method with the exchange coordinator of your home institution before submitting your application.

Application of Student Visa / Entry Permit for International and non-local Students:

Persons who do not have the right of abode or right to land and wish to enter Hong Kong for the purpose of education are required by law to obtain a valid student visa / entry permit issued by the Hong Kong Immigration Department before coming to Hong Kong. You will need a local sponsor for the student visa / entry permit application. The University can act as your local sponsor provided that normal immigration requirements are met. If you need the University to act as the sponsor, please send your application to the [Global Engagement Office](#).

Use your email address and password to login.

Email Address:

Password:

Login Reset

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.

[Forgot Password](#)

[[Personal Information Collection Statement](#) | [Copyright](#) | [Disclaimer](#)]

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Release: 8.5.3

Available on the App Store

ANDROID APP ON Google play

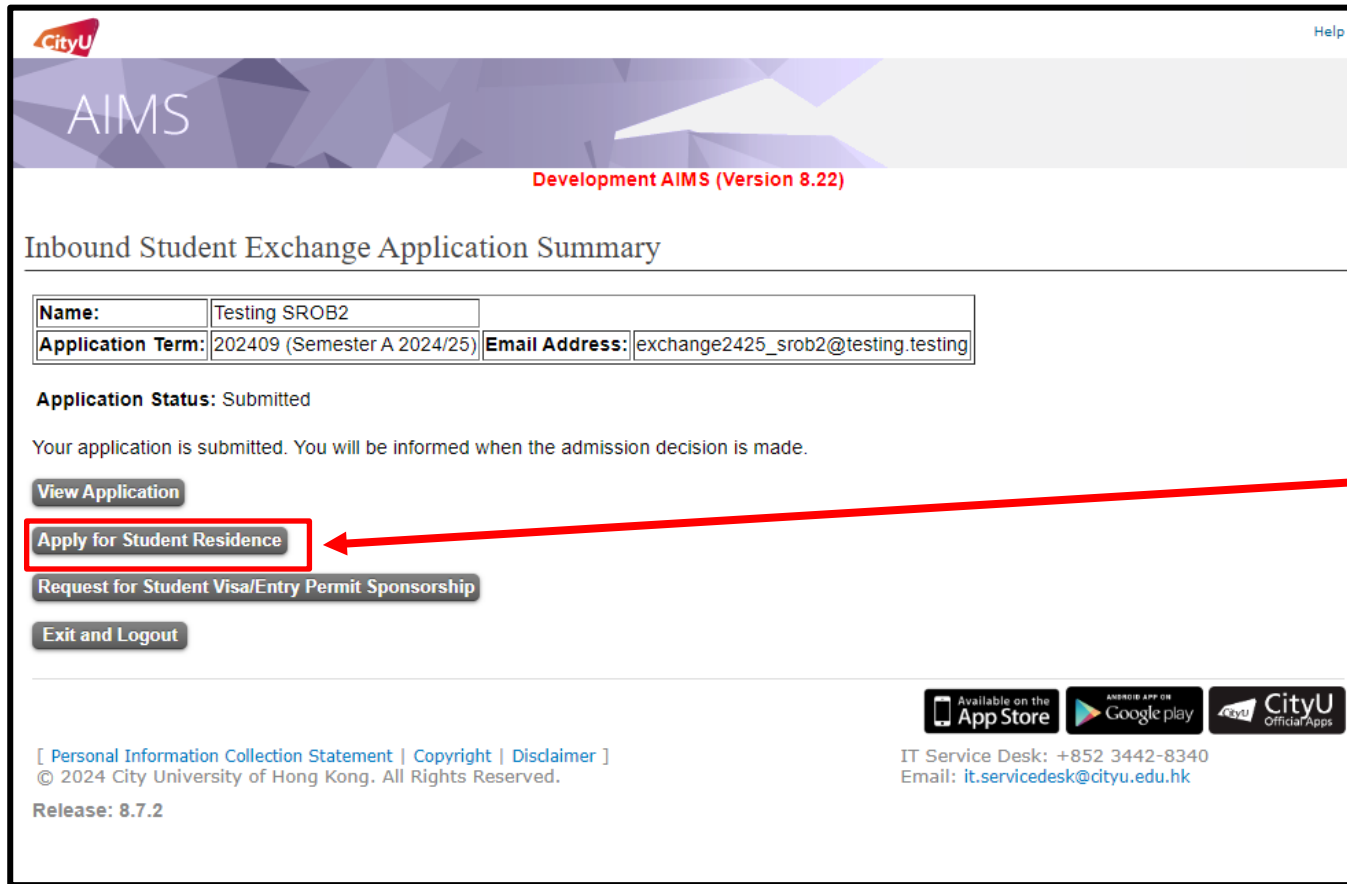
CityU Official Apps

IT Service Desk: +852 3442-8340

Email: it.servicedesk@cityu.edu.hk

Login the system with your email address and password

Step 2: Start application for Inbound Exchange Student



The screenshot shows the AIMS web portal interface. At the top, there is a header with the CityU logo and the text "AIMS" in large letters. Below the header, it says "Development AIMS (Version 8.22)". The main section is titled "Inbound Student Exchange Application Summary". It contains a form with the following fields:

Name:	Testing SROB2		
Application Term:	202409 (Semester A 2024/25)	Email Address:	exchange2425_srob2@testing.testing

Below the form, it states "Application Status: Submitted" and "Your application is submitted. You will be informed when the admission decision is made." There are four buttons: "View Application", "Apply for Student Residence" (highlighted with a red box and a red arrow), "Request for Student Visa/Entry Permit Sponsorship", and "Exit and Logout".

At the bottom, there is a footer with links to "Personal Information Collection Statement", "Copyright", and "Disclaimer". It also includes the copyright notice "© 2024 City University of Hong Kong. All Rights Reserved." and the release version "Release: 8.7.2". On the right side of the footer, there are logos for the App Store, Google Play, and CityU Official Apps, along with contact information for the IT Service Desk: "+852 3442-8340" and "Email: it.servicedesk@cityu.edu.hk".

Select "Apply for Student Residence"

Step 3

Read the Regulation of the Student Residence

CityU AIMS

Development AIMS (Version 8.22)

Student Residence Application (External Applicant)

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

For assistance, please contact SRO via email: srouga.mos@cityu.edu.hk

random assignment by the system.

Part 4 – Room Allocation and Room Type

All inbound exchange students will be allocated to the Student Residence (Ma on Shan Compound) and will be assigned to shared double rooms with communal toilet and bathrooms on the same gender floor.

Rooms will be randomly assigned by the system and final room assignments will be subject to room availability and hall admission policies. Students who have physical disabilities, medical reasons or special needs with supporting documents should enclose them in the hall application for further consideration.

Room assignment is made for whole residential period. In our residence community, residents are strongly encouraged to resolve the differences or conflicts with their roommates, flatmates or floormates by mutual respect, tolerance and communication. Therefore, residents are not allowed to change rooms during the residential year except by special request and with the Residence Masters' approval.

Applicants' preferences will be considered as far as possible. However, there is no guarantee that you will be assigned to a particular hall, unit, room type, or with a specific roommate. Final room assignments will be 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 as appropriate.

Part 5 – Check-in

1. All residents MUST complete the Pre-Check-in procedure and obtain the "Check-in PassCode" before arrival in Student Residence for check-in.
2. All residents are required to complete the check-in procedures in person within the 1st week of the residential year. For those who fail to complete

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

Read the regulations and
click the checkbox to agree.

Step 4

Indicate Preferences

CityU AIMS Development AIMS (Version 8.22) Help

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 via email: srouga.mos@cityu.edu.hk

Personal Information

Application Category	Exchange Student	Email Address	exchange2425_exa4@testing.testing		
Last Name/Surname	TEST4, SRO	First Name	TEST4, SRO	Middle Name	
Gender	F	Phone		Nationality	

Important Notes

- You will be allocated to the [Ma On Shan Compound](#) and will be assigned to a double room. Please view [HERE](#) for the bed-study room layout.
- If you have any physical disabilities, medical reasons or special needs that may affect your living environment needs, please specify and upload the supporting documents (Documentary proof must be written in English or Chinese) for further consideration.
- The hall lodging fees are subject to annual review and revision.
- Applicants' preferences for roommates will be considered as far as possible.

Residence Period#:	26-Aug-2024 to 27-Dec-2024 (noon)
Room Type:	Double Room
Roommate Preferences:	No Preference
If you have physical disabilities, medical reasons or special needs, please state clearly and upload supporting documents on the next page if any: (Max 200 characters.)	

Save and Continue

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

Then, press "Save and Continue" to the next page.

Step 5

Upload Document, if required

CityU AIMS Development AIMS (Version 8.22) Help

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 via email: srouga.mos@cityu.edu.hk

Personal Information

Application Category	Exchange Student	Email Address	exchange2425_exa4@testing.testing		
Last Name/Surname	TEST4, SRO	First Name	TEST4, SRO	Middle Name	
Gender	F	Phone		Nationality	

Important Notes

- You will be allocated to the [Ma On Shan Compound](#) and will be assigned to a double room. Please view [HERE](#) for the bed-study room layout.
- If you have any physical disabilities, medical reasons or special needs that may affect your living environment needs, please specify and upload the supporting documents (Documentary proof must be written in English or Chinese) for further consideration.
- The hall lodging fees are subject to annual review and revision.
- Applicants' preferences for roommates 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


If you have any physical disabilities, medical reasons or special needs, please upload your supporting documents for consideration.

Press "Upload".
Otherwise, please press "Continue" to the next page.

Step 6

Submit Application


Help


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)

For assistance, please contact SRO via email: srouga.mos@cityu.edu.hk

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	exchange2425_exa1@testing.testing		
Last Name/Surname	TEST1	First Name	SRO	Middle Name	
Gender	M	Phone		Nationality	
Home Institution	Curtin University, Dubai	College at CityU	Col. of Business		

Important Notes

- You will be allocated to the [Ma On Shan Compound](#) and will be assigned to a double room. Please view [HERE](#) for the bed-study room layout.
- If you have any physical disability or special needs that may affect your living environment needs, please specify and upload the supporting documents (Documentary proof must be written in English or Chinese) for further consideration.
- The hall lodging fees are subject to annual review and revision.
- Applicants' preferences for roommates will be considered as far as possible.




Room Preference

Residence Period:	26-Aug-2024 to 27-Dec-2024 (noon)
Room Type:	Double Room
Roommate Preferences:	Same Country/Territory/Nationality
Special Needs:	

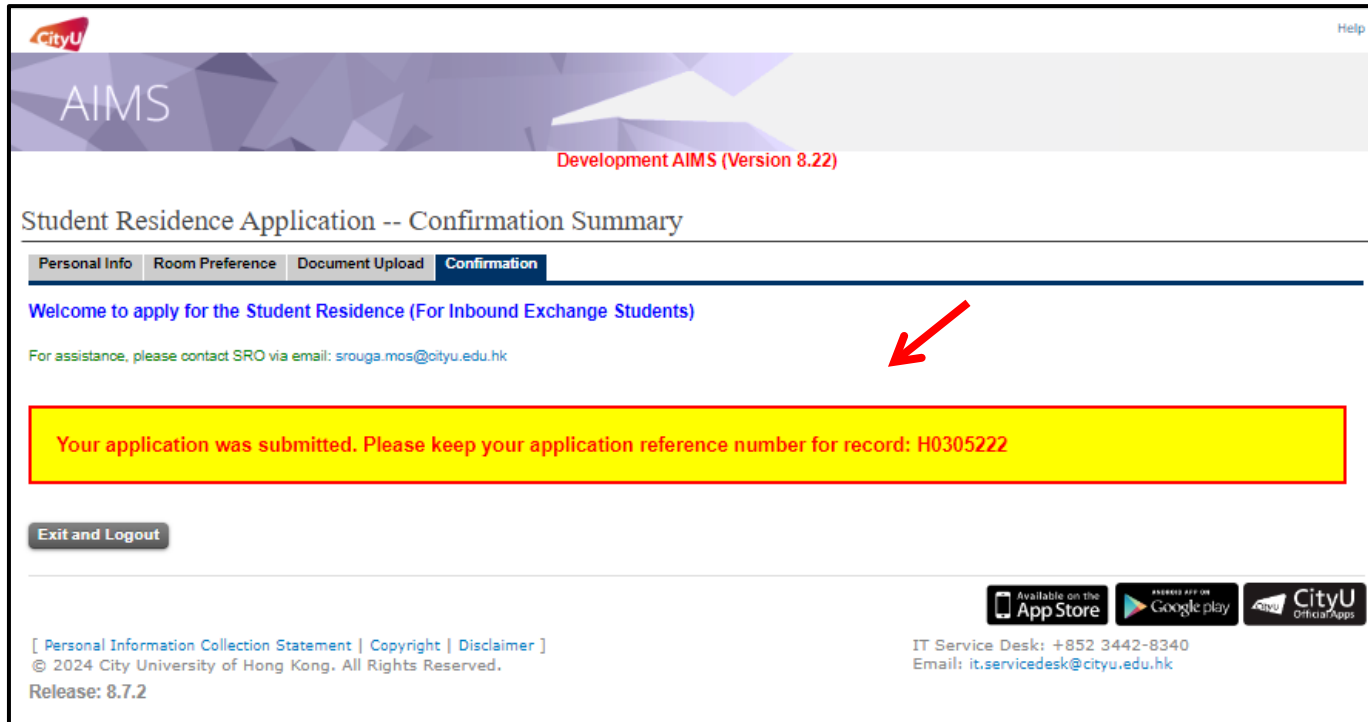
Uploaded Documents
-- N/A --

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

Confirm and Submit Application
Exit and Logout

Press "Confirm & Submit Application" to submit your application.



The screenshot shows the 'AIMS' (Application Information Management System) interface for Student Residence Applications. The page title is 'Student Residence Application -- Confirmation Summary'. A red arrow points to the 'Confirmation' tab in the navigation bar. A yellow box displays the message: 'Your application was submitted. Please keep your application reference number for record: H0305222'. The footer includes contact information for the IT Service Desk and copyright notices.

CityU

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)

For assistance, please contact SRO via email: srouga.mos@cityu.edu.hk

Your application was submitted. Please keep your application reference number for record: H0305222

Exit and Logout

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Release: 8.7.2

Available on the App Store

ANDROID APP ON Google play

CityU Official Apps

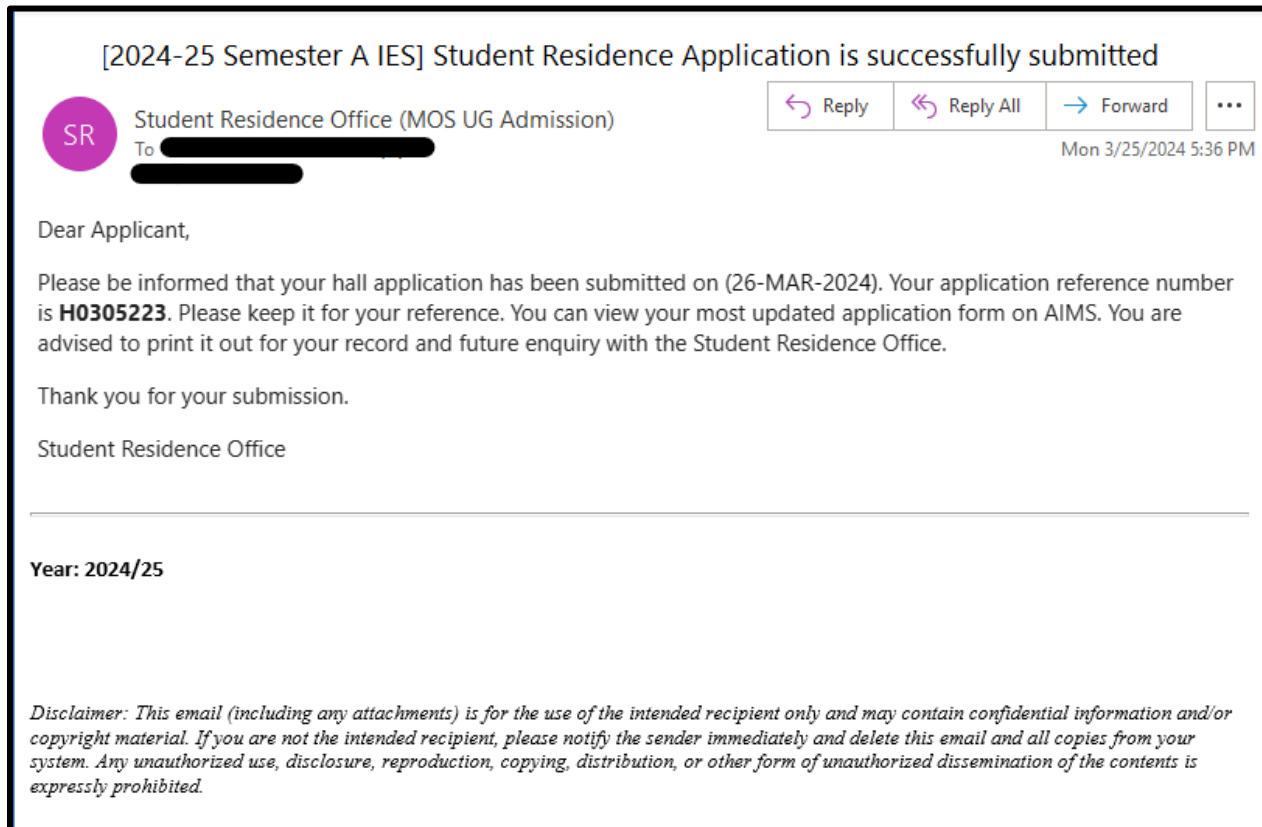
IT Service Desk: +852 3442-8340

Email: it.servicedesk@cityu.edu.hk

The application is completed.

Please record your application reference number.

Email Acknowledgment



You will receive an email acknowledgment
after application submission.

Edit Your Hall Application

CityU

AIMS

Development AIMS (Version 8.22)

Inbound Student Exchange Application: Login

Please visit our [Exchange Students website](#) for information on exchange requirements before applying for exchange studies.

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Use your email address and password to login.

Email Address:

Password:

Login Reset

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.

[Forgot Password](#)


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Release: 8.5.3

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

Re-login the system with your email address and password.

Edit Your Hall Application

AIMS

Development AIMS (Version 8.22)

Inbound Student Exchange Application Summary

Name:	Testing SROB2		
Application Term:	202409 (Semester A 2024/25)	Email Address:	exchange2425_srob2@testing.testing


Application Status: Submitted

Your application is submitted. You will be informed when the admission decision is made.

[View Application](#)
[Apply for Student Residence](#)
[Request for Student Visa/Entry Permit Sponsorship](#)
[Exit and Logout](#)

Available on the
App Store

ANDROID APP ON
Google play




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Release: 8.7.2

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

Select “Apply for Student Residence”

Edit Your Hall Application

AIMS

Development AIMS (Version 8.22)

Help

Student Residence Application (Direct Applicant)

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

For assistance, please contact SRO via email: srouga.mos@cityu.edu.hk

Your application was submitted and under processing.

Your application was submitted. Please keep your application reference number for record: E0009256

Personal Information

Application Category	Exchange Student	Email Address	exchange2425_srob1@testing.testing		
Last Name/Surname	SROB1	First Name	Testing	Middle Name	
Gender	M	Phone		Nationality	
Home Institution	Miami University, USA			College at CityU	

Room Preference

Residence Period:	26-Aug-2024 to 27-Dec-2024 (noon)
Room Type:	Double Room
Roommate Preferences:	Same Country/Territory/Nationality
Special Needs:	

Uploaded Documents

-- N/A --

Edit

Inbound Exchange Student Application

Press "Edit" to proceed.

Edit Your Hall Application



Student Residence Application -- Room Preference

Room Preference Document Upload Confirmation

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

For assistance, please contact SRO via email: srouga.mos@cityu.edu.hk

Personal Information

Application Category	Exchange Student	Email Address	exchange2425_srob1@testing.testing
Last Name/Surname	SROB1	First Name	Testing
Gender	M	Phone	
		Nationality	

Important Notes

- You will be allocated to the [Ma On Shan Compound](#) and will be assigned to a double room. Please view [here](#) for bed-study room layout.
- If you have any physical disabilities, medical reasons or special needs that may affect your living environment, please specify and upload the supporting documents (Documentary proof must be written in English or further consideration).
- The hall lodging fees are subject to annual review and revision.
- Applicants' preferences for roommates will be considered as far as possible.

Residence Period#:	26-Aug-2024 to 27-Dec-2024 (noon)
Room Type:	Double Room
Roommate Preferences:	Same Country/Territory/Nationality <input type="checkbox"/>
If you have physical disabilities, medical reasons or special needs, please state clearly and upload supporting documents on the next page if any: (Max 200 characters.)	

Save and Continue

Inbound Exchange Student Application



SR Exchange Application Document Upload

Room Preference Document Upload Confirmation

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

For assistance, please contact SRO via email: srouga.mos@cityu.edu.hk

Personal Information

Application Category	Exchange Student	Email Address	exchange2425_srob1@testing.testing
Last Name/Surname	SROB1	First Name	Testing
Gender	M	Phone	
		Nationality	

Important Notes

- You will be allocated to the [Ma On Shan Compound](#) and will be assigned to a double room. Please view [here](#) for the bed-study room layout.
- If you have any physical disabilities, medical reasons or special needs that may affect your living environment needs, please specify and upload the supporting documents (Documentary proof must be written in English or Chinese) for further consideration.
- The hall lodging fees are subject to annual review and revision.
- Applicants' preferences for roommates 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

Continue

Inbound Exchange Student Application

Press "Save and Continue" or "Continue" to proceed after editing the form.

Edit Your Hall Application



Student Residence Application -- Confirmation Summary

Room Preference | Document Upload | **Confirmation**

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

For assistance, please contact SRO via email: srouga.mos@cityu.edu.hk

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	exchange2425_srob1@testing.testing		
Last Name/Surname	SROB1	First Name	Testing	Middle Name	
Gender	M	Phone		Nationality	
Home Institution	Miami University, USA			College at CityU	

Important Notes

- You will be allocated to the [Ma On Shan Compound](#) and will be assigned to a double room. Please view [HERE](#) for the bed-study room layout.
- If you have any physical disabilities, medical reasons or special needs that may affect your living environment needs, please specify and upload the supporting documents (Documentary proof must be written in English or Chinese) for further consideration.
- The hall lodging fees are subject to annual review and revision.
- Applicants' preferences for roommates will be considered as far as possible.

Room Preference

Residence Period:	26-Aug-2024 to 27-Dec-2024 (noon)
Room Type:	Double Room
Roommate Preferences:	Same Country/Territory/Nationality
Special Needs:	

Uploaded Documents

-- N/A --

Your application has been saved successfully.


Your application was submitted. Please keep your application reference number for record: E0009256

[Inbound Exchange Student Application](#)

You are advised to print out your updated application form for your record and future enquiry with the Student Residence Office.

Press "Inbound Exchange Student Application" to return to the application.

Edit Your Hall Application

 Help

AIMS

Development AIMS (Version 8.22)

Inbound Student Exchange Application Summary

Name:	Testing SROB1		
Application Term:	202409 (Semester A 2024/25)	Email Address:	exchange2425_srob1@testing.testing

Application Status: Submitted

Your application is submitted. You will be informed when the admission decision is made.

[View Application](#)

[Apply for Student Residence](#)

[Request for Student Visa/Entry Permit Sponsorship](#)

[Exit and Logout](#)

Press “Exit and Logout”
when you finish.