



[Section A] Before submitting applications, please note the following:

1. The allotment of college hostel places is based on a scoring scheme to the **full-time non-local** Shaw College students (details can be found on “**Policy on Guaranteed On-campus Accommodation for Non-local Students**”). To make sure that the information provided in the application fulfils the requirements and is accurate, students should read thoroughly the aforesaid policy and this “Notes of Application” before the online application.
2. Hostel places will not be allocated to any student who did not complete the application procedures (including online application and submission of necessary supporting documents) within the stipulated application periods.
3. “**Policy on Guaranteed On-campus Accommodation for Non-local Students**” can be found on the college webpage: <http://www.cuhk.edu.hk/shaw/hostel>
4. **Only designated non-local students are eligible to apply.*** If the students will participate in the overseas exchange programmes in academic year of 2019/2020, regardless of the year or half year. The students must inform the hostel staff by email to (shaw-student-hostel@cuhk.edu.hk) before 31 March 2019 for places follow-up.
5. **Application period is from 1 March to 31 March 2019.** Students should apply as early as possible. Please also be reminded to write down the application number as proof of application and for future reference.
6. Initial screening results will be announced at 5:00 p.m. on 15 April 2019. Results will be posted on the college webpage (<http://www.cuhk.edu.hk/shaw/hostel>) or notice boards in student hostels and the College. **Eligible applicants who passed the initial screening must complete their application according to the guidelines set out in Section B within the stipulated application periods.**
7. Students who will be on suspension of study or internship during the residence period are NOT eligible for applying for hostel places. If students receive notification of suspension/ internship after they have been assigned hostel places, they must immediately perform hostel check-out procedures. Medical students who have been allotted hostel places in hospital are NOT eligible for applying for hostel places of the College.
8. Holders of the University’s parking labels and students having private vehicles are NOT eligible for applying for student hostel places (except for physical impaired students). The Residence Selection Sub-Committee reserves the right to request those who are found having parking labels to withdraw from the hostels.

9. Residence period for 2019/2020 will be from early of September 2019 to middle of May 2020. To ensure the effectiveness of hostel places allotment, **ALL students with hostel places assigned MUST perform check-in within the stipulated check-in periods (i.e. early of September)** (exact periods to be confirmed), **students who fail to perform check-in within the stipulated periods will be deemed as giving up the hostel places.** The places will be re-allotted to students on the waiting list. **If students are on outgoing exchange programmes in first term** and are not able to check in within the periods, they should inform the hostel management and **make special request for extension within the check-in periods.** Only students with special approval are allowed to extend their check-in dates.
10. The hostels will be closed for a few days during Lunar New Year. **ALL residents are not allowed** to stay inside hostels (Non-local students may request for stay via application). **Other residence periods will be set for Summer Residence** and application should be made separately.
11. **Hostel fees for 2019/2020 are pending.** Hostel fees for the whole academic year of 2018/2019 are \$12,736 (2-bed room, \$6,368 per term) and \$8,494 (3-bed room and 4-bed room, \$4,247 per term). Hostel deposit is pending.

[Section B] Submission of documents after the initial screening:

1. **Eligible applicants who pass the initial screening are required to submit documents in person or by authorized persons to Shaw College (Wen Lan Tang) during the following office hours from 23 to 29 April 2019. Mailed documents will NOT be accepted.**

Office hours of Wen Lan Tang:	Monday to Friday	10:00 a.m. - 5:00 p.m.
	Saturday and Sunday	Closed

2. **Students who are on Outgoing Exchange Programmes during the document submission period** can email the downloaded application form and required supporting documents to shaw-student-hostel@cuhk.edu.hk (please specify “Hostel Application 2019/2020 (Non-local Students)” in the email subject), but still need to provide original copies for verification upon check-in.
3. **Applications will NOT be further processed without sufficient documents, when documents submitted to the wrong place or after the deadline.**

4. **Detailed requirements of supporting documents:**

Recent photos x 3

- 4.1 Within 6 months;
- 4.2 Dimensions: approximately 3.5 x 4.5 cm;
- 4.3 Clearly show the facial features;
- 4.4 Printed on glossy photo paper, or other papers with high quality and minimum can keep for one year.

Proof of Academic Achievement

- 4.5 **Academic scholarships and awards** (exclude non-academic awards) offered by the University/ College from the previous academic year to 28 February 2019 are applicable in the scoring system. Applicants

should provide relevant certificates, letters or other relevant documents offered by the University or College for verification.

Proof of Participation in Extra-curricular Activities

4.6 Extra-curricular activities/ student organizations which can be considered in the scoring system are clearly listed in “**Policy on Guaranteed On-campus Accommodation for Non-local Students**”, please read carefully and make sure that all the activities/ organization claimed are applicable.

4.7 Proof of participation in extra-curricular activities must be accompanied with full names, post titles, chops and signature of person in charge of relevant registered organizations.

For Affiliated Societies or Organizations registered under the Student Union of the Chinese University of Hong Kong or Shaw College Student Union (including faculty societies, departmental societies, the University’s/ College’s clubs, and registered societies), their registration must have been completed on or before 23 April 2019 and the declared members and post titles should be on the name list of Affiliated Societies Committee Members. Applicants are required to provide proof of participation granted by the Student Union of the Chinese University of Hong Kong/ Shaw College Student Union (original copies are required for verification). If the student resign during his term of office, Residence Selection Sub-Committee may cancel the assigned hostel place.

Proof of Exchange Experience

4.8 Participation in exchange programmes approved by the University/ College in the previous academic year is applicable in the scoring system. Applicants should provide relevant documents for verification.

Others

4.9 When submitting the supporting documents, original copies of proof is required for verification.

4.10 If health condition is listed as a reason of application, **only valid medical proof within one year** will be considered.

4.11 **Before submitting the supporting documents, applicants are responsible for making sure that the documents are sufficient, can meet the requirements and are consistent with the information stated on the application form. Otherwise, scores of related parts will be deducted without further notice.**

4.12 Information submitted by the applicants must be true to the best of their knowledge. **A strict assessment of all information provided will be carried out.** Cases in doubt may be verified by home visit. The College will continue relevant verification work after residents moving in. Any change of information should be reported in writing to wardens. **If false report or forged documents were found, residents’ right of residence will be immediately deprived. The case will also be referred to the College Disciplinary Committee for consideration of further actions.** Applicants’ future application for hostel places will NOT be considered.

[Section C] Notes for successful assignment of places

Allotted hostel places are not transferable or changeable. Applicants who would like to give up their places must apply to wardens in writing. Vacant places will be filled up by applicants who are on the waiting list. Applications for withdrawal from hostels must be submitted at least 7 working days in advance of the planned last date of stay. The latest check-out dates are 1 October (for those who check in in 1st Term), and 1 February (for those who check in in 2nd Term). Once the applications have been approved, applicants are required to pay one-month hostel fee. Residents withdraw after the two dates mentioned above will be required to pay hostel fee counting from the check-in date to end of the relevant terms.

Residence Selection Sub-Committee

11 February 2019

* The designated non-local students refer to (1) non-local students who were admitted in 2017/2018 and will be going to Year-3 in 2019/2020 OR (2) non-local students admitted in 2016/2017, but have already taken 3 years of guaranteed accommodations according to item B2 of the “**Policy on Guaranteed On-campus Accommodation for Non-local Students**”.