



## Shaw College Student Hostel Check-In Notice for 2009/10

### 1. Check-in Date, Time and Venue

Date : 5 September 2009 (Saturday) to 11 September 2009 (Friday)  
Time : 9am – 12noon and 1pm – 4pm  
Venue : Kuo Mou Hall – reception counter on G/F  
Student Hostel II – reception counter on 5/F, high block

### 2. Special Bus (5 and 6 September)

Route : University Station → car park at Student Hostel II →  
Lecture Theatre (bus will leave immediately after dropping  
passengers)

Schedule : 10am, 10:30am, 11am, 11:30am, 1pm, 1:30pm, 2pm, 2:30pm, 3pm, 3:30pm

### 3. Check-in Procedures

- 3.1 Check-in form can be downloaded from Shaw College homepage. Residents are required to fill in the form before checking in.
- 3.2 Residents must submit the **completed check-in form and 2 photos** to hostel staff.
- 3.3 Hostel staff will pass room keys and room check list to residents.
- 3.4 Residents should bring their luggage to their rooms and return the check list to hostel staff after room checking.

### 4. Use of CU Link Card for Entry

Student hostels are closed every night from 12am. Residents are required to use their CU Link Card for entering after the said time. For details, please refer to the appendix.

5. Luggage Claim

Date : 5 September 2009 ( Saturday ) to 11 September 2009 ( Friday )

Time : 9am – 12pm and 1pm – 3:30pm

Luggage will be discarded after above period.

6. Students who do not check in during the above check-in period (stated in note 1) will be treated as giving up their hostel places.

7. For free parking coupon (2 hours), please go to the reception counter.

8. Enquiry : 2603 5028 ( Kou Mou Hall ) or 2603 5338 ( Student Hostel II )

August 2009

Appendix : Hostel Registration Form  
Smart Card System Operation Manual



Shaw College  
2009/2010 Student Hostel Registration Form

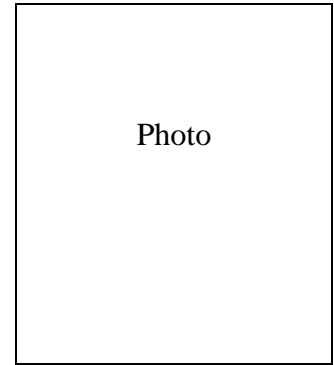
**Hostel:** Kuo Mou Hall / Student Hostel II High Block / Student Hostel II Low Block \*

**Term:** Whole year / 1<sup>st</sup> Semester / 2<sup>nd</sup> Semester \* **Room no.:** \_\_\_\_\_

**Name:** (Surname) \_\_\_\_\_

(First Name) \_\_\_\_\_

(Chinese Name, if any) \_\_\_\_\_



**Student No.:** \_\_\_\_\_ **Sex:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Contact phone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Correspondence address:** \_\_\_\_\_

**Emergency contact:**

**Person to contact** \_\_\_\_\_ **(relationship with resident:** \_\_\_\_\_)

**Contact phone number:** \_\_\_\_\_

**Address:** \_\_\_\_\_



I understand and shall comply with the Student Hostel Regulations.

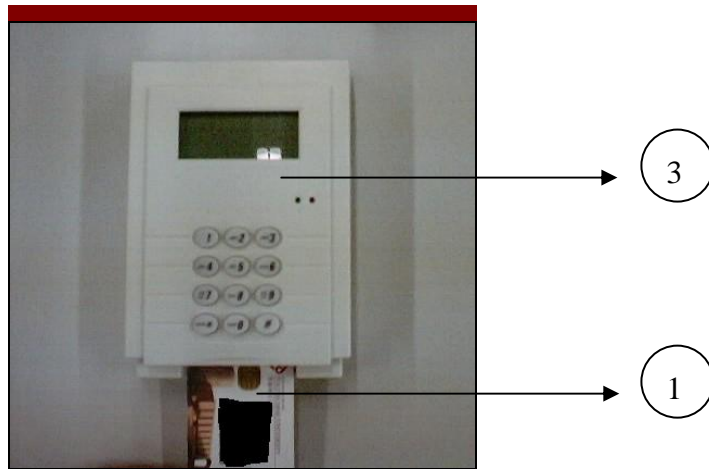
I understand and agree that the information supplied here shall be kept confidential and used only in relation to my hostel accommodation at Shaw College.

**Check in Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

\* Please delete as appropriate

## 智能咭系統操作

### Smart Card System Operation



1. 在讀咭機底部插入中大通咭  
Insert your CU-Link Card at the bottom of the reader
2. 取出中大通咭  
Remove your CU-Link Card
3. 當綠燈亮起及顯示屏顯示“確定用戶”，“門已開啟”，即可推門內進  
When green indicator is lit and LCD displays “User Granted”, “Door Unlocked”, push the door and enter