Shaw College Student Hostel
Check-In Notice for 2014/15

1. Check-in Date, Time and Venue

   Date: **Local student** 31 August 2014 (Sunday) to 6 September 2014 (Saturday)
   Non-local student 30 August 2014 (Saturday) **2pm – 4pm** to 6 September 2014 (Saturday)

   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 (30 & 31 August)**

   Route: University Station (near the Goddess of Democracy, please note the instruction) →
   Shaw Lecture Theatre (bus will leave immediately after dropping passengers)

   Schedule：

Date	Time
30 August 2014 (Saturday)	2pm, 2:30pm, 3pm, 3:30pm
31 August 2014 (Sunday)	11am, 11:30am, 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 RECENT photos** to hostel staff. **The check-in procedure CANNOT be processed if you do NOT submit the RECENT photos.**

   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 0:00 a.m. Residents are required to use their CU Link Card for entry after midnight.   For details, please refer to the appendix.

5. Luggage Claim

    Date　　：30 August 2014（Saturday）to 6 September 2014（Saturday）
    Time　　：9am – 12pm and 1pm – 3:30pm
    Unclaimed 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. **To avoid paying penalty, please provide your full name, student ID number and contact number to Ms. Vinnice Lam by email (vinnicelam@cuhk.edu.hk) if you wish to give up your hostel place before check-in.**

7. If you would like to obtain a free parking coupon (for 2 hours), please go to the reception counter of the hostel.

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

August 2014

Appendix：　Hostel Registration Form
　　　　　　Smart Card System Operation Manual
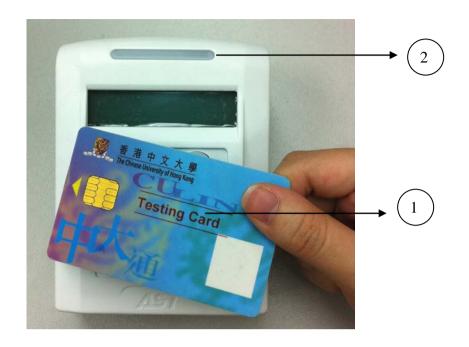
Shaw College
2014/2015 Student Hostel Registration Form

Hostel: Kuo Mou Hall / Yat Sen Hall / Student Hostel II Low Block *

Term: Whole year / 1ˢᵗ Semester / 2ⁿᵈ Semester *   **Room no.:** _____

Name: (Surname)_____

(First Name)_____

(Chinese Name, if any)_____

RECENT

Photo

Student No.: _____   **Sex:** _____

Major: _____   **Year**: _____

Contact phone number: _____

Email address: _____

Correspondence address: _____

_____

Emergency contact:

Person to contact _____ **(relationship with resident:** _____ **)**

Contact phone number: _____

Address: _____

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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.　於讀咭機上出示中大通咭（鍵盤位置）
　　Present your own CULink Card to the card reader (near Keypad).
2.　當綠燈亮起及顯示屏顯示＂門已開啟"，即可推門內進
　　When green indicator is lit and LCD displays "Access Granted", push the door and enter.