



## Shaw College Student Hostels Check-In Notice for 2015/16

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

Date: **Local students** 6 September 2015 (Sunday) to 12 September 2015 (Saturday)  
**Non-local students** 5 September 2015 (Saturday) 2 pm - 4 pm to 12 September 2015 (Saturday)

Time: 9 am - 12 noon and 1 pm - 4 pm

Venue: Kuo Mou Hall - reception counter on G/F  
Student Hostel II - reception counter on 5/F, high block

### 2. Check-in Procedures

Check-in form can be downloaded from Shaw College homepage <http://www.cuhk.edu.hk/shaw/hostel> .

Residents are required to fill in the form before checking in.

2.2 Residents must submit the completed check-in form together with 2 RECENT photos (photo size, e.g. passport size, etc.) to hostel staff. **The check-in CANNOT be done without the RECENT photos.**

2.3 Hostel staff will pass room keys and room check list to residents.

2.4 Residents should bring their luggage to their rooms and return the check list to hostel staff after room checking.

### 3. Entry to hostels

Student hostels are closed 24 hours a day. During 8 am to 0:00 am (visiting hours), residents can enter hostels by tapping their CU Link Card or entering passwords. For other hours, residents can only enter by using their CU Link Cards. For details of using CU Link Card, please refer to the appendix.

### 4. Luggage Claim

Date : 5 September 2015 ( Saturday ) to 12 September 2015 ( Saturday )

Time : 9 am - 12 noon and 1 pm - 3:30 pm

Unclaimed luggage will be discarded after the above period.

5. Students who fail to check in during the above 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. Ruby Ho by email ([rubyho@cuhk.edu.hk](mailto:rubyho@cuhk.edu.hk)) if you wish to give up your hostel place.

6. If you would like to obtain a free parking coupon (for 2 hours), please go to the reception counter of the hostel you reside.
7. Enquiry : 2603 5028 ( Kou Mou Hall ) or 2603 5338 ( Student Hostel II )

August 2015

Appendix : Student Hostel Registration Form  
Smart Card System Operation Manual



Shaw College  
Student Hostel Registration Form 2015/2016

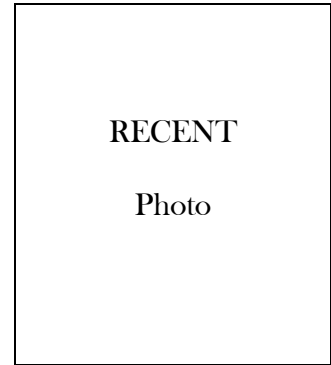
Hostel: Kuo Mou Hall / Yat Sen Hall / Low Block Student Hostel II \*

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

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

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

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



Student I.D. No.: \_\_\_\_\_ Gender: \_\_\_\_\_

Major: \_\_\_\_\_ Year of study: \_\_\_\_\_

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 circle the correct one

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 CU Link 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.