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

Term: Whole year / 1st Term / 2nd 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
1. Present your own CU Link Card to the card reader (near Keypad).

2. When green indicator is lit and LCD displays “Access Granted”, push the door and enter.