Shaw College Student Hostels
Check-In Notice for 2016/17

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

   Date: **Local students (Year 2 or above)**   4 SEP 2016 (Sun) to 12 SEP 2016 (Mon)
               Non-local students (All)   3 SEP 2016 (Sat)(start at **2pm**) to 12 SEP 2016 (Mon)
               Local students (Freshmen)   5 SEP 2016 (Mon) to 12 SEP 2016 (Mon)
               *Summer Residents (Period C)   2 Sep 2016 (Fri) *(please note the remarks below)*

   Time: 9 am – 1 pm and 2 pm – 4 pm

   Venue: Kuo Mou Hall – reception counter on G/F
                 Student Hostel II – reception counter on 5/F, High Block

* *(remarks)* To ensure a smooth check-in for other residents:

- Summer residents who are offered a hostel place in 2016/17 MUST perform check-in/out procedures and **move to the room assigned for 201617 on 2 Sep 2016.**

- Summer residents who are NOT offered a hostel place in 2016/17 MUST perform **check-out on 31 Aug 2016**

2. **Check-in Procedures**

Check-in Record form can be downloaded from Shaw College homepage
http://www.cuhk.edu.hk/shaw/hostel . Residents are required to fill in the form before check-in.

    2.2   Residents must submit the **completed check-in record form together with TWO RECENT passport photos** to hostel staff.   **The check-in procedures CANNOT be completed without the 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 room check list to hostel staff after checking all listed items in the room.

3. **Entry to hostels**

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

4.   **Luggage Claim**

Date　　：3 SEP 2016 (Sat) to 12 SEP 2016 (Mon)
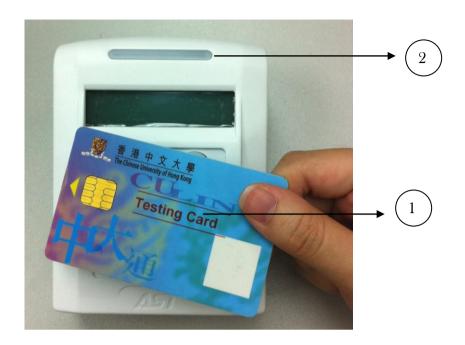
Time　　：9 am – 1 pm and 2 pm – 3:30 pm

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 deemed as giving up their hostel places. To avoid paying penalty, please provide **ASAP** your full name, student ID number and contact number to Mr. Ted LEUNG by email (ted.leung@cuhk.edu.hk) if you wish to give up your hostel place.

6.   Allotted hostel places are not transferable. 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.   Latest check-out dates are 1 October and 1 February for first and second term respectively.   Once the applications have been approved, applicants are required to pay one-month hostel fee.   Residents check out 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.

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

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

August 2016

Appendix：　Smart Card System Operation Manual

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.