



Shaw College Student Hostels The Chinese University of Hong Kong Check-In Notice for 2018/2019

1. Check-in Date, Time and Venue

All residents should perform check-in within the period stated below. Those who fail to check in during the period below will be deemed as giving up their hostel places.

	Check-in Period	Check-in Time
Summer Residents (Period C)	31 AUG 2018 (Fri) <i>(please note the remarks below*)</i>	9 am - 1 pm and 2 pm - 4 pm
Non-local students (All)	1 SEP 2018 (Sat)(start at 2pm) to 10 SEP 2018 (Mon)	
Local students (Year 2 or above)	2 SEP 2018 (Sun) to 10 SEP 2018 (Mon)	
Local students (Freshmen)	3 SEP 2018 (Mon) to 10 SEP 2018 (Mon)	

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 2018/2019 MUST perform check-in/out procedures and move to the room assigned for regular term on 31 Aug 2018.
- Summer residents who are NOT offered a hostel place in 2018/2019 MUST perform check-out on 31 Aug 2018.
- For those who do not perform check-out procedures by the stipulated deadline, their personal belongings will be discarded and the hostel deposit will not be refunded.

2. Check-in Procedures

2.1 Residents should present their CU Link cards (or HKID cards) upon check-in, and submit the completed [Check-in Record Form](https://www.cuhk.edu.hk/shaw/hostel/files/Check_In_Record_Form.pdf) (https://www.cuhk.edu.hk/shaw/hostel/files/Check_In_Record_Form.pdf) together with [two recent photos](#) (with name, dept./year and CUID written on the back). **The check-in procedures CANNOT be completed without the photos.**

2.2 Hostel staff will pass [room keys](#) and [room check list](#) to residents.

2.3 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.

4. Luggage Claim

Date : 1 SEP 2018 (Sat) to 10 SEP 2018 (Mon)

Time : 9 am - 1 pm and 2 pm - 3:30 pm

Unclaimed luggage will be discarded after the above period.

5. **Student Hostel Regulations**

Residents must observe the Shaw College student hostel regulations. Please refer to hostel website:
<https://www.cuhk.edu.hk/shaw/hostel/application.htm>

6. **Hostel Place Arrangement**

Allotted hostel places are not transferable or changeable.

If you wish to give up your hostel place, please provide your full name, student ID number and contact number to shaw-student-hostel@cuhk.edu.hk by **11 Aug 2018.**

Applicants who would like to give up their places after checked in the hostel 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. **Others**

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

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