Notes of Application for Shaw College Student Hostel Places 2019/2020
(Applicable to 2019/2020 New Students)

[Section A] Before submitting applications, please note the following:

1. The form must be filled in English.

2. The allotment of college hostel places is based on a scoring scheme to the full-time Shaw College students (details can be found on “Selection Method”). To make sure that the information provided in the application fulfils the requirements and is accurate, students should read thoroughly “Notes of Application” and the “Selection Method”.

3. Hostel places will not be allocated to any students who did not complete the application procedures (including online application and submission of necessary supporting documents) within the stipulated application periods.

4. “Selection Method” can be found on the college webpage: http://www.cuhk.edu.hk/shaw/hostel

5. Online application period is from 18 to 23 August 2019 (12pm (noon)). Students should apply as early as possible. Please also be reminded to write down the application number and print out the application form as proof of application and for future reference.

6. After completing the online application, applicants are required to print and submit the online-submitted application form in person or by authorized persons with ORIGINALS and COPIES of proof of residential address and area to Wen Lan Tang during 19 - 23 August within office hours for verification. Mailed documents will NOT be accepted. Applications will NOT be further processed with insufficient documents, when documents submitted to wrong place or after the deadline. For detailed requirements of proof documents, please refer to “[Section B]”.

7. Application results will be announced on 28 August 2019 (5 p.m.). Notices will be posted on notice boards inside student hostels or on the college hostel webpage http://www.cuhk.edu.hk/shaw/hostel/. Applicants will not be notified individually.

8. Students who will be on suspension of study or internship during the residence period are NOT eligible for applying for hostel places. If students receive notification of suspension/ internship after they have been assigned hostel places, they must perform hostel check-out procedures within 7 working days. Medical students who have been allotted hostel places in hospital are NOT eligible for applying for hostel places of the College.

9. Holders of the University’s parking labels and students having private vehicles are NOT eligible for applying for student hostel places (except for physical impaired students). The Residence Selection Sub-Committee reserves the right to request those who are found having parking labels to withdraw from the hostels.
10. Residence period for 2019/2020 will be from early of September 2019 to middle of May 2020. New students’ check-in date is 2 to 9 September 2019 (Those who do not perform check-in within the period will be deemed as giving up their hostel places). For details of check-in arrangement, please refer to https://www.cuhk.edu.hk/shaw/hostel/files/Check_In_Notice_19_E.pdf.

11. The hostels will be closed for a few days during Lunar New Year. ALL residents are not allowed to stay inside hostels (Non-local students may request for stay via application). Other residence periods will be set for Summer Residence and application should be made separately.

12. Hostel fees for whole academic year of 2019/2020 are $13,372 (2-bed room, $6,686 per term) and $8,918 (3-bed room and 4-bed room, $4,459 per term). Hostel deposit is $1,000 per year.

13. Applicants should submit the online application form from 18 August (9 a.m.) to 23 August (12pm (noon)) through this link: https://cloud.itsc.cuhk.edu.hk/shawhostel/Logon.asp

13.1 part A, please refer to “Type of Residence” and “Activity Area”. Applicants should choose the appropriate type according to “Selection Method”. Please note that the floor area is calculated in square feet (1 sq.m = 10.76 sq.ft), rounded off to the nearest sq. ft. Applicants please provide the supporting documents showing the calculation of total living area. When total living area is not available, it will be calculated by 90% of the saleable area.

13.2 part B, please refer to “Living District”. Applicants should choose the appropriate Residence District according to “Selection Method”.

13.3 part C, please refer to “special quota”. Applicants should choose a proper category according to “Selection Method”. For other applicants, please select “Not applicable”.

14. For successful applicants who would like to give up the hostel place, please provide full name, student ID number and contact number to shaw-student-hostel@cuhk.edu.hk before check-in period. If applicants gave up their hostel places without notification, the record may be considered as a deduction factor on hostel application scores.

[Section B] Submission of documents after the initial screening:

1. After completing the online application, applicants (2019/2020 new students) are required to submit documents in person or by authorized persons to Shaw College (Wen Lan Tang) during the following office hours from 19 to 23 August 2019. Mailed documents will NOT be accepted.
   Office hours of Wen Lan Tang: Monday to Friday 09:00 a.m. - 5:00 p.m.

2. Applications will NOT be further processed without sufficient documents, when documents submitted to the wrong place or after the deadline.

3. Required supporting documents:
   Online application form with signature, 3 recent photos, proof of residential address, area of applicants / all members living with the applicant.
4. **Detailed requirements of supporting documents:**

**Recent photos x 3**

4.1 Within 6 months;
4.2 Dimensions: approximately 3.5 x 4.5 cm;
4.3 Clearly show the facial features;
4.4 Printed on glossy photo paper, or other papers with high quality and minimum can keep for one year.

**Proof of Residential Address and Area**

4.5 **Applicant’s residential address proof:** notification letters, admission forms, results notice or other letters with the residential address printed and issued by the Government/ the University/ Hong Kong Examinations and Assessment Authority (HKEAA)

Residential address proof of all members living with the applicant (for at least 6 months over the past year): school documents, notification of voter registration, tax return form, public rental housing tenancy agreement (only accept those issued within the recent two years), old age allowance documents, demand for payment of rates, invoices/ receipts from property management companies, electricity, water or gas (ALL mobile telephone bills, statements from financial institutions, letters from Leisure and Cultural Services Department and Hong Kong Public Libraries are **NOT applicable**.)

4.6 **Proof of residential area:** (for public housing) letter of proof by Estate Offices of Housing Department; (for private properties) proof from Land Office, floor plan on agreements for sale and purchase of building units or sales brochure (state clearly how usable floor area is calculated).

4.7 If applicants could not provide the proof of residential address/area according to the requirements stated above, they may make a declaration at the Home Affairs Department. On the declaration, please clearly state the residential address, Identity Card numbers, full names of the applicant and members living with the applicant (for at least 6 months over the past year), and residential area.

The content of declaration MUST be in detail and MUST conform to the requirements. The declaration MUST be submitted together with the proof of residential address. Only submitting the declaration without any proof of residential address/ area will NOT be accepted. Without any proof, the applicant, members living with the applicant or his/ her residential area will not be considered in the scoring system.

4.8 If applicants’ reported addresses are found to be different from those in the record of the Registration and Examinations Section, they are required to provide valid legal documents as proof. Otherwise, their applications will NOT be considered.

4.9 Applicants who do not live with their parents should provide detailed explanation in writing and attach supporting documents.

**Others**

4.10 When submitting the supporting documents, original copies of proof is required for verification.
4.11 If health condition is listed as a reason of application, **only valid medical proof within one year** will be considered.

4.12 **Before submitting the supporting documents, applicants are responsible for making sure that the documents are sufficient, can meet the requirements and are consistent with the information stated on the application form.** Otherwise, scores of related parts will be deducted without further notice.

4.13 Information submitted by the applicants must be true to the best of their knowledge. **A strict assessment of all information provided will be carried out.** Cases in doubt may be verified by home visit. The College will continue relevant verification work after residents moving in. Any change of information should be reported in writing to wardens. **If false report or forged documents were found, residents’ right of residence will be immediately deprived. The case will also be referred to the College Disciplinary Committee for consideration of further actions.** Applicants’ future application for hostel places will NOT be considered.

**[Section C] Notes for successful assignment of places**

Allotted hostel places are not transferable or changeable. 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. The latest check-out dates are 1 October (for those who check in in 1st Term), and 1 February (for those who check in in 2nd Term).** Once the applications have been approved, applicants are required to pay one-month hostel fee. Residents withdraw 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.

Residence Selection Sub-Committee
9 August 2019
Sample of Declaration

Appendix 1

Sample

Hostel_ExtCir028/2019(Eng)