



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

聲 明

持香港身份證號碼

本人

現居於

謹以至誠鄭重聲明：

本人與以下家人現居於上述地址：

1. 父親(姓名: _____), 身份證No.(_____)
2. 母親(姓名: _____), 身份證No.(_____)
3. 兄弟(姓名: _____), 身份證No.(_____)
4. 姐妹(姓名: _____), 身份證No.(_____)
5. 居住實用面積為:

樣本 Sample

I am now living with family members stated below in the address stated above,

1. father (name: _____), HKID no.(_____)
2. mother (name: _____), HKID no.(_____)
3. brother (name: _____), HKID no.(_____)
4. sister (name: _____), HKID no.(_____)
5. saleable area:

本人謹憑藉《宣誓及聲明條例》衷誠作出此項鄭重聲明，並確信其為真確無訛。

此項聲明於 _____ 月 _____ 日
在香港特別行政區 **沙田民政事務處** 作出，
是經由 _____，現於 _____
任職
作出傳譯者，而此傳譯員亦已先行聲明，他已將本文件內容向聲明人作出
真實明確及清晰可聞的傳譯，並會將本人即將為聲明人主持的聲明忠實向
其傳譯。

.....
(聲明人簽署)

在本人面前作出：

監督員：.....

本人 _____ 現於 _____
謹以至誠鄭重聲明，本人諳熟本文件所採用的法定語文及 _____ 文，
本人已將本文件內容向聲明人 _____ 作真實明確及清晰可聞的
傳譯，並會將即將為其主持的聲明忠實向其傳譯。

.....
(傳譯者簽署)

此項聲明是於 _____ 年 _____ 月 _____ 日
在香港特別行政區 _____ 作出。

在本人面前作出：

監督員：.....