



Notes of Application for Shaw College Student Hostel Places 2024-25
(Applicable to 2024-25 Local New Students)

Section A Before submitting applications, please note the following:

1. 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”.
2. “**Selection Method**” can be found on the college webpage:
<https://www.shaw.cuhk.edu.hk/en/content/applications-and-bookings>
3. **Online application and supporting document submission period is from 22 to 27 August 2024 (11:59 pm)**. Students should apply as early as possible. **Late applications will be put on the waiting list**. Please also be reminded to keep the automatic confirmation email as proof of application and for future reference. The online application link is as the following: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13692678>
4. If amendment is required after submission, please fill in and submit a new one. Only the latest submitted form of applicants will be processed.
5. Applicants are required to scan and upload clear copies of the documents in JPEG or PDF format, not larger than 2Mb, when lodging their applications. All applicants must finish online submission of supporting documents for verification according to the guidelines set out in “Section B”.
6. **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.**
7. **Randomly selected eligible students are required to submit all supporting documents (original copy) in person or by authorized persons to the hostel information counter for verification during the following office hours from 2 September to 6 September 2024. Mailed documents will NOT be accepted. Residents’ right of residence will be immediately deprived who fail to provide all necessary documents.**

Office hours of hostel information counter: Monday to Friday	09:00 a.m. - 5:00 p.m.
Saturday and Sunday	Closed
8. 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.
9. Application results will be announced on **29 August 2024 (5 p.m.)**. Notices will be posted on the college webpage <https://www.shaw.cuhk.edu.hk/en/content/applications-and-bookings>. Applicants will not be notified individually.

10. Students who will be on suspension of study or taking study leave for 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.
11. Medical students who have been allotted hostel places in hospital are NOT eligible for applying for hostel places of the College.
12. 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.
13. Residence period for 2024-25 will be from September 2024 to middle of May 2025. **Local New students' check-in date is from 1 to 9 September 2024. Students who fail to perform check-in within the stipulated periods will be deemed as giving up the hostel places.** The places will be re-allotted to students on the waiting list. Only students with special approval are allowed to extend their check-in dates.
14. 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.
15. Hostel fees for whole academic year of 2024-25 are \$17,536 (2-bed room, \$8,768 per term) and \$11,694 (3-bed room and 4-bed room, \$5,847 per term). Hostel deposit is \$1,000 per year.
16. 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] Online Submission of documents after the initial screening (JPEG / PDF):

1. Required supporting documents:

Proof of residential address, area.

2. Detailed requirements of supporting documents for local students:

Proof of Residential Address and Area (Within the past year)

2.1 **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), mobile telephone bills, statements from financial institutions, letters from Leisure and Cultural Services Department and Hong Kong Public Libraries;

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, mobile telephone bills, statements from financial institutions, letters from Leisure and Cultural Services Department and Hong Kong Public Libraries.

- 2.2 **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).
- 2.3 **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.

- 2.4 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.
- 2.5 Applicants who do not live with their parents should provide detailed explanation in writing and attach supporting documents.

Other: Special quota / medical reasons

- 2.6 If health condition is listed as a reason of application, **only valid medical proof within 6 months issued by registered medical practitioner will be considered.**
- 2.7 If special quota is listed as a reason of application, relevant supporting document must be provided.

[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.

The Committee will update the arrangements on the final confirmation list and number of hostel places according to measures announced by the University and actual needs.

Residence Selection Sub-Committee
19 August 2024

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：