



Notes of Application for Shaw College Student Hostel Places 2020/2021 (Applicable to 2020/2021 New Students)

[Section A] General Information

1. The form must be completed in English.
2. The allotment of college hostel places is based on a scoring scheme to the full-time students of Shaw College, details can be found on “**Selection Method**”, which can be found on the college webpage <http://www.cuhk.edu.hk/shaw/hostel>). To make sure that the information provided in the application fulfils the requirements and is accurate, students should read thoroughly this “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 online submission of supporting documents) within the stipulated application periods.
4. Online application period is from 23 November to 4 December 2020 (12 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.
5. Applicants are required to submit online the COPIES of proof of residential address and area. For detailed requirements of proof documents, please refer to [Section B] of this Notes of Application.
6. Application results will be announced on 16 December 2020 (5 p.m.). Notices will be posted on the college hostel webpage <http://www.cuhk.edu.hk/shaw/hostel/>. Applicants will not be notified individually.
7. 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.
8. Holders of the University’s parking labels and students having private vehicles are NOT eligible for applying for student hostel places (except for students with physical impairment). The Residence Selection Sub-Committee reserves the right to request those who are found having parking labels to withdraw from the hostels.
9. Residence period for Term 2 of 2020/2021 will be from early of January 2021 to middle of May 2021. New students’ check-in date is 4 to 8 January 2021.

10. 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.
11. Hostel fees for academic year 2020/2021 is \$13,974 (\$6,987 per term). Hostel deposit is \$1,000 per year.
12. Applicants should submit the online application form together with the supporting documents through the following link: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=11279903>.
 - 12.1 For Activity Area under Living Conditions, the floor area is calculated in square feet (1 sq.m = 10.76 sq.ft), rounded off to the nearest sq. ft. Applicants need to 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.
 - 12.2 Applicants should choose the appropriate Residence District as listed on “Selection Method” when completing the part on Living District.
 - 12.3 Please refer to [Section B] for the detailed requirement of the supporting documents.
 - 12.4 Applications will NOT be further processed without sufficient documents.
13. 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 supporting documents

1. Recent photo

- 1.1 Within 6 months;
- 1.2 Clearly show the facial features; and
- 1.3 Students successfully secure a hostel place shall, during check-in, submit 3 recent photos in the dimensions of 3.5 x 4.5cm, which are printed on glossy photo paper, or other papers with high quality and can be kept for a minimum of one year.

2. Proof of Residential Address and Area

2.1 Proof of residential address

- 2.1.1 Residential address proof of applicant: 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).

2.1.2 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.

2.1.3 All mobile telephone bills, statements from financial institutions, letters from Leisure and Cultural Services Department and Hong Kong Public Libraries are NOT applicable.

2.2 Proof of residential area

2.2.1 Public housing: letter of proof by Estate Offices of Housing Department.

2.2.2 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 (please see the sample in Appendix 1). 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 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 submit supporting documents.

3. Others

3.1 If health condition is listed as a reason of application, only valid medical proof from a registered medical practitioner within six months will be considered.

3.2 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 in the application form. Otherwise, scores of related parts will be deducted.

3.3 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 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 Disciplinary Committee of Shaw College. 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. Students who would like to give up their places must apply to wardens in writing. Vacant places will be filled up by applicants 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 date is 1 February 2021. Once the applications have been approved, applicants are required to pay one-month hostel fee. Residents withdraw after the date 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

20 November 2020

Sample of Declaration

聲 明

本人

持香港身份證號碼

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：..... ✓