Notes of Application for Shaw College Student Hostel Places 2026-27

(Applicable to Non-freshmen Local Students)

(Final Version)

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

1. The student hostels of Shaw College is only for the full-time Shaw College students. The allotment of college hostel places is based on a scoring scheme to the full-time Shaw College local 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.

3. **Online application period is from 1 March to 31 March 2026**. Students should apply as early as possible. **Late applications will be put on the waitlist.** Please also be reminded to keep the automatic confirmation email as proof of application and for future reference. The online application link is as below:
   https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13705615

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. Initial screening results will be announced at 5:00 p.m. on 16 April 2026. Results will be posted on the college webpage (https://www.shaw.cuhk.edu.hk).

6. All eligible applicants on the initial screening list must finish **online submission of supporting documents for verification within the period from 16 April to 25 May 2026 according to the guidelines set out in "Section B".** Students who fail to provide all necessary documents will be disqualified automatically. **Late submission will be put on the waitlist.**

7. 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.

8. **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.**

9. **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 31 August to 4 September 2026. 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

10. 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.**

11. 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.

12. Medical students who have been allotted hostel places in hospital are NOT eligible for applying for hostel places of the College.

13. 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.

14. Residence period for 2026-27 will be from early of September 2026 to middle of May 2027. To ensure the effectiveness of hostel places allotment, **ALL students with hostel places assigned MUST perform check-in within the stipulated check-in periods (i.e. early of September)** (exact periods to be confirmed), **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. **If students are on outgoing exchange programmes in first term** and are not able to check in within the periods, they should inform the hostel management and **make special request for extension within the check-in periods**. Only students with special approval are allowed to extend their check-in dates.

15. 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.

16. **The amount of hostel fees for 2026-27 are to be determined.** Hostel fees for the whole academic year of 2025-26 are $18,220 (2-bed room, $9,110 per term) and $12,150 (3-bed room and 4-bed room, $6,075 per term). **The amount of hostel deposit is to be determined.**

[Section B] Online Submission of documents after the initial screening (JPEG / PDF):

1. **Required supporting documents:**

   Proof of residential address, area, and participation in extra-curricular activities.

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, 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.

Proof of Participation in Extra-curricular Activities

2.6 Extra-curricular activities/ student organizations which can be considered in the scoring system are clearly listed in **"Selection Method", please read carefully and make sure that all the activities/ organization claimed are applicable.**

2.7 Proof of participation in extra-curricular activities must be accompanied with full names, post titles, chops and signature of person in charge of relevant registered organizations. **The term of office must span 30 September 2026.**

For Affiliated Societies or Organizations registered under the Chinese University of Hong Kong or Shaw College (including faculty societies, departmental societies, the University's/ College's clubs, and registered societies), their registration must have been completed on or before 25 May 2026 and the declared members and post titles should be on the name list of Affiliated Societies Committee Members. Applicants are required

to provide proof of participation granted by the Chinese University of Hong Kong / Shaw College (original copies are required for verification). If the student resign during his term of office, Residence Selection Sub-Committee may cancel the assigned hostel place.

2.8 Participation in exchange programmes approved by the University/ College in the previous academic year is applicable in the scoring system. Applicants should provide relevant documents for verification.

Other reasons

2.9 If health condition is listed as a reason of application, **only valid medical proof issued by a registered medical practitioner within 6 months will be considered.**

2.10 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
27 February 2026