



# Shaw College Student Hostels The Chinese University of Hong Kong Check-In arrangements for 2024-25

## A. Check-in Date, Time and Venue

All residents should perform check-in within the period stated below. **Please inform hostel individually for early or late check-in by email.**

	<b>Check-in Period</b>	<b>Check-in Venue and Time</b>
<b>Summer Residents (Period C)</b>	30 Aug 2024 (Fri) ( <i>Remarks*</i> )	1) Kuo Mou Hall G/F reception counter
<b>Non-local students (All)</b>	31 Aug 2024 (Sat) to 8 Sept 2024 (Sun)	2) Student Hostel II 5/F reception counter
<b>Local students (All)</b>	1 Sept 2024 (Sun) to 9 Sept 2024 (Mon)	Time: 9 am – 1 pm and 2 pm – 4 pm

\* (Remarks) To ensure a smooth check-in for the residents:

- Summer residents who are offered a hostel place in 2024-25 MUST perform check-in/out procedures and move to the room assigned for regular term on **30 Aug 2024**.
- Summer residents who are NOT offered a hostel place in 2024-25 MUST perform check-out on **31 Aug 2024 before 12 noon..**
- For those who do not perform check-out procedures by the stipulated deadline, their personal belongings will be discarded and the hostel deposit will not be refunded. The record will be kept for consideration of application for a hostel residence in the coming year.

## B. Check-in Procedures

1. Upon the announcement of room allocation on 16 August 2024, residents, except summer residents, should complete the online "[Check-in Record Form](#)", and submit the form before the deadline. The expected check-in date should be selected. The link of the online form will be attached on the room allocation notice.
2. Residents should present their CU Link cards (or HKID cards) and submit a [recent photo](#) to the reception counter on your selected check-in date. **The check-in procedures CANNOT be completed without the photo.**
3. Hostel staff will pass room keys and "room check list" to residents.
4. Residents should bring their luggage to their rooms and return the room check list to hostel staff after checking all listed items in the room.
5. Residents who need to collect their stored luggage can go to the reception counter during office hours: 9 am to 1 pm or 2 pm to 4 pm. **Unclaimed luggage will be discarded after the stipulated deadline.**

6. Residents may approach the reception counter of the hostel if a free parking coupon (for 2 hours) is needed.

### **C. Others**

1. **Student hostel regulations:** Residents must observe the Shaw College student hostel regulations.
2. **Entering the hostels:** To facilitate the implementation of safety measures, only given door access by using CU Link card to enter the hostels.
3. **Hostel Place Arrangement:** Allotted hostel places are not transferable or changeable.  
**If you wish to give up your hostel place, please provide your full name, student ID number and contact number to [shaw-student-hostel@cuhk.edu.hk](mailto:shaw-student-hostel@cuhk.edu.hk) by **11 Aug 2024**.**  
Applicants who would like to give up their places after checked in the hostel 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. Latest check-out dates are 1 October 2024 and 1 February 2025 for first and second term respectively. Once the applications have been approved, applicants are required to pay one-month hostel fee. Residents check out 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. Details and application forms can be obtained at the information counter of the hostel you reside.

If any enquiry, please send email to [shaw-student-hostel@cuhk.edu.hk](mailto:shaw-student-hostel@cuhk.edu.hk).

Student Hostels, Shaw College  
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