Shaw College
The Chinese University of Hong Kong
Application for Summer Residence 2026

[Section A] Notes of Application：

1. **ONLY students of SHAW College (Final-year students can apply for Period A only)** who fulfil the below requirements are eligible to apply:
   - **Students who have the need for summer residence, including those who will have on-campus summer internships / research studies required by their major programmes or** take **Full-time Undergraduate Programme courses are required to submit application and get the approval from hostel wardens.**

2. **Hostel Fees and Residence Periods for Summer Residence**
   (No custom residence periods will be offered. Only the below residence periods are available for application)

Hostels	Periods	Hostel Fee
Kuo Mou Hall & Student Hostel II	Period A: 20 May to 30 June 2026 (41 nights)	To Be Confirmed#
	Period B: 30 June to 31 July 2026 (31 nights)	
	Period C: 31 July to 5 September 2026 (36 nights)	

   # Hostel Fee per night in 2025 was HK$91

3. **Application Period: 10 April (Friday) to 26 April 2026 (Sunday) 11:59 pm (Late application would NOT be accepted).**
   Online Application: https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13687445

4. **Application Method:**
   - **Students have taken University Summer Programme courses / on-campus summer interships/research studies**:: Complete online application form with the supporting documents;
     – registration letter/notice of courses in University Summer Session; and/or
     – proof letter of on-campus summer interships/research studies (the proof should show that the on-campus intership/research study is required by the major programme, and should be stamped or signed by Chairman/ Director/Head of the Major Department/School/Programme concerned);
   - **Students have genuine need for summer residence**: Complete online application form with the reasons and supporting documents(if applicable);

5. **The eligible applicants will receive an email notification on 5 May 2026. The application results will also be posted on the college webpage (**https://www.shaw.cuhk.edu.hk**) on/before 8 May 2026 at 5 pm.**

6. **Summer Hostel Fee & Deposit Payment:**
   - **Residents who have confirmed the residence of period A, should log in their CUSIS accounts to check the bill (**the hostel fee and deposit HK$500) **from 15 May 2026 (Friday). Deadline for bill payment is 20 May 2026 (Wednesday);**
   - **Residents who have confirmed the residence of period B or C, should settle the hostel fee payment *before* the check-in date;**
   - **The paid hostel fees will not be refunded. Students MUST keep the receipt and submit to the counter of hostel during check-in. Failure to settle the bill before the deadline would be deemed as giving up the hostel place offered.**

[Section B] Notes for Check-in：

1. Students may **check in the hostels from 9 am to 4 pm** on the start dates of the above residence periods;
2. **The receipts of payment for hostel fee MUST be provided for check-in procedure;**
3. Residents must complete the hostel check-in procedure **in person**.
4. Residents should submit a recent photo upon check-in (passport photo size: approximately 3.5 x 4.5 cm);
5. Those who fail to perform check-in procedures within the first 4 days of residence periods will be deemed as giving up their hostel places and the places will be immediately reallocated. The hostel fee and deposit will NOT be refunded.
6. If the successful applicants would like to **give up the hostel places or certain residence periods assigned, they are required to email to the hostel staff by 12 May (email:** shaw-student-hostel@cuhk.edu.hk**)**, so that the amendment of records/hostel fees and reallocation of hostel places can be made in time;

7. Residents of Period A (also current residents) are required to stay in their original hostel places on 20 May, and **perform check-in and check-out procedures on 21 May** for moving to the new room of Summer Residence.

[Section C] Notes for Check-out：

1. Residents MUST complete the check-out procedure within office hours and before 12 noon on the last day of approved residence period. Residents who are unable to check out within office hours must submit an application to the information counters at least 3 days prior to the check-out date;

Office hours of information counters:	Monday to Friday	9:00 a.m. - 4:00 p.m.
	Saturday	9:00 a.m. - 12:00 noon
	Sunday and Public Holidays	Closed

2. **Check-out Procedures:**
   - Before check-out, residents should remove all personal belongings in the room or storage (i.e. wardrobes, bookshelf, drawers, etc.), clean and tidy up the space thoroughly and restore the room to original condition.
   - During check-out, residents should return the keys (including room keys and drawer keys (if applicable)) to hostel staff. Hostel staff will inspect the rooms. Should there be any damaged or lost hostel items, the charge incurred will be deducted from the hostel deposit as a penalty.
   - After room inspection, in order to confirm the check-out, residents MUST return the below document to the information counter:
     * "Confirmation of Room Inspection" (a slip provided by hostel staff after room inspection)

***Remarks:**

- The above document of "Confirmation of Room Inspection" MUST BE returned to the information counters for confirming check-out. Otherwise, deposit refund cannot be arranged.
- A resident may authorize his/her agent to perform check-out for him/her. The agent is required to produce the resident's **Student ID copy and signed authorization letter** (in which **the name and Student ID of both the resident and the agent** should be clearly stated).
- Hostel deposit will be refunded to **saving accounts in local banks** ONLY. Other non-local bank accounts are not applicable. **The bank holder MUST BE the resident himself/herself. Please submit the online form with bank account details. (https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13674699)**

3. For residents who do not perform check-out procedures by the deadlines, their personal belongings will be disposed of and the hostel deposit will not be refunded;

4. Residents who are offered Period C and Hostel Places for 2026-27 are required to **perform check-in and check-out procedures on 4 September for moving to the places assigned for term time.**

5. **Luggage Storage:**
   Due to limited storage space**, Only residents who are offered Hostel Places for 2026-27 may store their luggage in the hostel** and registration for luggage storage is required during check-out., please note the below limitations:
   – The size of each piece of luggage MUST be under 1 x 3 x 3 feet;
   – Local students may store one piece of luggage only; Non-local students may store two pieces of luggage;
   – Residents MUST reclaim their luggage within the respective check-in periods.
   – Personal items must be well packed inside suitcases or luggage bags, but valuable belongings should not be included. The College is not liable for any loss or damage. Luggage will be discarded if they are not reclaimed within the above-mentioned periods.

[Section D] Notes for successful assignment of places：

All summer residents are required to observe the hostel regulations. Allotted hostel places are not transferable or changeable. If false reports, concealment of information or forged documents were found, residents' right of residence would be immediately deprived. The deposit and hostel fee will not be refunded. The case would also be referred to the College Disciplinary Committee for consideration of further actions. Disciplinary actions will be taken against offenders. Shaw College Student Hostel reserves the right of final decision on hostel place allocation.

Student Hostels, Shaw College
10 April 2026