

THE EDUCATION UNIVERSITY OF HONG KONG  
STUDENT AFFAIRS OFFICE

<b>Check-in Procedures in Student Halls</b>
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1. Check-in procedures should be completed within the opening hours (Monday to Friday, 8:30 a.m. to 5:20 p.m.) of respective Hall Management Office during the designated mass check-in periods for each residential year.
2. Early check-in/Late check-in/Non-office hour check-in are not entertained unless with prior approval from the Hall Management Section with justified reasons and supporting documents.
3. A student-resident should present his/her student ID card to the hall staff at the respective Hall Management Office during check-in.
4. The student ID card will be encoded for activating access right of respective student hall. Each student-resident will be given “*Offer Letter*”, “*Student Hall Registration Form*” and “*Student Hall Inventory List*” for completion.
5. A student-resident of NH/GH/RBH should submit two identical passport photos for the photo album be placed at the Security Counter and on the “*Student Hall Registration Form*”.
6. A student-resident should sign on the “*Student Hall Registration Form*” upon their collection of the room and drawer keys (*and mailbox key for NH, GH and RBH residents*).
7. A student-resident should check his/her room inventory and the keys given before signing the “*Student Hall Inventory List*”.
8. A student-resident should return the completed “*Offer Letter*”, “*Student Hall Registration Form*” and “*Student Hall Inventory List*” to respective Hall Management Office on the same day within office hours (before 5:20 p.m.). For JCSQ student-residents, the “*Student Hall Inventory List*” can be returned to the Hall Management Office within five working days.

*Special arrangements amid the COVID-19 in the residential year of 2020/21*

1. All student-residents are required to note and fill in the following documents upon check-in:
  - (a) Acknowledgement of COVID-19 Pandemic Risk (For Student Residents); and
  - (b) Health Declaration Form for COVID-19 in Student Halls.
2. For non-local students returning from other regions and countries in the past 14 or 21 days, they are required to provide documentary proofs for their completion of the compulsory self-quarantine outside the campus or the documentary proofs for those non-local students returning to Hong Kong through the Return2HK Scheme. For students eligible for quarantine allowance, they should submit all the supporting documents for applying reimbursement of the quarantine allowance within five days upon check-in.