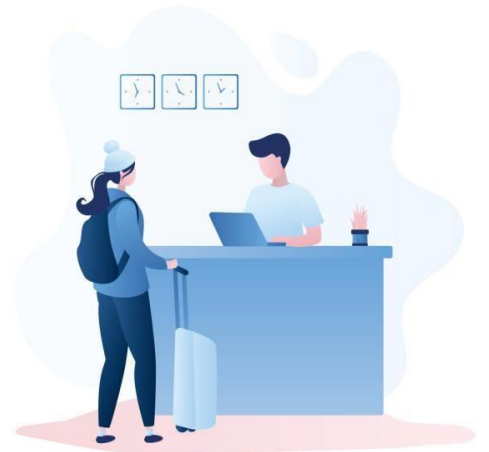


THE EDUCATION UNIVERSITY OF HONG KONG  
STUDENT AFFAIRS OFFICE

**A Quick Guide to Check-in Procedures in Student Halls, 2023-24**

**Normal Check-in Procedures in Student Halls**

1. Check-in procedures should be completed within the processing hours (Monday to Friday, 09:00 – 12:30; 14:00 – 17:00) of respective Hall Management Office during the designated mass check-in periods for each residential year / on the approved early check-in date, if applicable.
2. Early check-in/Late check-in/Non-office hour check-in are NOT accepted 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 (EdU 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.



Should you have any enquiries regarding the check-in procedures, please contact the Hall Management Office of your assigned hall or email to [shostel@eduhk.hk](mailto:shostel@eduhk.hk).