

**FOR RPG STUDENTS**

# iHostel User Guide

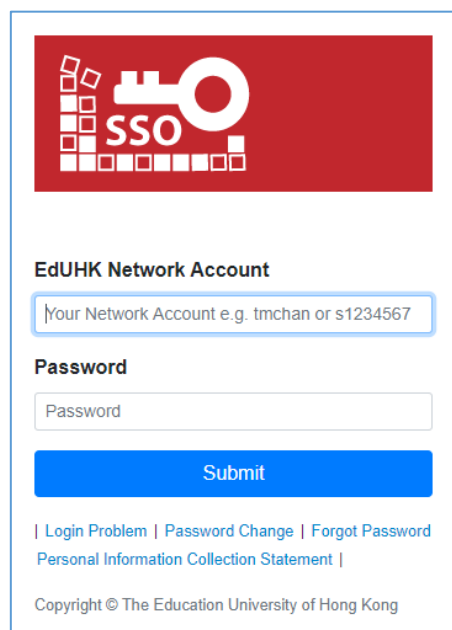
**HALL MANAGEMENT SECTION  
STUDENT AFFAIRS OFFICE**

(April 2023)



## RPG Form for UGC-funded Full-time RPG Students

To access the iHostel system, students must login the single-sign-on services with valid network account and password.



**EdUHK Network Account**

Your Network Account e.g. tmchan or s1234567

**Password**

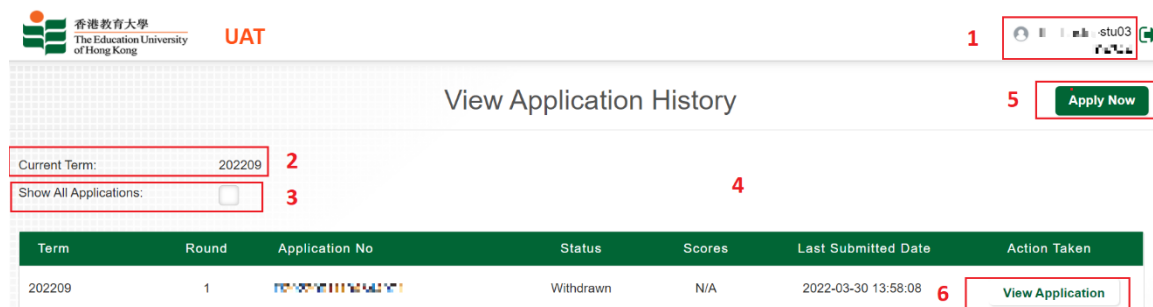
Password

Submit

[Login Problem](#) | [Password Change](#) | [Forgot Password](#)  
[Personal Information Collection Statement](#)

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The 'View Application History' page will be launched after login successfully. Students can take any eligible actions afterwards.



香港教育大學 The Education University of Hong Kong UAT stu03

### View Application History

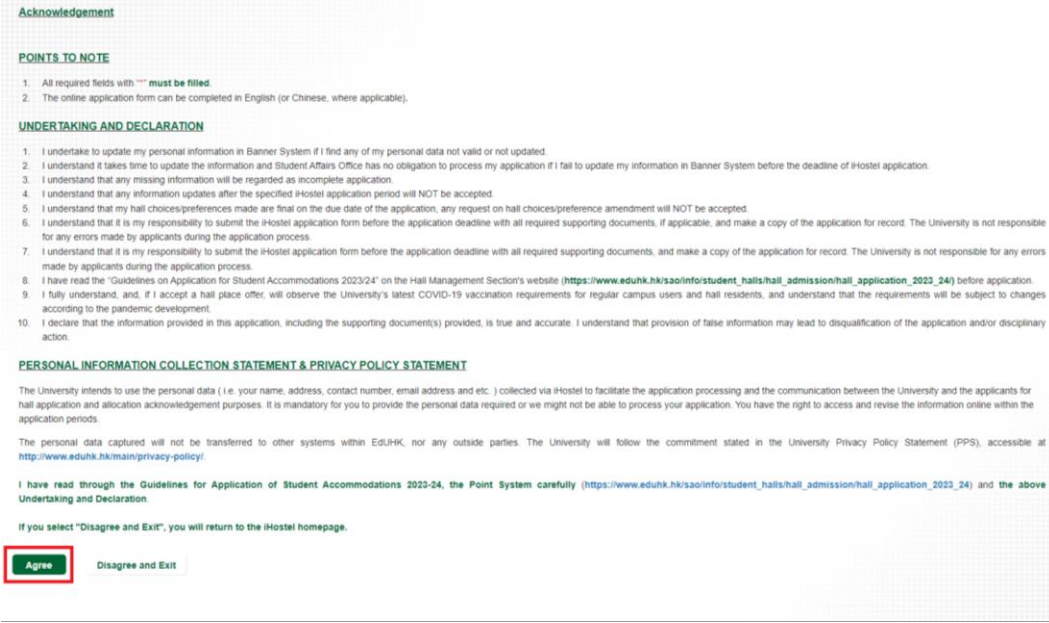
Current Term: 202209

Show All Applications:

| Term   | Round | Application No | Status    | Scores | Last Submitted Date | Action Taken     |
|--------|-------|----------------|-----------|--------|---------------------|------------------|
| 202209 | 1     | [redacted]     | Withdrawn | N/A    | 2022-03-30 13:58:08 | View Application |

| # | Description  |
|---|--|
| 1 | To display current login user name and student number                |
| 2 | To indicate the current term   |
| 3 | To toggle for showing all applications or not                        |
| 4 | To display the list of application forms                             |
| 5 | To submit a new application during the designated application period |
| 6 | To show the eligible actions per application                         |

## To submit a new application

| # | Execution Steps   |
|---|---|
| 1 | <p>Please click the [<b>Apply Now</b>] button placed in the top right corner if applicable.</p> '. A red box highlights the 'Apply Now' button in the top right corner." data-bbox="248 398 890 465"/>  |
| 2 | <p>The ‘Acknowledgement’ page will be shown. Please read carefully and then click the [<b>Agree</b>] button to continue. If you click the [<b>Disagree and Exit</b>] button, you will cancel the application and go back to the ‘View Application History’ page.</p>  |
| 3 | <p>After you clicked the [<b>Agree</b>] button, your personal particulars will be displayed.</p>  |

## Personal Particulars

**Name in English:** [Placeholder]  
**Name in Chinese:** [Placeholder]  
**Gender:** F  
**Student Number:** [Placeholder]  
**Programme Code:** A3D054  
**Contact No:** [Placeholder]  
**Voucher:** N/A

4 Read the guidelines and instructions stated in Part I carefully before continue.

### Part I. Preference of Student Accommodation and Period of Residence

#### Hall Place Assignment for RPg Students

The 7 RPg flats on 7/F will be 6-person flats, each with 4 single rooms (2 Single Type I and 2 Single Type II) and 1 shared room. The 3 RPg flats on 6/F will be 8-person flats, the settings are the same as the 4 flats on 8/F, each with 4 single rooms (2 Single Type I and 2 Single Type II) and 2 shared rooms (Shared Type I and Shared Type II). For room settings in JCSQ, please visit the Hall Management Section's website (**Virtual Tours of JCSQ**). For hall fees of different room types, please visit the Hall Management Section's website (**Hall fee for 2023/24**).

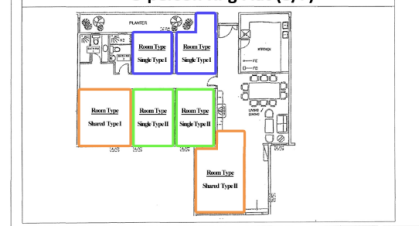
### Floor Plan of JCSQ

6-person RPg Flat (7/F)



### Floor Plan of JCSQ

8-person RPg Flat (8/F)



5 You can prioritize the preferred hall choices by drag and pull.

### Part II. Preference of Student Accommodation and Period of Residence

#### IMPORTANT NOTES

- Below is the full list of hall choices (Hall/Quarters, Room Type and Residence Period) you are eligible to apply.
  - If you are a UGC-funded full-time undergraduate student, the hall choices available will be set out according to the number of the hall vouchers, (if any) you are holding. If you have one voucher only, you can apply for a semester-based residence only. If you opt not to use hall voucher, you can apply for a whole-year residence, but the allocation priority will be lower than those using hall vouchers.
  - Please **drag up and down** to rank the hall choices according to your hall preference.
  - Please note that your preferences are not guaranteed.
2. Preferences are not guaranteed.

Please note that different room types are in different room rates, and budget room is not available in the Jockey Club Student Quarters (JCSQ). All rooms in the JCSQ are standard rooms, even they are in different settings. For room settings in different halls, please visit the Hall Management Section's website (**Virtual Tour of Different Halls | Settings of different room types**). (Please refer to Annex IV - Hall Fees for 2023/24 and Payment Schedule of the "Guidelines for Application of Student Accommodation 2023/24" which is available on the Hall Management Section's Website: [https://www.eduhk.hk/sao/info/student\\_halls/](https://www.eduhk.hk/sao/info/student_halls/) for the hall fee details.)

#### Full name of student halls

NH - Northcote Hall  
 GH - Grantham Hall  
 RBH - Robert Black Hall  
 JCSQ - Jockey Club Student Quarters

#### Full form of room types

STD - Standard Room  
 BDG - Budget Room

#### Full form of residence period

S1 - Semester 1  
 S2 - Semester 2  
 WY - Whole-year

|  | Rank | Hall | Room | Residence Period |
|--|------|------|------|------------------|
|  | 1    | GH   | BDG  | S1               |
|  | 2    | GH   | BDG  | S2               |
|  | 3    | GH   | BDG  | WY               |
|  | 4    | GH   | STD  | S1               |
|  | 5    | GH   | STD  | S2               |
|  | 6    | GH   | STD  | WY               |
|  | 7    | JCSQ | STD  | S1               |
|  | 8    | JCSQ | STD  | S2               |
|  | 9    | JCSQ | STD  | WY               |
|  | 10   | NH   | BDG  | S1               |
|  | 11   | NH   | BDG  | S2               |
|  | 12   | NH   | BDG  | WY               |
|  | 13   | NH   | STD  | S1               |
|  | 14   | NH   | STD  | S2               |
|  | 15   | NH   | STD  | WY               |
|  | 16   | RBH  | BDG  | S1               |
|  | 17   | RBH  | BDG  | S2               |
|  | 18   | RBH  | BDG  | WY               |
|  | 19   | RBH  | STD  | S1               |
|  | 20   | RBH  | STD  | S2               |
|  | 21   | RBH  | STD  | WY               |

6 Please select whether you wish to have any preferred type of roommate.

**Preference to stay with\*** (Your selected roommate preference is not guaranteed)

- Local student
- Non-local student
- Exchange student
- No preference

7 In Part II, please fill in additional information for applying hall residence if needed.

**Part II. Additional Information for Applying for Hall Residence**

I am physically handicapped

Others

**Please specify**

8 In Part III, please fill in the emergency contact information.

|        | <p><b>Part III. Emergency Contact Information</b></p> <p>Name* in English <input type="text"/> in Chinese <input type="text"/></p> <p>Relationship* <input type="text"/></p> <p>Phone No* (Home) <input type="text"/> (Mobile) <input type="text"/></p> <p>Address (if different from your home address above) <input type="text"/></p>   |                |           |                |                     |  |                     |              |        |   |  |           |     |                     |  |
|--------|---|----------------|-----------|----------------|---------------------|--|---------------------|--------------|--------|---|--|-----------|-----|---------------------|--|
| 9      | <p>If you are eligible for applying early check-in, the below part will be shown to choose.</p> <p>Apply for early check-in <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>This section is optional. You can apply if necessary.</li> <li>Please note that early check-in is not allowed for weekends and public holidays. For non-local students with special reason(s) for our consideration, please submit your application to the Hall Management Office of your assigned hall directly at least 3 working days before your arrival.</li> <li>The daily lodging charge for early check-in can be found in the Hall Fee Table for 2023/24 which is available on the Hall Management Section's Website: <a href="https://www.eduhk.hk/sao/info/student_halls/hall_admission/hall_application_2023_24/">https://www.eduhk.hk/sao/info/student_halls/hall_admission/hall_application_2023_24/</a>.</li> </ul>  |                |           |                |                     |  |                     |              |        |   |  |           |     |                     |  |
| 10     | <p>In Part IV, please read and click the <b>[I accept the terms and conditions above]</b> option to consent the declaration notice before submission.</p> <p><b>Part IV. Undertaking &amp; Declaration</b></p> <ol style="list-style-type: none"> <li>I understand that failing to upload all required supporting documents within the specified i-Hostel application period may lead to deduction of hall point or disqualification of the application.</li> <li>I understand that any information updates after the specified i-Hostel application period will NOT be accepted.</li> <li>Residential Period – I understand that I have to check-in and check-out according to the allocated residential period.</li> <li>Hall Fees – I understand that the hall fees paid are non-refundable. I undertake to settle my lodging charges and hall life education fee before the specified payment deadlines. <u>No cash is accepted at any offices.</u></li> <li>Early withdrawal from halls/quarters will normally not be accepted. Students who have been approved to early withdrawal should settle all the outstanding hall fees before check-out.</li> <li>While I live in the hall/quarters, I undertake to abide by the terms and conditions for student residence, the hall rules, the safety guidelines and all in-house regulations. I understand that the Warden or his / her authorized representative reserves the right to enter my room/flat with or without prior notification to ensure proper care, maintenance and safety of the facilities, to make necessary repairs, and to investigate any suspected violation of residential regulations.</li> <li>In the event that there is a vacancy in my room/flat, I understand that I have to share the room/flat with resident(s) arranged by the Hall Management Office or, in the event that there is no replacement to fill the vacancy, I have to move to another room/flat as arranged by the Hall Management Office.</li> <li>I declare that the information provided in this application, including the related document(s) provided, is true and accurate. I understand that the Student Affairs Office has the right to conduct authentication and require me to provide further information/documents anytime to substantiate my application. I also understand that provision of false information may lead to disqualification of the application and/or disciplinary action.</li> <li>I understand that all data collected will be used for hall admission, student record, statistics and research.</li> <li>I fully understand, and, if I accept a hall place offer, will observe the University's latest COVID-19 vaccination requirements for regular campus users and hall residents, and understand that the requirements will be subject to changes according to the pandemic development.</li> </ol> <p><input checked="" type="checkbox"/> I accept the terms and conditions above.</p> |                |           |                |                     |  |                     |              |        |   |  |           |     |                     |  |
| 13     | <p>Please click the <b>[Submit Application]</b> button to submit your application. Otherwise, to cancel the submission by clicking the <b>[Back]</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid red; display: inline-block; padding: 2px 10px; margin-right: 10px;">Submit Application</div> <div style="border: 1px solid gray; display: inline-block; padding: 2px 10px;">Back</div> </div>   |                |           |                |                     |  |                     |              |        |   |  |           |     |                     |  |
| 14     | <p>Once the application is submitted successfully, it takes you back to the 'View Application History' page and the status will be updated as 'Submitted'.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2e7d32; color: white;"> <th>Term</th> <th>Round</th> <th>Application No</th> <th>Status</th> <th>Scores</th> <th>Last Submitted Date</th> <th>Action Taken</th> </tr> </thead> <tbody> <tr> <td>202209</td> <td>1</td> <td></td> <td style="text-align: center;">Submitted</td> <td>N/A</td> <td>2022-03-30 14:10:08</td> <td style="text-align: right;"><a href="#">View / Modify / Withdraw Application</a></td> </tr> </tbody> </table>  | Term           | Round     | Application No | Status              | Scores   | Last Submitted Date | Action Taken | 202209 | 1 |  | Submitted | N/A | 2022-03-30 14:10:08 | <a href="#">View / Modify / Withdraw Application</a> |
| Term   | Round   | Application No | Status    | Scores         | Last Submitted Date | Action Taken   |                     |              |        |   |  |           |     |                     |  |
| 202209 | 1   |                | Submitted | N/A            | 2022-03-30 14:10:08 | <a href="#">View / Modify / Withdraw Application</a> |                     |              |        |   |  |           |     |                     |  |

## To view / modify / withdraw a submitted application

|          |                        |
|----------|------------------------|
| <b>#</b> | <b>Execution Steps</b> |
|----------|------------------------|







|        | <p>You can also go to the Banner system to check your e-Billing account for the details of 1<sup>st</sup> installment hall fee</p> <p>teuohk-tst.outsystemsenterprise.com says</p> <p>It is acknowledged that you have chosen the option of "Accept conditional offer".</p> <p>Please act prudently to accept this conditional offer of hall place . Once you accept this conditional offer on the iHostel system, the first installment of hall fee will be charged automatically in your e-Billing account on the Banner. You must settle the first installment of hall fee before the Payment Due Date to confirm your acceptance of the hall offer (Please refer to the Payment Methods on the Hall Management Section's website). Failure to do so will be deemed as declining this offer and the first installment of hall fee concerned WILL NOT be discharged unless with justified reason(s) and supporting document(s) to substantiate your request. Also, the said hall fee is non-refundable if you</p> <p style="text-align: right;">▲<br/>▼</p> <p style="text-align: center;"> <input type="button" value="Ok"/> <input type="button" value="Cancel"/> </p> |                |                            |                |                     |  |                     |              |        |   |            |                            |     |                     |  |
|--------|--|----------------|----------------------------|----------------|---------------------|--|---------------------|--------------|--------|---|------------|----------------------------|-----|---------------------|--|
| 4      | <p>Once the conditional offer is accepted successfully, it takes you back to the 'View Application History' page and the status will be updated as 'Accepted conditional offer'.</p> <p>The updated status will also be shown in the bottom of the View Offer page.</p> <table border="1" data-bbox="402 1268 1435 1348"> <thead> <tr> <th>Term</th> <th>Round</th> <th>Application No</th> <th>Status</th> <th>Scores</th> <th>Last Submitted Date</th> <th>Action Taken</th> </tr> </thead> <tbody> <tr> <td>202209</td> <td>1</td> <td>██████████</td> <td>Accepted conditional offer</td> <td>N/A</td> <td>2022-04-11 12:13:12</td> <td>View / Modify / Withdraw Application<br/>View Conditional Offer</td> </tr> </tbody> </table>   | Term           | Round                      | Application No | Status              | Scores   | Last Submitted Date | Action Taken | 202209 | 1 | ██████████ | Accepted conditional offer | N/A | 2022-04-11 12:13:12 | View / Modify / Withdraw Application<br>View Conditional Offer |
| Term   | Round  | Application No | Status                     | Scores         | Last Submitted Date | Action Taken   |                     |              |        |   |            |                            |     |                     |  |
| 202209 | 1  | ██████████     | Accepted conditional offer | N/A            | 2022-04-11 12:13:12 | View / Modify / Withdraw Application<br>View Conditional Offer |                     |              |        |   |            |                            |     |                     |  |