

FOR NON-RPG STUDENTS

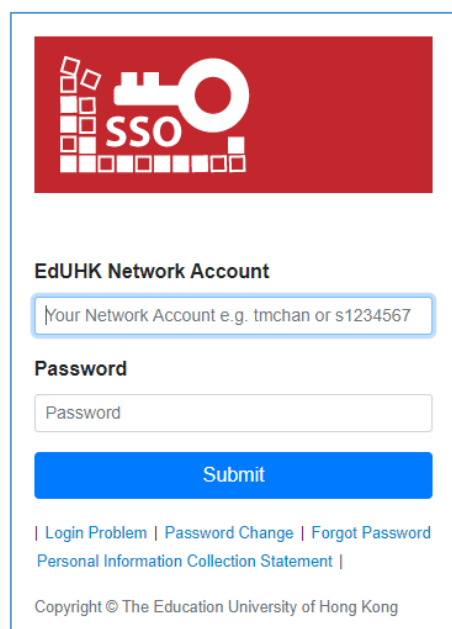
iHostel User Guide

HALL MANAGEMENT SECTION
STUDENT AFFAIRS OFFICE



Normal Form for UGC-funded full-time UG, PGDE, HD (ECE) and SF UG Students

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



EdUHK Network Account

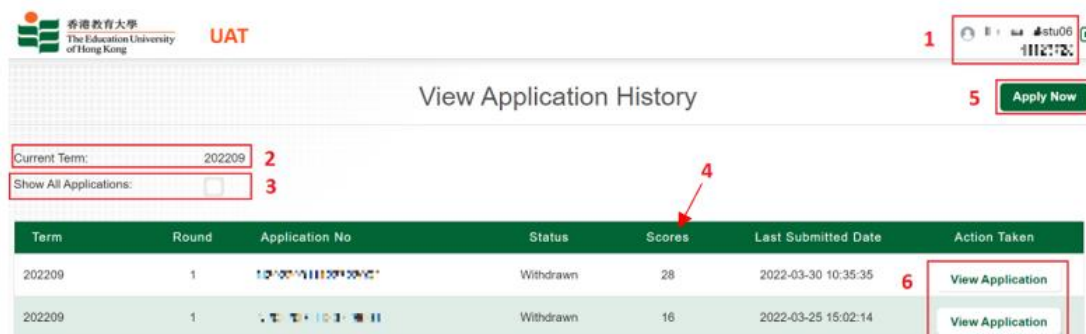
Password

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

1

View Application History

5 Apply Now

Current Term: 202209 2

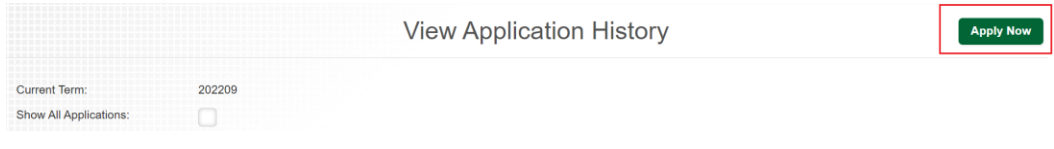
Show All Applications: 3

4

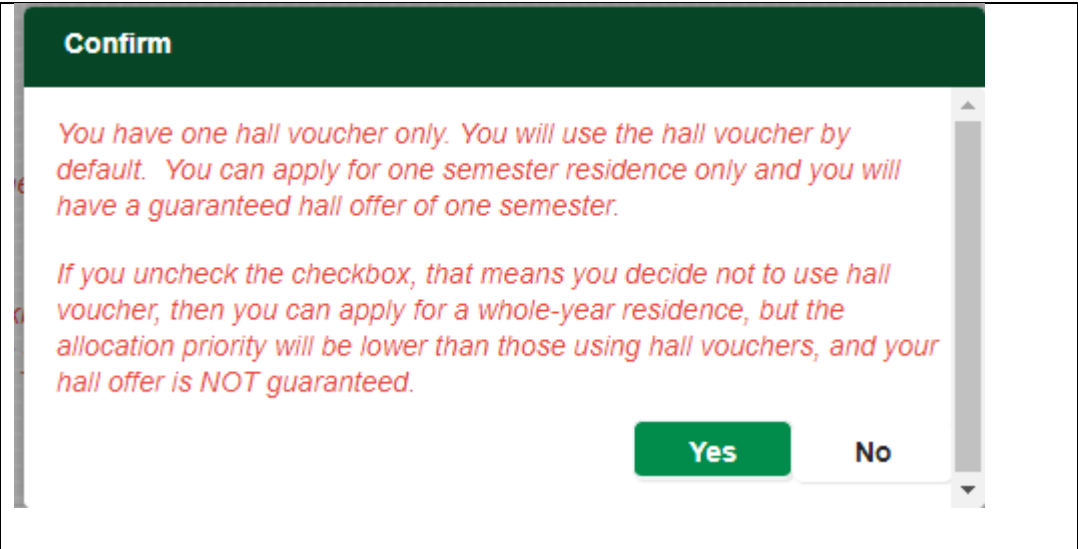
Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken
202209	1	1234567890123456	Withdrawn	28	2022-03-30 10:35:35	6 View Application
202209	1	1234567890123456	Withdrawn	16	2022-03-25 15:02:14	View Application

#	<i>Description</i>
1	To display current login user name and student number
2	To indicate the current term
3	To toggle for showing all application 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

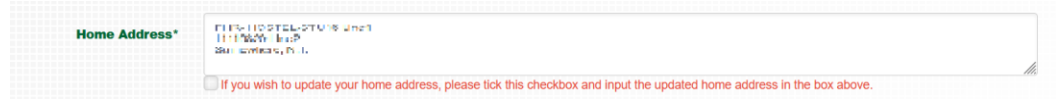
#	<i>Execution Steps</i>
1	<p>Please click the [Apply Now] button placed in the top right corner if applicable.</p>  <p>The screenshot shows a user interface with a 'View Application History' button in the center. Below it, there is a 'Current Term:' label with the value '202209' and a 'Show All Applications:' label with an unchecked checkbox. In the top right corner, there is a green 'Apply Now' button, which is highlighted with a red rectangular box.</p>
2	<p>The ‘Acknowledgement’ page will be shown. Please read carefully and then click the [Agree] button to continue. If you click the [Disagree and Exit] button, you will cancel the application and go back to the ‘View Application History’ page.</p>

	<p>Acknowledgement</p> <p>POINTS TO NOTE</p> <ol style="list-style-type: none"> All required fields with "*" must be filled. The online application form can be completed in English or Chinese. Applicants are required to submit supporting documents for Section A and Section F, if applicable, to the Student Affairs Office within the iHostel application period set in the application guidelines. <p>UNDERTAKING AND DECLARATION</p> <ol style="list-style-type: none"> I undertake to update my personal information in Banner System if I find any of my personal data not valid or not updated. I understand it takes time to update the information and Student Affairs Office has no obligation to process my application if I fail to update my information in Banner System before the deadline of iHostel application. I understand that any missing information will be regarded as incomplete application. I understand that any information updates and/or document replacement after the specified iHostel application period will not be accepted. I understand that failing to upload all required supporting documents within specified iHostel application period may lead to deduction of hall point score or disqualification of the application. I understand that failing to submit all required documents during the authentication exercise may result in forfeiture of the hall place allocated and/or disciplinary action. I understand that once my application is approved and check-in is completed successfully, I will no longer be eligible for the student travel allowance granted by the Student Financial Assistance Agency. I understand that it is my responsibility to submit the iHostel application form before the application deadline with all required supporting documents, and make a copy of the application for record. The University is not responsible for any errors made by applicants during the application process. I have read the "Guidelines on Application for Student Accommodations 2023/24" on the Hall Management Section's website (https://www.eduhk.hk/sao/info/student_halls/hall_admission/hall_application_2023_24/) before application. 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. I declare that the information provided in this application, including the supporting document(s) provided, is true and accurate. I understand that provision of false information may lead to disqualification of the application and/or disciplinary action. <p>PERSONAL INFORMATION COLLECTION STATEMENT & PRIVACY POLICY STATEMENT</p> <p>The University intends to use the personal data (i.e. your name, address, contact number, email address and etc.) collected via iHostel to facilitate the application processing and the communication between the University and the applicants for hall application and allocation acknowledgement purposes. It is mandatory for you to provide the personal data required or we might not be able to process your application. You have the right to access and revise the information online within the application periods.</p> <p>The personal data captured will not be transferred to other systems within EdUHK, nor any outside parties. The University will follow the commitment stated in the University Privacy Policy Statement (PPS), accessible at http://www.eduhk.hk/main/privacy-policy/.</p> <p>I have read through the Guidelines for Application of Student Accommodations 2023-24 and the Point System carefully (https://www.eduhk.hk/sao/info/student_halls/hall_admission/hall_application_2023_24/).</p> <p>If you select "Disagree and Exit", you will return to the iHostel homepage.</p> <p><input type="button" value="Agree"/> <input type="button" value="Disagree and Exit"/></p>
<p>3</p>	<p>After you clicked the [Agree] button, your personal particulars will be displayed.</p> <p><i>You have one hall voucher only. You will use the hall voucher by default. You can apply for one semester residence only and you will have a guaranteed hall offer of one semester.</i></p> <p><i>If you uncheck the checkbox, that means you decide not to use hall voucher, then you can apply for a whole-year residence, but the allocation priority will be lower than those using hall vouchers, and your hall offer is NOT guaranteed.</i></p>
<p>4</p>	<p>The check box will be only appeared on the student has 1 voucher, it means the student will use their voucher to apply the hall if the checkbox is checked.</p> <p><i>You have one hall voucher only. You will use the hall voucher by default. You can apply for one semester residence only and you will have a guaranteed hall offer of one semester.</i></p> <p><i>If you uncheck the checkbox, that means you decide not to use hall voucher, then you can apply for a whole-year residence, but the allocation priority will be lower than those using hall vouchers, and your hall offer is NOT guaranteed.</i></p>
<p>5</p>	<p>If the checkbox is changed, there will have alert message. (The message can be changed by text maintenance)</p> <p>If choose yes, the checkbox will be changed and the hall performance will be clear (see step 12).</p> <p>If choose no, the checkbox will remain unchanged.</p>

	
6	<p>In Part I, it serves for calculating hall points and composes of Sections A to F.</p>
7	<p>Please read the guidelines and instructions stated in Section A carefully and prepare the address proofs before continue.</p> <p>(IMPORTANT: Submission of address proofs during the application period will be compulsory for all applicants from 2021-22 onwards.)</p> <p>Section A. Daily Commuting Time based on Home Location</p> <p>The maximum point for this Section is capped at 48 points based on students' daily travelling time to the University.</p> <p>Hall point in this Section refers to the commuting time as given by the Hong Kong eMobility (formerly known as Hong Kong eTransport) of the Transport Department, checked and justified in early January 2023.</p> <p>Notes to ALL applicants</p> <p>As resolved by the Student Affairs Committee in February 2021, ALL applicants are compulsorily required to upload valid address proof(s) online via the online iHostel System for:</p> <p>(a) The address transferred from the Banner System; OR</p> <p>(b) The address inputted manually by the applicants during the application period.</p> <p>Otherwise, the hall point in Section A will be forfeited.</p> <p>Notes to local students using non-local addresses beyond Shenzhen of Mainland China</p> <p>As resolved by the Student Affairs Committee in March 2020, Shenzhen of Mainland China will be set as the farthest location accepted to be used in the calculation of daily commuting time for local students using non-local addresses in their hall application. Considering customs and immigration clearance will be involved for daily travelling, maximum point will be awarded of this group of students in this Section.</p> <p>For applicants with local student status using non-local address beyond Shenzhen of Mainland China, the hall point in this Section will be forfeited as it was resolved by the Student Affairs Committee in March 2020 that Shenzhen of Mainland China should be the farthest acceptable commuting distance to and back from the University on a daily basis.</p> <p>Please check your home address transferred from the Banner System and update it, if applicable.</p> <p>Notes to ALL applicants</p> <p>As resolved by the Student Affairs Committee in February 2021, ALL applicants are compulsorily required to upload valid address proof(s) online via the online iHostel System for:</p> <p>(a) The address transferred from the Banner System; OR</p> <p>(b) The address inputted manually by the applicants during the application period.</p> <p>Otherwise, the hall point in Section A will be forfeited.</p> <p>Notes to local students using non-local addresses beyond Shenzhen of Mainland China</p> <p>As resolved by the Student Affairs Committee in March 2020, Shenzhen of Mainland China will be set as the farthest location accepted to be used in the calculation of daily commuting time for local students using non-local addresses in their hall application. Considering customs and immigration clearance will be involved for daily travelling, maximum point will be awarded of this group of students in this Section.</p> <p>For applicants with local student status using non-local address beyond Shenzhen of Mainland China, the hall point in this Section will be forfeited as it was resolved by the Student Affairs Committee in March 2020 that Shenzhen of Mainland China should be the farthest acceptable commuting distance to and back from the University on a daily basis.</p> <div data-bbox="565 1738 1360 1822" style="border: 1px solid red; padding: 5px;"> <p>Home Address* <input type="text" value="香港中環皇后大道中100號"/></p> <p><input type="checkbox"/> If you wish to update your home address, please tick this checkbox and input the updated home address in the box above.</p> </div>

Update your home address, if applicable

If you wish to update your current home address, please check the corresponding box and then input the new address in the ‘Home Address’ box. Make sure the address inputted is the same as that printed on the address proof you submitted.



The screenshot shows a form with a label 'Home Address*' and a text input field containing the address '111 NEW BRIDGE ST. NEW YORK, N.Y.'. Below the input field is a checkbox with the text 'If you wish to update your home address, please tick this checkbox and input the updated home address in the box above.'

A reminder will be prompted to notify you that the new address will not be automatically transferred to the Banner System. Then, click the [**Confirm**] button to continue the application.



Please note the address used in iHostel application will not be transferred to e-SIS (Banner System). You are advised to update your home address in e-SIS (Banner System) as well.



If you untick the checkbox of updated home address, a message will be prompted to confirm for restoring the home address transferred from the Banner System.

- Click the [**Yes**] button to confirm that you will use the Banner home address and continue the application.
- Click the [**No**] button to confirm that you will use the newly inputted home address and continue the application.



According to your banner record, your residential address is:



Do you want to restore your Home Address to the above address?



Please read carefully the guidelines for the requirements of address proofs and the samples provided on the iHostel Application Form.

If you are a local student, before uploading the address proof, please indicate the

type of the utility bill and the addressee of the utility bill you will submit.

Proof(s) of Home Address

Requirements of Address Proofs

Acceptable Address Proofs (applicable to local students only)

- You MUST read the **detailed guidelines** for requirements of the address proof.
- You MUST indicate the addressee of the utility bill submitted before uploading the address proof.
- Samples of the required address proofs will be provided below as reference.

Type of the Utility Bill Submitted

- i) Electricity Bill issued by the CLP/Hong Kong Electric
- ii) Water Bill issued by the Water Supplies Department
- iii) Gas Bill issued by Towngas or other Piped-LPG Gas Company

Addressee of the Utility Bill Submitted

Please indicate the addressee of the utility bill you submitted below:

- i) Applicant (**Sample of the required address proof**)
- ii) Applicant's parents (**Sample of the required address proof**)
- iii) Applicant's grandparents (**Sample of the required address proof**)
- iv) Applicant's relatives other than parents/grandparents

If you select Option (ii), Option (iii) or Option (iv), you should indicate whether the relationship proof is submitted with the utility bill.

Please double check if you have uploaded a valid and appropriate utility bill, along with the relationship proof (if deemed necessary) in your application form. If yes, click the appropriate option after checking.

Addressee of the Utility Bill Submitted

Please indicate the addressee of the utility bill you submitted below:

- i) Applicant (**Sample of the required address proof**)
- ii) Applicant's parents (**Sample of the required address proof**)
- iii) Applicant's grandparents (**Sample of the required address proof**)
- iv) Applicant's relatives other than parents/grandparents

Relationship proof submitted along with the Utility Bill

- i) Yes
- ii) No

If you select Option (iv), you should also indicate the type of supporting document that you will submit.

Addressee of the Utility Bill Submitted

Please indicate the addressee of the utility bill you submitted below:

- i) Applicant ([Sample of the required address proof](#))
- ii) Applicant's parents ([Sample of the required address proof](#))
- iii) Applicant's grandparents ([Sample of the required address proof](#))
- iv) Applicant's relatives other than parents/grandparents

Document submission

Please indicate the supporting document you submitted below:

- Duly signed self-declaration form by the relative ([Sample of the required address proof](#)) ([Download template of the self-declaration form](#))
- Oath via the Home Affairs Department (HAD) ([Sample of the required address proof](#)) ([Download template of the Oath](#))

Please refer to the samples/template of the required address proofs for each type of address proofs on the iHostel Application Form. You can also find the samples/template on the Hall Management Section's website.

Then, you are required to upload a **SINGLE-FILE** of **ALL** address document proofs with max. 5MB by clicking the [**Upload Address Proof**] button. The only allowable file format is PDF. (For local & non-local student)

Local student's view

Proof(s) of Home Address

Requirements of Address Proofs

Acceptable Address Proofs (applicable to local students only)

- You MUST read the **detailed guidelines** for requirements of the address proof.
- You MUST indicate the addressee of the utility bill submitted before uploading the address proof.
- Samples of the required address proofs will be provided below as reference.

Type of the Utility Bill Submitted

- i) Electricity Bill issued by the CLP/Hong Kong Electric
- ii) Water Bill issued by the Water Supplies Department
- iii) Gas Bill issued by Towngas or other Piped-LPG Gas Company

Addressee of the Utility Bill Submitted

Please indicate the addressee of the utility bill you submitted below:

- i) Applicant ([Sample of the required address proof](#))
- ii) Applicant's parents ([Sample of the required address proof](#))
- iii) Applicant's grandparents ([Sample of the required address proof](#))
- iv) Applicant's relatives other than parents/grandparents

Relationship proof submitted along with the Utility Bill

- i) Yes
- ii) No

Document submission

Please indicate the supporting document you submitted below:

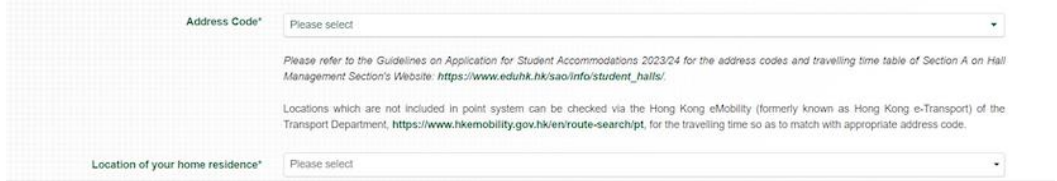
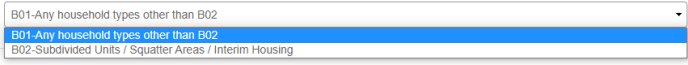
- Duly signed self-declaration form by the relative ([Sample of the required address proof](#)) ([Download template of the self-declaration form](#))
- Oath via the Home Affairs Department (HAD) ([Sample of the required address proof](#)) ([Download template of the Oath](#))

Upload Address Proof

*Please combine your document into 1 PDF file not exceeding 5 Mb in size.
(Please note that invalid address proof will lead to hall point forfeiture)

Non-local student's view

Please refer to the sample of the required address proof for non-local students on the iHostel Application Form before uploading your address proof.

	<p>Proof(s) of Home Address Requirements of Address Proofs Acceptable Address Proofs (applicable to non-local students only) (Examples for Non-local students)</p> <ul style="list-style-type: none"> Resident's Identity Card for non-local students from the Mainland of China, or passport for non-local students from other countries or regions. Please note that your home address should be the address in your home town and you are required to provide the documents to prove your non-local status. If you submit a local address, you will be required to submit the address proofs same as the local students. <p>Upload Address Proof <i>*Please combine your document into 1 PDF file not exceeding 5 Mb in size. (Please note that invalid address proof will lead to hall point forfeiture)</i></p> <p>After uploading the address proof, select the corresponding address code and location of your home residence as compulsory.</p> 
<p>8</p>	<p>In Section B, if you are a local student, please select the type of living quarters in the dropdown list.</p> <p>Section B. Types of Living Quarters</p> <p>The maximum point, 4 points, will ONLY be given to local students who reside in the types of living quarters with less favourable living condition including subdivided units, squatter areas and interim housing.</p> <p>Submission of documentary proofs will be necessary upon request for clarification and/or during the authentication exercise. Applicants who fail to provide documentary proofs as requested may be subject to reduction of points, rejection of application and/or disciplinary actions. Please refer to "Annex III – Important Notes for Authentication for Section B and Section C" of the "Guidelines on Application for Student Accommodations 2023/24" for details.</p> <p>Student Status Local Student</p> <p>Types of Living Quarters*</p>  <p>For non-local students, you are not required to take any actions for Section B. Starting from 2022/23, this section is not applicable to non-local students.</p> <p>Section B. Types of Living Quarters</p> <p>The maximum point, 4 points, will ONLY be given to local students who reside in the types of living quarters with less favourable living condition including subdivided units, squatter areas and interim housing.</p> <p>Submission of documentary proofs will be necessary upon request for clarification and/or during the authentication exercise. Applicants who fail to provide documentary proofs as requested may be subject to reduction of points, rejection of application and/or disciplinary actions. Please refer to "Annex III – Important Notes for Authentication for Section B and Section C" of the "Guidelines on Application for Student Accommodations 2023/24" for details.</p> <p>Student Status Non-Local Student</p>
<p>9</p>	<p>In Section C, you can view your valid activity records transferred from ELAT, if any. Up to 18 records are allowable to be shown and 3 records of non-ELAT activities are allowable to input manually if applicable.</p> <p>You can view the full names of the preloaded programme activities by moving the mouse cursor over the corresponding items.</p> <p>If there is vacancy, you can input a new activity record by clicking the [Add Item] button. Please select/fill in the organization code, programme activities and date as mandatory.</p>

Section C. Participation in Student Activities & Hall Activities

Every participation in a recognized activity of Category A, B, C is awarded for 1 point with a maximum cap of 18 points for this section. Only those activities organized by departments/ centres/ offices and/or recognized student organizations of the University from 1 May 2022 to 31 March 2023 are considered. Duplicated records and/or at least but not limited to, voting/polling, exhibition/booth, book fairs, fire drill, regular training, power saving competition and duties of a leadership role, etc., will not be counted.

Validated ELAT data (Category B - Student Participation in Experiential Learning Activities) of students (if any, 18 activities at most) will be transferred to the iHostel system automatically before the application period. Applicants will be allowed to input additional records into the iHostel system if there are still vacancies after the transfer of ELAT data, and a maximum of 3 self-input activities will be allowed. For self-input activities organised by recognised student organisations, submission of documentary proofs is required upon request for clarification and / or during the authentication exercise.

For self-input activity records, the input should be clear and complete. Each self-inputted entry should include valid "Organization Code", Name of Programmes/Activity and Date. (Please refer to Section C of the hall point system for the organization codes, which is available in "Guidelines on Application for Student Accommodation 2023/24" on the Hall Management Section's Website: [https://www.eduhk.hk/sao/info/student_halls/\(Examples of acceptable/unacceptable activities\)\)](https://www.eduhk.hk/sao/info/student_halls/(Examples of acceptable/unacceptable activities))))

Organization Code*	Programme Activities*	Other Programme Activities	Date*
C-0004	GH Welcoming and Floor Committ...		2020-09-07

Add Item

After completion of your input, please remember to click the [Save] button to save your self-inputted record.

Organization Code* Programme Activities*

Other Programme Activities Date*

After 3 records are inputted manually, the [Add Item] button will be hidden automatically.

Section C. Participation in Student Activities & Hall Activities

Every participation in a recognized activity of Category A, B, C is awarded for 1 point with a maximum cap of 18 points for this section. Only those activities organized by departments/ centres/ offices and/or recognized student organizations of the University from 1 May 2022 to 31 March 2023 are considered. Duplicated records and/or at least but not limited to, voting/polling, exhibition/booth, book fairs, fire drill, regular training, power saving competition and duties of a leadership role, etc., will not be counted.

Validated ELAT data (Category B - Student Participation in Experiential Learning Activities) of students (if any, 18 activities at most) will be transferred to the iHostel system automatically before the application period. Applicants will be allowed to input additional records into the iHostel system if there are still vacancies after the transfer of ELAT data, and a maximum of 3 self-input activities will be allowed. For self-input activities organised by recognised student organisations, submission of documentary proofs is required upon request for clarification and / or during the authentication exercise.

For self-input activity records, the input should be clear and complete. Each self-inputted entry should include valid "Organization Code", Name of Programmes/Activity and Date. (Please refer to Section C of the hall point system for the organization codes, which is available in "Guidelines on Application for Student Accommodation 2023/24" on the Hall Management Section's Website: [https://www.eduhk.hk/sao/info/student_halls/\(Examples of acceptable/unacceptable activities\)\)](https://www.eduhk.hk/sao/info/student_halls/(Examples of acceptable/unacceptable activities))))

Organization Code*	Programme Activities*	Other Programme Activities	Date*
C-0004	GH Welcoming and Floor Committ...		2020-09-07
C-0002	Others	test	2022-07-01
C-0003	龍樓夜話 第二擊 盛志德 Dinner Talk 2-1...		2020-09-08

Please click the [X] button if you wish to erase the self-inputted item.

Organization Code*	Programme Activities*	Other Programme Activities	Date*
C-0004	GH Welcoming and Floor Committ...		2020-09-23
C-0001	Others	test	2021-05-01

Add Item

10 In Section D, the data for your university representation and leadership role records, if any, will be provided by data reporting units before the application period and shown on the iHostel Application Form automatically. The maximum point is capped at 30 points from 4 positions in this Section. The Student Affairs Office will NOT be responsible for any missing records or errors in the data submitted by the reporting units. Data submitted after the specified timeline for a specific round of hall application will NOT be considered in that round of hall application.

	<p>Section D. Current University Representation & Leadership Role in Student Organization</p> <p>Points will be given to current office-bearers of student organizations, unless specified, of the University and institutional team players for posts taking up at the time of application, with a maximum cap of 30 points from 4 positions. (Please refer to Section D of point system for the organization and position codes, which is available on the Hall Management Section's Website: https://www.eduhk.hk/sao/info/student_halls/.)</p> <table border="1"> <thead> <tr> <th>Organization Code</th> <th>Position Code</th> <th>Organisation</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td>C-0029</td> <td>R-0003</td> <td>CATHOLIC SOCIETY</td> <td>CHAIRPERSON OF</td> </tr> <tr> <td>C-8004</td> <td>R-8000</td> <td>FLOOR COMMITTEES OF JOCKEY CLUB...</td> <td>OTHER ELECTED POSITIONS OF</td> </tr> </tbody> </table>	Organization Code	Position Code	Organisation	Position	C-0029	R-0003	CATHOLIC SOCIETY	CHAIRPERSON OF	C-8004	R-8000	FLOOR COMMITTEES OF JOCKEY CLUB...	OTHER ELECTED POSITIONS OF																								
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C-8004	R-8000	FLOOR COMMITTEES OF JOCKEY CLUB...	OTHER ELECTED POSITIONS OF																																		
<p>11</p>	<p>In Section E, you can view your record which is checked and prefilled by the system.</p> <p>Section E. No Prior Hall Experience</p> <ul style="list-style-type: none"> 4 hall points will be given to students who have no prior hall experiences at EduHK (excluding New Students' Orientation Camp residence/ summer residence/ overnight stay and/or with affiliated hall membership). Information of student's hall experience will be pre-uploaded to the iHostel System. Submission of documentary proof for this section is NOT REQUIRED. <p>Any prior hall experience? No</p>																																				
<p>12</p>	<p>In Section F, you can view the valid achievement records, if any, from ELAT. Up to 10 records will be shown, and 2 records can be inputted manually if needed for normal achievement.</p> <p>If there is a vacancy, you can input a new record by clicking the [Add Award / Prize / Scholarship] button. Please select/fill the achievement code (F-0001), description and obtained date as mandatory.</p> <p>Section F. Students' Achievements</p> <p>1. Award/ Prize/ Scholarship Every achievement from ELAT is awarded for 1 point with a maximum cap of 10 points. Those achievements, including award, prize and scholarship awarded from 1 Sep 2022 to 31 Aug 2023 (Academic Year of 2022 - 23) are considered. (Please refer to Section F of the hall point system for the achievement codes, which is available on the Hall Management Section's Website: https://www.eduhk.hk/sao/info/student_halls/). Validated ELAT data (as of 5 April 2024) of students for the above attainment period (Category A - Awards and Scholarships, if any, 10 attainments at most) will be transferred to the iHostel system automatically before the application period.</p> <p>Applicants will ONLY be allowed to input additional records into the iHostel system with supporting documents if there are still vacancies after the transfer of ELAT data, and a maximum of 2 self-input attainments will be allowed. Applicants are compulsorily required to upload documentary proof via iHostel during the application period. Otherwise, the relevant hall point will be forfeited. The supporting documents must be issued within 12 months from the start of the application period.</p> <p>Acceptable Self-input Achievement Proof (Examples of acceptable/unacceptable proof documents)</p> <ul style="list-style-type: none"> Certificates, medals, formal documents or notifications such as letter or email issued by recognized institutes such as government bodies, registered companies, academic institutions or non-governmental organizations, etc. Full name of applicant and date of issuance should be shown on the achievement proof. The supporting documents must be issued within 12 months from the start of the application period. ALL achievement proofs under the same code (F-0001) need to be combined into a single file (not exceeding 5MB in size) for uploading. <p>2. Academic performance: A maximum of 4 points will be given according to the students' latest semester GPA* on a scale basis (2.50-2.99: 2 points; 3.00-3.39: 3 points; 3.40 or above: 4 points). The GPA for students on the Banner will be transferred to the iHostel system automatically at the time of application. NO data input is required. *For program transfer or multi-program applicants, only the latest G.P.A. released by the valid programme of the EDUHK would be counted. No points will be counted for new/season-entry students.</p> <p>3. Athlete of the Hong Kong Team: 2 points will be awarded to this group of students who are athletes of Hong Kong Team during the application period to recognise diversified and balanced development of students. Submission of documentary proof is required via the iHostel system during the application period. Proofs of being athlete of Hong Kong Team must be issued by recognized institutes such as government bodies or academic institutes showing the valid membership falls within 12 months from the application period.</p> <table border="1"> <thead> <tr> <th>Achievement Code*</th> <th>Description*</th> <th>Obtained Date*</th> <th>Attachment*</th> </tr> </thead> <tbody> <tr> <td>A-0001</td> <td>President's Award</td> <td>Transferred from ELAT for the valid academic year</td> <td></td> </tr> <tr> <td>A-0002</td> <td>The Dean's List</td> <td>Transferred from ELAT for the valid academic year</td> <td></td> </tr> <tr> <td>A-0003</td> <td>Award for Outstanding Academic...</td> <td>Transferred from ELAT for the valid academic year</td> <td></td> </tr> <tr> <td>A-0004</td> <td>Award for Outstanding Teaching...</td> <td>Transferred from ELAT for the valid academic year</td> <td></td> </tr> <tr> <td>A-0005</td> <td>Student Activities Award</td> <td>Transferred from ELAT for the valid academic year</td> <td></td> </tr> <tr> <td>A-0006</td> <td>Cheung's Family Charity Fund S...</td> <td>Transferred from ELAT for the valid academic year</td> <td></td> </tr> <tr> <td>A-0007</td> <td>Sohmen Foundation Entrance Sch...</td> <td>Transferred from ELAT for the valid academic year</td> <td></td> </tr> <tr> <td>A-0008</td> <td>Sun Hung Kai Entrance Scholars...</td> <td>Transferred from ELAT for the valid academic year</td> <td></td> </tr> </tbody> </table> <p>After the completion of your input, you are required to upload a SINGLE-FILE of the document proofs by clicking the [Attachment] button. The only allowable file format is pdf and its maximum size is 5MB.</p> <p>Please click the [Save] button to save your self-inputted record.</p>	Achievement Code*	Description*	Obtained Date*	Attachment*	A-0001	President's Award	Transferred from ELAT for the valid academic year		A-0002	The Dean's List	Transferred from ELAT for the valid academic year		A-0003	Award for Outstanding Academic...	Transferred from ELAT for the valid academic year		A-0004	Award for Outstanding Teaching...	Transferred from ELAT for the valid academic year		A-0005	Student Activities Award	Transferred from ELAT for the valid academic year		A-0006	Cheung's Family Charity Fund S...	Transferred from ELAT for the valid academic year		A-0007	Sohmen Foundation Entrance Sch...	Transferred from ELAT for the valid academic year		A-0008	Sun Hung Kai Entrance Scholars...	Transferred from ELAT for the valid academic year	
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Achievement Code*	<input type="text" value="F-0001"/>	Description*	<input type="text"/>
Obtained Date*	<input type="text" value="2019-05-01"/>	Attachment*	<input type="text" value="Attachment"/>
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

After 2 records are inputted manually, the [Add Award / Prize / Scholarship] button will be hidden automatically.

Achievement Code*	Description*	Obtained Date*	Attachment*	
F-0001	test	2020-09-01	Print ApplicationN (11).pdf	✘
F-0001	test 2	2020-09-01	Print ApplicationN (17).pdf	✘

Please click the [✘] button to erase your self-inputted item.

Achievement Code*	Description*	Obtained Date*	Attachment*	
F-0001	test	2020-09-01	Print ApplicationN (11).pdf	✘

Apart from the Award / Prize / Scholarship records transferred from ELAT or by manually inputted, there are another two types of achievement records.

The Academic performance: The indication will be checked and prefilled automatically by the system if your GPA in the latest Semester is 2.50 to 2.99, 3.00 to 3.39, or 3.40 or above.

Academic performance (F-0002)

- The latest semester GPA reached 2.50 to 2.99 (2 points). No Yes
- The latest semester GPA reached 3.00 to 3.39 (3 points). No Yes
- The latest semester GPA reached 3.40 or above (4 points). No Yes

The Athlete of Hong Kong Team: By default, the indication is “No”. If you have served as the athlete of the Hong Kong Team over the past 12 months at the time of application, you may then select “Yes” and upload a valid supporting document here.

Athlete of the Hong Kong Team (F0003)

- Have you served as an athlete of the Hong Kong Team within the past 12 months at the time of application? No Yes

	<p>Athlete of the Hong Kong Team (F0003)</p> <p>Have you served as an athlete of the Hong Kong Team within the past 12 months at the time of application? <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">Upload Support Document</div> <p>You are required to upload a SINGLE-FILE of ALL supporting documents with max. 5MB by clicking the [Upload Address Proof] button. The only allowable file formats is pdf.</p>																		
13	<p>You may find the summary of the fulfillment of Hall Life Education (HLE) requirement in the last residential year and the total deducted hall point (if any) here.</p> <p>A deduction of a maximum of 8 hall points (for semester offer) or 16 hall points (for whole-year or 2-semester offer) will be applied to student-residents who failed to fulfill the Hall Life Education (HLE) requirements in the last residential semester / year.</p> <p>Fulfillment of HLE Requirement in the Last Residential Year</p> <p>Below please find the summary of the fulfillment of Hall Life Education (HLE) requirement in the last residential year and the total deducted hall point (if any) for your reference.</p> <p>A deduction of a maximum of 8 hall points (for semester offer) or 16 hall points (for whole-year or 2-semester offer) will be applied to student-residents who failed to fulfill the Hall Life Education (HLE) requirements in 2023-24. The emails indicating the fulfillment of HLE requirements were sent to individual student-residents for validation and confirmation respectively in late February/early March 2024 (for Semester 1) and/or Mid-April 2024 (for Semester 2). Any request for amendment of the fulfillment record should have been made on or before 18 April 2024. Please note that any request for amendment of the confirmed record after the verification periods specified in the emails WILL NOT BE ACCEPTED.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #006633; color: white;"> <th>Category</th> <th>Fulfillment</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Warden Series A: Understanding China and the World</td> <td>Fulfilled</td> <td>0</td> </tr> <tr> <td>Warden Series B: Hong Kong and Greater Bay Area</td> <td>Fulfilled</td> <td>0</td> </tr> <tr> <td>Warden Series C: Neighbourhood and I</td> <td>Fulfilled</td> <td>0</td> </tr> <tr> <td>Warden Series: High-table Dinner Format</td> <td>Fulfilled</td> <td>0</td> </tr> <tr> <td>Wellness Series</td> <td>Fulfilled</td> <td>0</td> </tr> </tbody> </table>	Category	Fulfillment	Score	Warden Series A: Understanding China and the World	Fulfilled	0	Warden Series B: Hong Kong and Greater Bay Area	Fulfilled	0	Warden Series C: Neighbourhood and I	Fulfilled	0	Warden Series: High-table Dinner Format	Fulfilled	0	Wellness Series	Fulfilled	0
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Wellness Series	Fulfilled	0																	
14	<p>In Part II, you can prioritize the preferred hall choices by drag and pull.</p> <p>Part II. Preference of Student Accommodation and Period of Residence</p> <p>IMPORTANT NOTES</p> <ol style="list-style-type: none"> 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, <u>the hall choices available will be set out according to the number of the hall vouchers (if any) you are holding</u>. If you have one voucher only, you can apply for a semester-based residence only. <u>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.</u> Please drag up and down to rank the hall choices according to your hall preference. Please note that your preferences are not guaranteed. <p>2. Preferences are not guaranteed.</p> <p>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/ for the hall fee details.)</p> <p>Full name of student halls NH - Northcote Hall GH - Grantham Hall RBH - Robert Black Hall JCSQ - Jockey Club Student Quarters</p> <p>Full form of room types STD - Standard Room BDG - Budget Room</p> <p>Full form of residence period S1 - Semester 1 S2 - Semester 2 WY - Whole-year</p>																		

	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

15 Please select whether you wish to you 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

16 In Part III, please fill in additional information for applying hall residence if needed.

Part III. Additional Information for Applying for Hall Residence

I am physically handicapped
 Others

Please specify

17 In Part IV, please fill in the emergency contact information.

Part IV. Emergency Contact Information

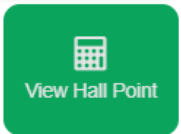
Name* in English in Chinese

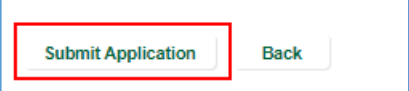
Relationship*

Phone No* (Home) (Mobile)

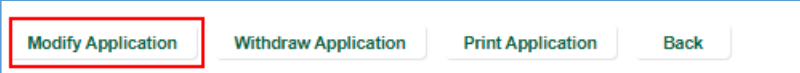
Address (if different from your home address above)


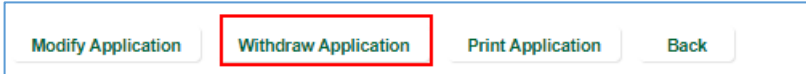

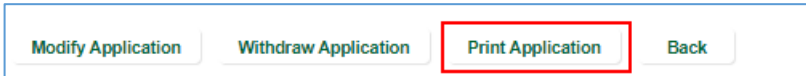
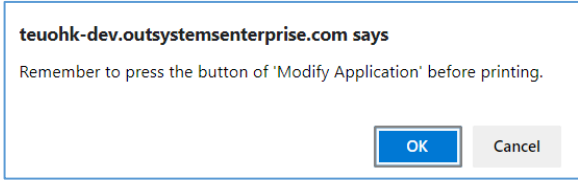

18 If you are eligible for applying early check-in, the below part will be shown to choose.

	<p>Apply for early check-in <input checked="" type="radio"/> Option A. 2024-08-09 - 2024-09-02 (Total: 24 days) <input type="radio"/> Option B. 2024-08-16 - 2024-09-02 (Total: 17 days) <input type="radio"/> Option C. 2024-08-23 - 2024-09-02 (Total: 10 days)</p> <ul style="list-style-type: none"> This section is optional. You can apply if necessary. The offer for early check-in will only be applicable to applicants with a hall offer of Semester 1 or whole-year residence in 2024/25. If you have applied for early check-in, the indicated option for the intended early check-in period will be shown on this offer page, but the lodging charge will NOT be shown in your e-Billing account on the Banner. You will be notified by respective Hall Management Office upon your check-in on the amount of the lodging charge, which can be settled on or before your check-in date. Please refer to the instructions in the offer email for details. Please note that early check-in can only be selected during a specific fixed period, with three different options available. Applicants who have been approved for early check-in offers can check-in at any time during office hours within the designated period corresponding to the selected option. The lodging charge for early check-in will be charged on a fixed-period basis and MUST be settled on or before the check-in date. If applicants check-in beyond the approved check-in period, additional lodging fee for the whole designated period will be charged. All paid early check-in fees are non-refundable. <p>The early check-in application is optional. You can apply if necessary.</p> <p>Starting from 2024/25, the application can only be applied on a fixed period basis, with three different options available. Applicants who have been approved for early check-in offers can check-in at any time during office hours within the designated period corresponding to the selected option.</p> <p>If applicant’s check-in beyond the approved check-in period, additional lodging fee for the whole designated period will be charged.</p>
<p>19</p>	<p>In Part V, please read and click the [I accept the terms and conditions above] option to consent the declaration notice before submission.</p> <p>Part V. Undertaking & Declaration</p> <ol style="list-style-type: none"> I understand that failing to upload all required supporting documents within the specified iHostel application period may lead to deduction of hall point or disqualification of the application. I understand that any information updates and/or document replacement after the specified iHostel application period will not be accepted. Residential Period – I understand that I have to check-in and check-out according to the allocated residential period. 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> Early withdrawal from halls/quarters will normally not be accepted. Students with strong justifications may approach the Hall Management Office of respective hall to apply for early withdrawal which will be considered by the Warden on a case-by-case basis. Students who have been approved to early withdraw should settle all the outstanding hall fees before check-out. 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. 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. I understand that all data collected will be used for hall admission, student record, statistics and research. I fully understand that Hall Life Education (HLE) is an integral part of university education, and that to promote student-residents' active participation in HLE activities, starting from 2023/24 academic year, each student-resident is required to attend at least ONE activity per semester from each theme under Wardens' Series, of which one should be in the form of high table dinner, and any ONE activity under Wellness Series in each semester. For student-residents who fail to attend any one category of the activities in a semester, 2 hall points will be deducted for each category per semester in the hall application for the next year. I also understand that the details and updates of the new HLE activities can be found on the Hall Management Section's website. I understand that the lodging charge only covers the cost for the general solid waste generated by my stay in the student halls. When the Municipal Solid Waste Charging Scheme is implemented in August 2024, for oversize waste or waste in irregular shape, I will be required to purchase the Designated Bags/Designated Labels or pay 'Gale fee' by myself at my own cost under the 'Polluter-pays Principle'. 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 statement or documents will be liable to the University's disciplinary actions and criminal prosecutions. <p><input type="checkbox"/> I accept the terms and conditions above.</p>
<p>20</p>	<p>You can view the tentative hall points by clicking the [View Hall Point] icon being positioned in the bottom right corner. Please note that the hall point is tentative which may be adjusted after verification of the submitted data.</p> <div data-bbox="402 1360 649 1726" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Tentative Score Calculation</p> <p style="text-align: center; font-size: 24px; font-weight: bold;">42</p> <p style="text-align: center; background-color: #e0e0e0; padding: 5px; margin: 5px auto; width: 80px;">Refresh Score</p> <p style="color: red; font-size: 10px;">It is tentative score. The final score will be based on validity of uploaded documents and other verifications.</p> <div style="text-align: center; margin-top: 10px;">  </div> </div> <p>Please move the mouse cursor over the tentative score for section breakdown.</p>

	<p>Tentative Score Calculation</p> <p>Section A 12 Section B 0 Section C 0 Section D 0 Section E 10 Section F 0 Fulfillment of HLE -6</p> <p>16</p> <p>Refresh Score</p>														
21	<p>Please click the [Submit Application] button to submit your completed form. Otherwise, to cancel the submission by clicking the [Back] button, and no record will be saved.</p> 														
22	<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"> <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>Submitted</td> <td>55</td> <td>2022-04-11 12:15:58</td> <td>View / Modify / Withdraw Application</td> </tr> </tbody> </table>	Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken	202209	1	🇯🇲 🇧🇸 🇵🇲 🇹🇲 🇵🇪 🇵🇰 🇵🇬 🇵🇦 🇵🇷 🇵🇾 🇵🇹 🇵🇺 🇵🇻 🇵🇼 🇵🇽 🇵🇾 🇵🇿	Submitted	55	2022-04-11 12:15:58	View / Modify / Withdraw Application
Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken									
202209	1	🇯🇲 🇧🇸 🇵🇲 🇹🇲 🇵🇪 🇵🇰 🇵🇬 🇵🇦 🇵🇷 🇵🇾 🇵🇹 🇵🇺 🇵🇻 🇵🇼 🇵🇽 🇵🇾 🇵🇿	Submitted	55	2022-04-11 12:15:58	View / Modify / Withdraw Application									

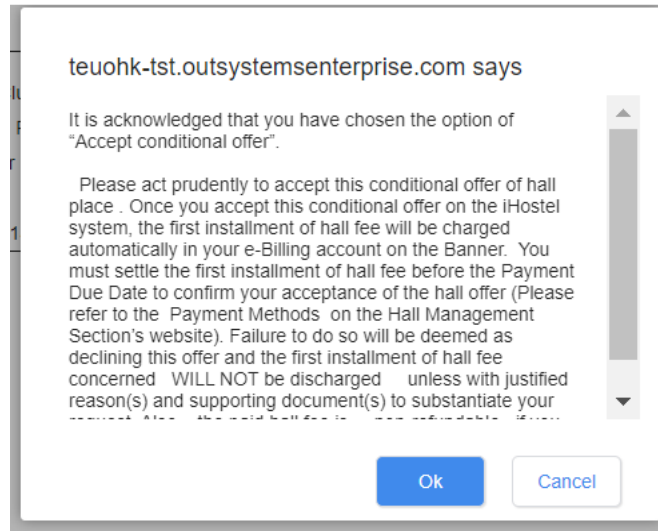
To view / modify / withdraw a submitted application

#	Execution Steps														
1	<p>Please click the [View/Modify/Withdraw Application] button to view your submitted application. You can make modifications and withdraw your submitted application, if applicable, within the designated application period.</p> <p>Once you have withdrawn your application, or the application period is closed, you cannot make any modification but can view the application by clicking the [View Application] button.</p> <table border="1"> <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>Submitted</td> <td>55</td> <td>2022-04-11 12:15:58</td> <td>View / Modify / Withdraw Application</td> </tr> </tbody> </table>	Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken	202209	1	🇯🇲 🇧🇸 🇵🇲 🇹🇲 🇵🇪 🇵🇰 🇵🇬 🇵🇦 🇵🇷 🇵🇾 🇵🇹 🇵🇺 🇵🇻 🇵🇼 🇵🇽 🇵🇾 🇵🇿	Submitted	55	2022-04-11 12:15:58	View / Modify / Withdraw Application
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2	<p>You may modify your application data, if applicable, with similar steps 3 to 17 as aforementioned table in Section 4.1. After modifying the data, please click the [Modify Application] button to confirm your modifications.</p>  <p>The status on the 'View Application History' page will be updated as 'Modified'.</p>														

	<p>Only the latest submission will be processed.</p>  <table border="1"> <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>XXXXXXXXXX</td> <td>Modified</td> <td>55</td> <td>2022-04-12 13:32:52</td> <td>View / Modify / Withdraw Application</td> </tr> </tbody> </table>	Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken	202209	1	XXXXXXXXXX	Modified	55	2022-04-12 13:32:52	View / Modify / Withdraw Application
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202209	1	XXXXXXXXXX	Modified	55	2022-04-12 13:32:52	View / Modify / Withdraw Application									
3	<p>If you wish to withdraw the application, please click the [Withdraw Application] button to confirm your withdrawal.</p>  <p>The status on the 'View Application History' page will be updated as 'Withdrawn'.</p>  <table border="1"> <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>XXXXXXXXXX</td> <td>Withdrawn</td> <td>55</td> <td>2022-04-12 13:32:52</td> <td>View Application</td> </tr> </tbody> </table>	Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken	202209	1	XXXXXXXXXX	Withdrawn	55	2022-04-12 13:32:52	View Application
Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken									
202209	1	XXXXXXXXXX	Withdrawn	55	2022-04-12 13:32:52	View Application									
4	<p>If you wish to keep a record, please click the [Print Application] button to print/save a printable copy in PDF format.</p>  <p>Once clicking it, a reminding message will be prompted to ensure any changes be saved before printing.</p>  <p>teuohk-dev.outsystemsenterprise.com says Remember to press the button of 'Modify Application' before printing.</p> <p>OK Cancel</p>														
5	<p>If you click the [Back] button, your modification will not be saved and you will return to the 'View Application History' page.</p> 														

To respond / view your conditional offer (for successful applicants)

#	Execution Steps
1	Please click the [View Conditional Offer] button on the 'View Application History' page to respond or browse the conditional offer.



Please click the [OK] button to confirm your acceptance of the conditional offer. You can also go to the Banner system to check e-Billing account for the details of 1st installment hall fee.

4 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’.

Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken
202209	1	123456789	Accepted conditional offer	32	2022-04-12 13:51:46	View / Modify / Withdraw Application View Conditional Offer

The updated status will also be shown in the bottom of the ‘View Offer’ page.

View Offer

Name in English:	HOSTEL TESTING STU10 Peter
Name in Chinese:	李海耀
Student Number:	11379767
Programme Code:	ASB056

Hall:	Jockey Club Student Quarters
Room Type:	Standard Room
Hall Period:	Whole Year
First Instalment Charge:	\$1200
Payment Due Date:	2024-04-12

Score:

Final Score : 60

Breakdown of each Section:

Section	Final score	Remarks
Section A:	40	
Section B:	0	
Section C:	0	
Section D:	12	
Section E:	0	
Section F:	10	

Fulfillment of HLE Requirement in the Last Residential Year: -2

Area	Fulfilled/Not Fulfilled	Score
Warden Series A: Understanding China and the World	Fulfilled	0
Warden Series B: Hong Kong and Greater Bay Area	Fulfilled	0
Warden Series C: Neighbourhood and I	Fulfilled	0
Warden Series: High-Table Dinner Format	Not Fulfilled	
Wellness Series	Fulfilled	0

Please act prudently to accept this conditional offer of hall place. Once you accept this conditional offer on the iHostel system, the first instalment of hall fee will be charged automatically in your e-Billing account on the Banner. You must settle the first instalment 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 instalment of hall fee concerned **WILL NOT be discharged** on the e-Billing account unless with justified reason(s) and supporting document(s) to substantiate your request. Also, **the paid hall fee is non-refundable** if you eventually decide not to take this offer.

Status: Accepted Conditional Offer