香港教育大學
The Education University of Hong Kong

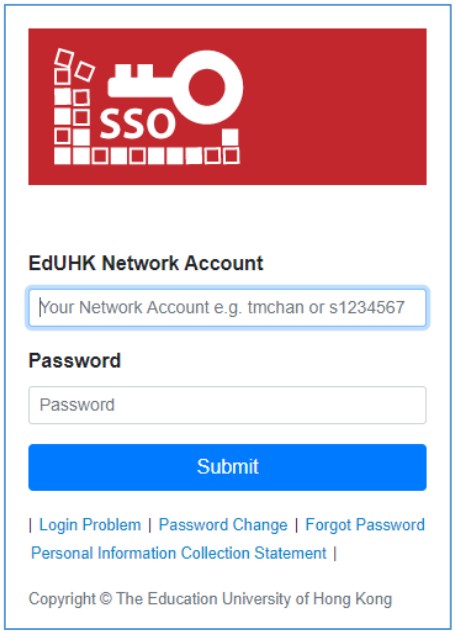
FOR NON-RPG STUDENTS

iHostel User Guide

HALL MANAGEMENT SECTION
STUDENT AFFAIRS OFFICE

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

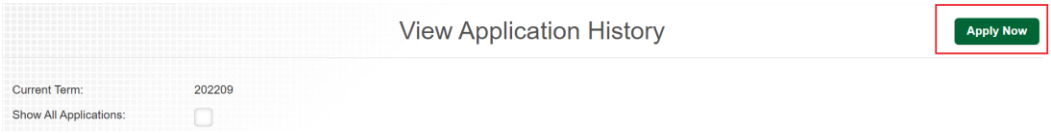
To access the iHostel system, students must login the single-sign-on services with valid network account and password.

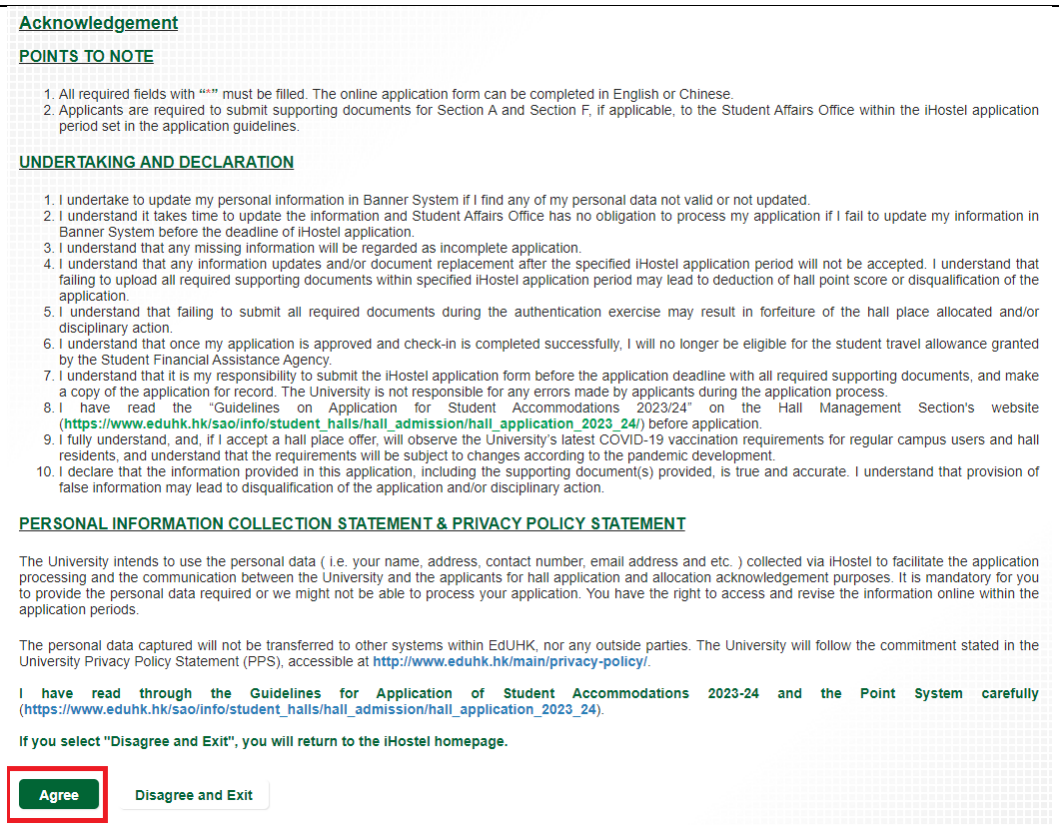


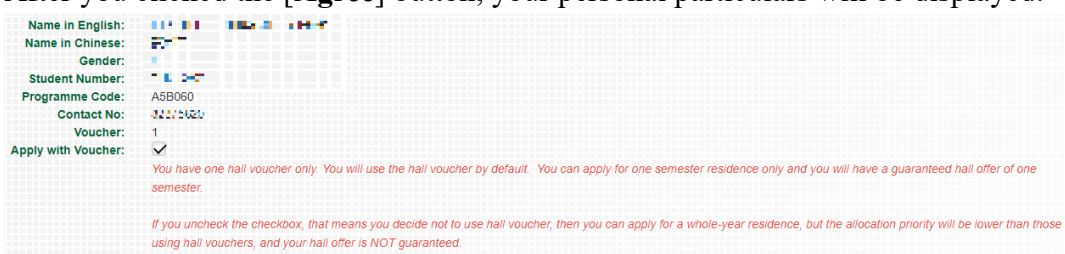
The 'View Application History' page will be launched after login successfully. Students can take any eligible actions afterwards.

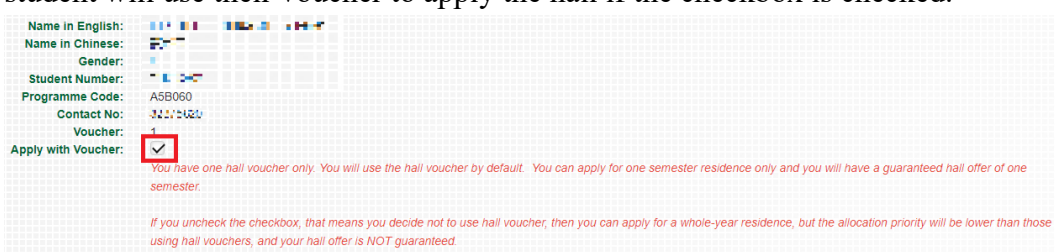
#	***Description***
1	To display current login user name and student number
2	To indicate the current term
3	To toggle for showing all application or not
4	To display the list of application forms
5	To submit a new application during the designated application period
6	To show the eligible actions per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

To submit a new application

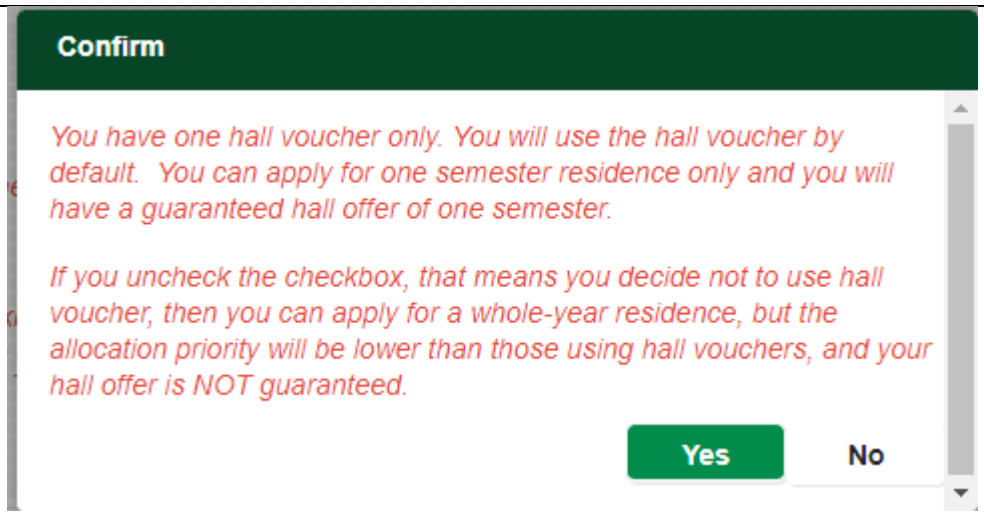
#	***Execution Steps***
1	Please click the **[Apply Now]** button placed in the top right corner if applicable. 
2	The 'Acknowledgement' page will be shown. Please read carefully and then click the [**Agree**] button to continue. If you click the [**Disagree and Exit**] button, you will cancel the application and go back to the 'View Application History' page.

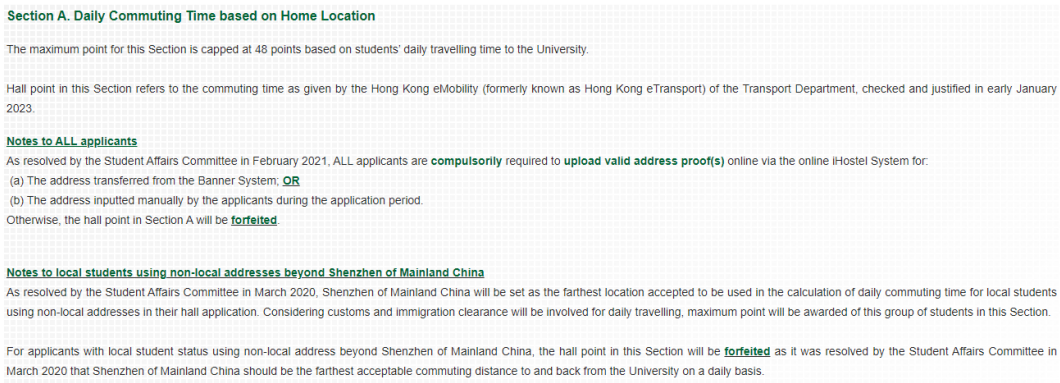
<table>
<tr><td></td><td>


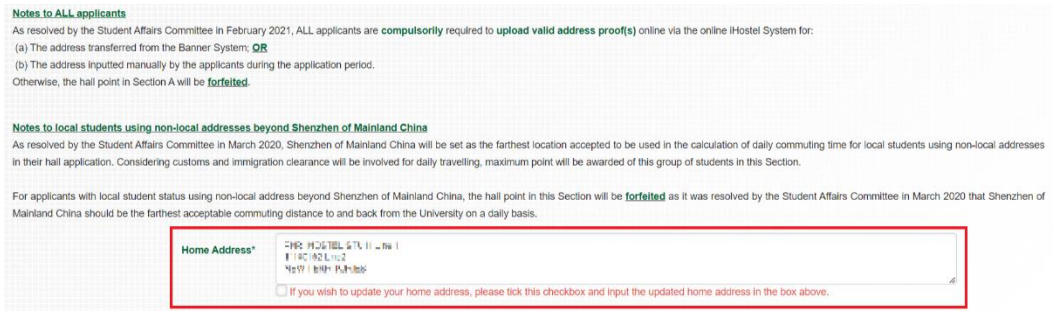
</td></tr>
<tr><td>3</td><td>After you clicked the [Agree] button, your personal particulars will be displayed.


</td></tr>
<tr><td>4</td><td>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.


</td></tr>
<tr><td>5</td><td>If the checkbox is changed, there will have alert message. (The message can be changed by text maintenance)
If choose yes, the checkbox will be changed and the hall performance will be clear (see step 12).
If choose no, the checkbox will remain unchanged.</td></tr>
</table>

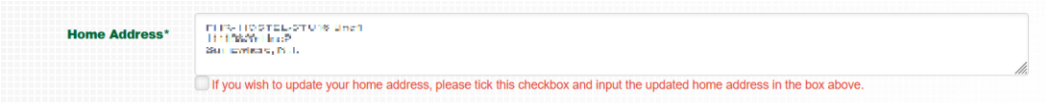
<table>
<tr><td></td><td> 
</td></tr>
<tr><td>6</td><td>In Part I, it serves for calculating hall points and composes of Sections A to F.</td></tr>
<tr><td>7</td><td>Please read the guidelines and instructions stated in Section A carefully and prepare the address proofs before continue.

(IMPORTANT: Submission of address proofs during the application period will be compulsory for all applicants from 2021-22 onwards.)
 

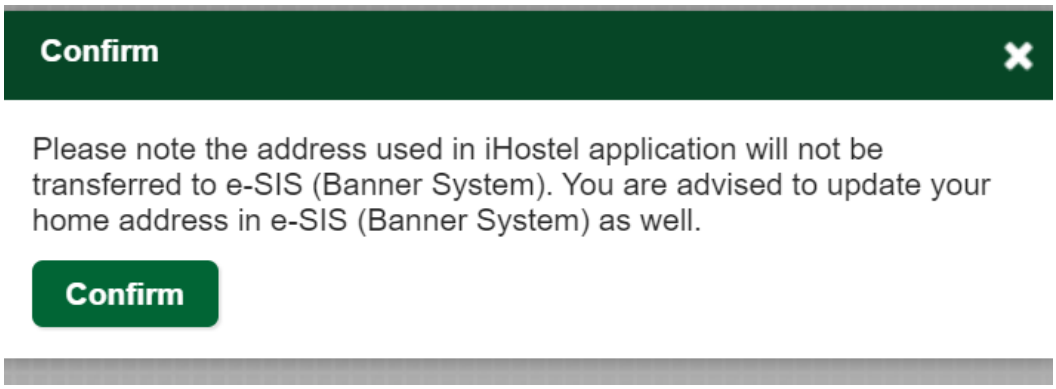
Please check your home address transferred from the Banner System and update it, if applicable.
 
</td></tr>
</table>

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.

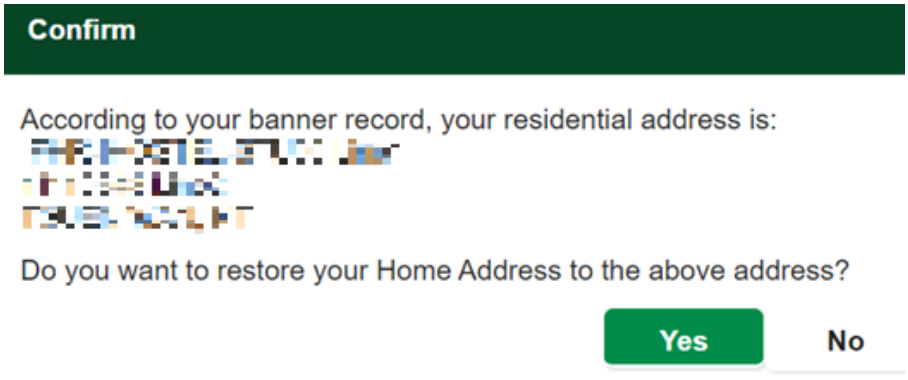


A reminder will be prompted to notify you that the new address will not be automatically transferred to the Banner System. Then, click the [**Confirm**] button to continue the application.



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.

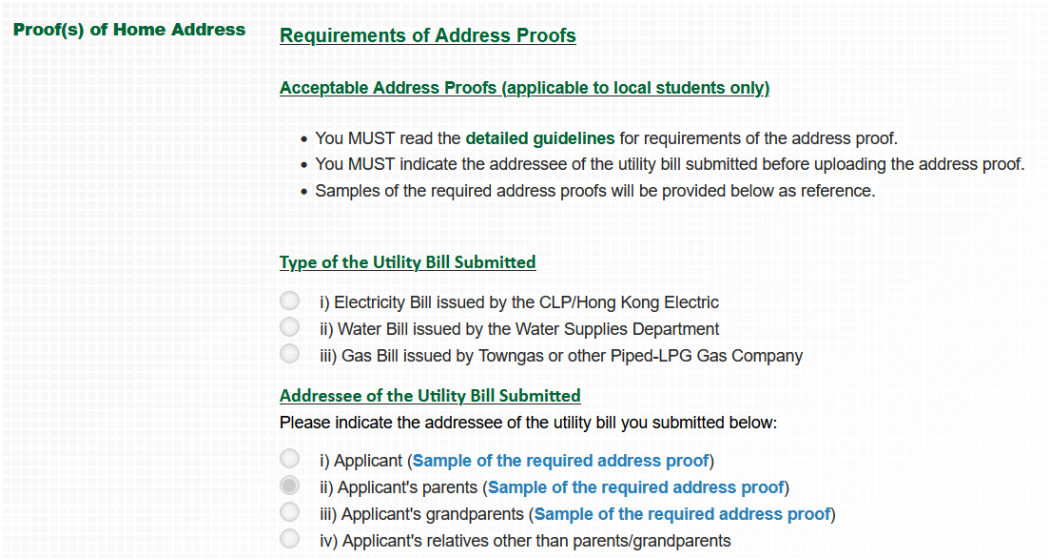
- Click the [**Yes**] button to confirm that you will use the Banner home address and continue the application.
- Click the [**No**] button to confirm that you will use the newly inputted home address and continue the application.



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

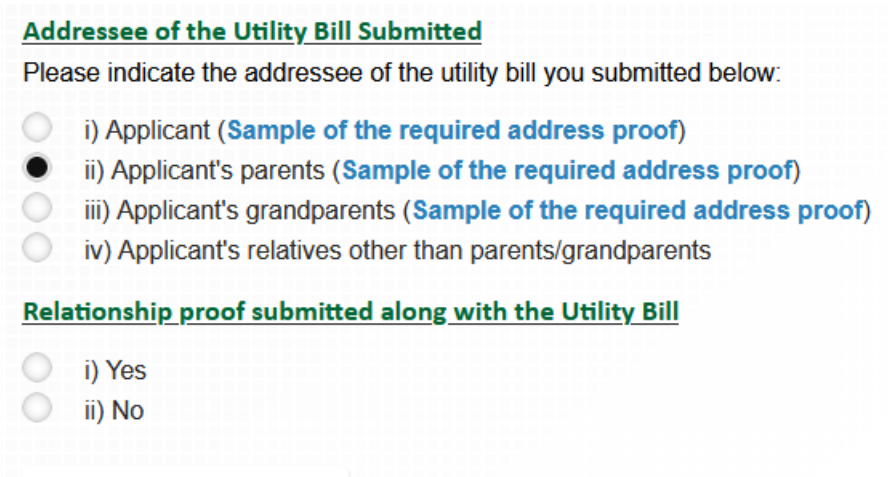
If you are a local student, before uploading the address proof, please indicate the

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

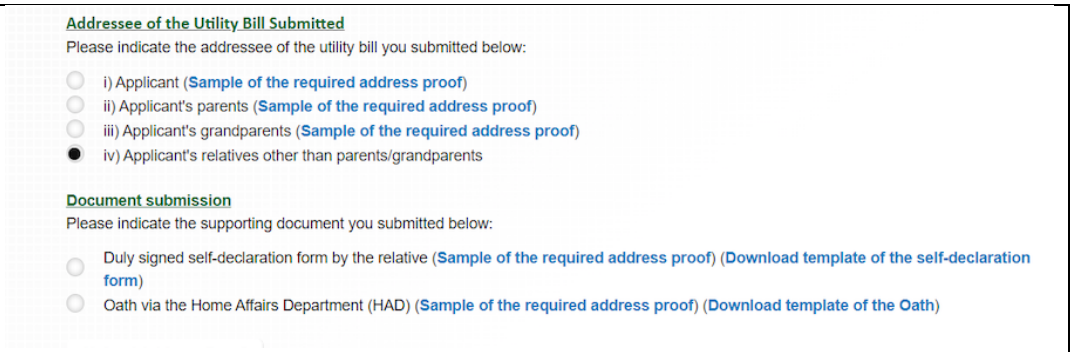


If you select Option (ii), Option (iii) or Option (iv), you should indicate whether the relationship proof is submitted with the utility bill.

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.



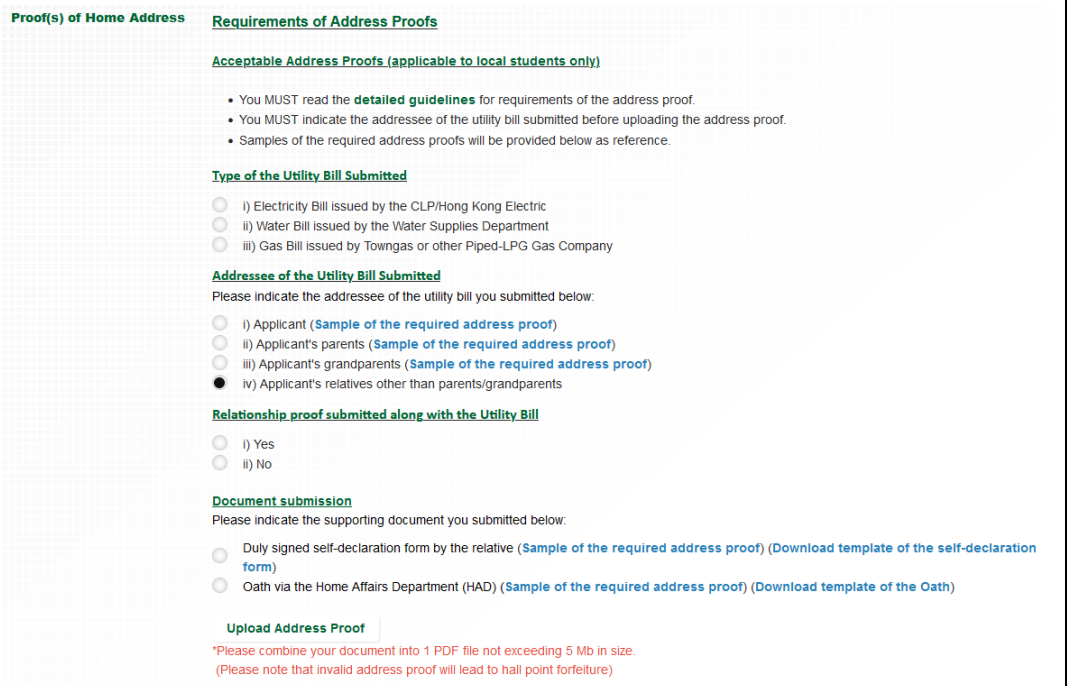
If you select Option (iv), you should also indicate the type of supporting document that you will submit.



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.

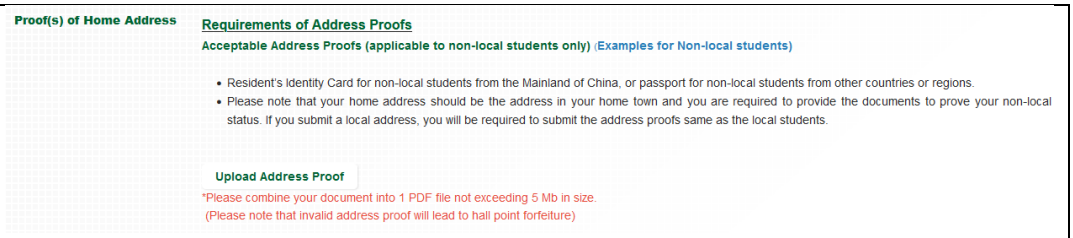
Then, you are required to upload **a SINGLE-FILE** of **ALL** address document proofs with max. 5MB by clicking the **[Upload Address Proof]** button. The only allowable file format is PDF. (For local & non-local student)

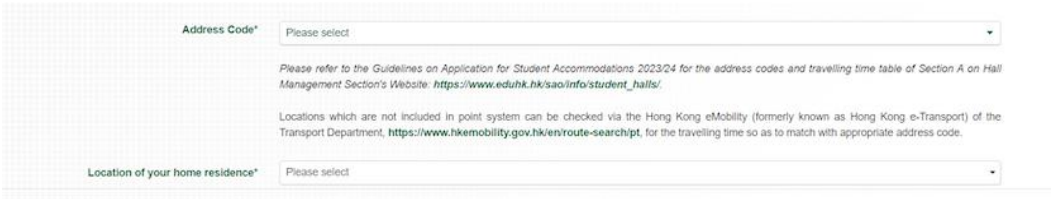
Local student's view

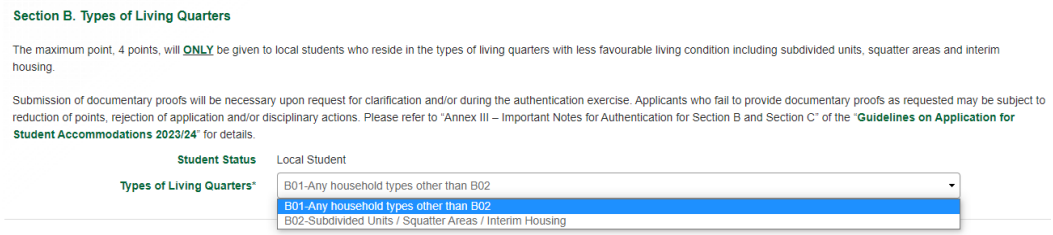


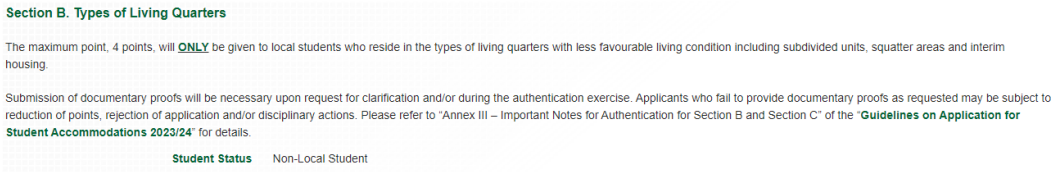
Non-local student's view

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

<table>
<tr><td></td><td>


After uploading the address proof, select the corresponding address code and location of your home residence as compulsory.


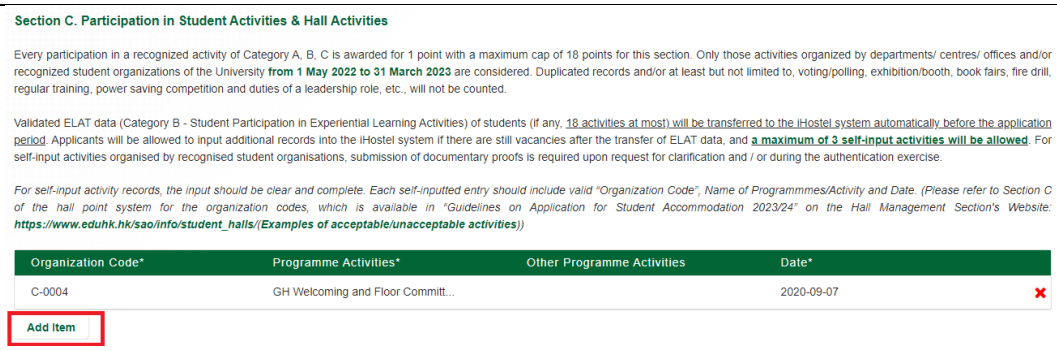
</td></tr>
<tr><td>8</td><td>In Section B, if you are a local student, please select the type of living quarters in the dropdown list.


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.


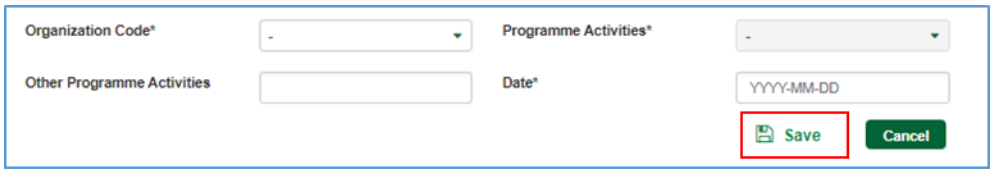
</td></tr>
<tr><td>9</td><td>In Section C, you can view your valid activity records transferred from ELAT, if any. Up to 18 records are allowable to be shown and 3 records of non-ELAT activities are allowable to input manually if applicable.

You can view the full names of the preloaded programme activities by moving the mouse cursor over the corresponding items.

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.</td></tr>
</table>

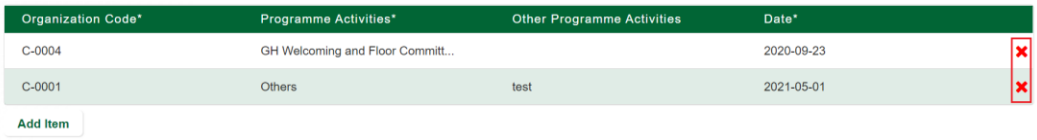


After completion of your input, please remember to click the **[Save]** button to save your self-inputted record.



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

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



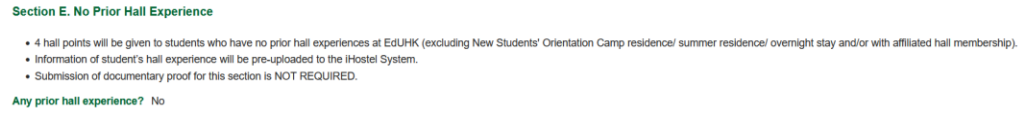
10	In Section D, the data for your university representation and leadership role records, if any, will be provided by data reporting units before the application period and shown on the iHostel Application Form automatically. The maximum point is capped at 30 points from 4 positions in this Section. 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.

Section D. Current University Representation & Leadership Role in Student Organization

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/.)

Organization Code	Position Code	Organisation	Position
C-0029	R-0003	CATHOLIC SOCIETY	CHAIRPERSON OF
C-8004	R-8000	FLOOR COMMITTEES OF JOCKEY CLU...	OTHER ELECTED POSITIONS OF

11 In Section E, you can view your record which is checked and prefilled by the system.



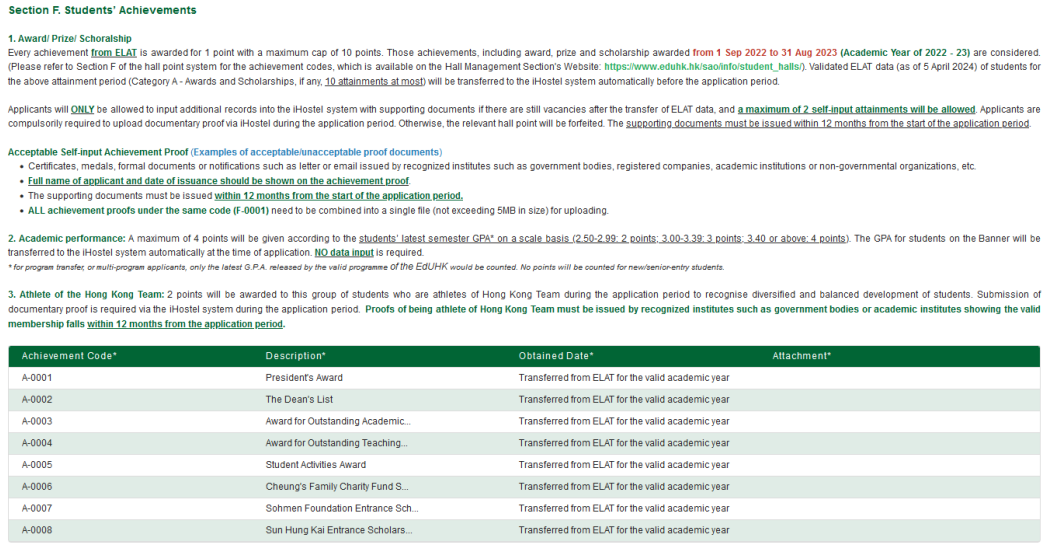
Section E. No Prior Hall Experience

- 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.

Any prior hall experience? No

12 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.

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.



Section F. Students' Achievements

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.

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.

Acceptable Self-input Achievement Proof (Examples of acceptable/unacceptable proof documents)
- 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.

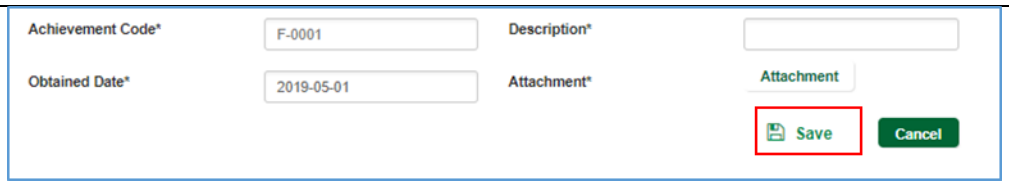
2. Academic performance: A maximum of 4 points will be given according to the students' latest semester GPA* on a scale basis (2.50-2.99: 2 points; 3.00-3.39: 3 points; 3.40 or above: 4 points). The GPA for students on the Banner will be transferred to the iHostel system automatically at the time of 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/senior-entry students.*

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.**

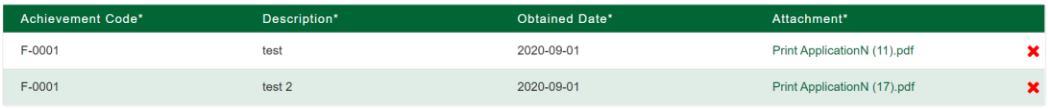
Achievement Code*	Description*	Obtained Date*	Attachment*
A-0001	President's Award	Transferred from ELAT for the valid academic year	
A-0002	The Dean's List	Transferred from ELAT for the valid academic year	
A-0003	Award for Outstanding Academic...	Transferred from ELAT for the valid academic year	
A-0004	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	

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.

Please click the **[Save]** button to save your self-inputted record.



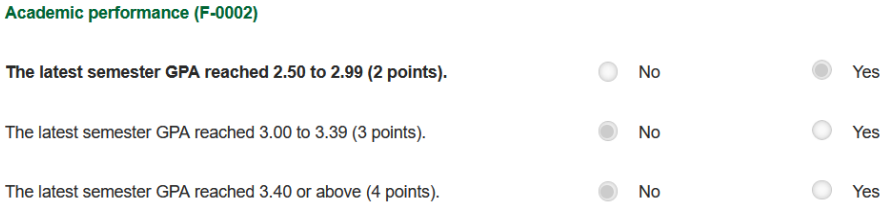
After 2 records are inputted manually, the [**Add Award / Prize / Scholarship**] button will be hidden automatically.



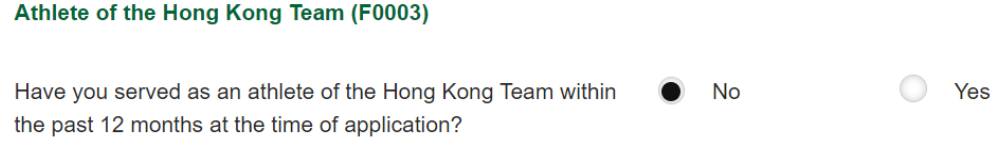
Please click the [✖] button to erase your self-inputted item.

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.



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.



<table>
<tr><td></td><td>
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 Upload Support Document

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.
</td></tr>
<tr><td>13</td><td>
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.

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.

Fulfillment of HLE Requirement in the Last Residential Year
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.
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.
<table>
<tr><th>Category</th><th>Fulfillment</th><th>Score</th></tr>
<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></td></tr>
<tr><td>Wellness Series</td><td>Fulfilled</td><td>0</td></tr>
</table>
</td></tr>
<tr><td>14</td><td>
In Part II, you can prioritize the preferred hall choices by drag and pull.

Part II. Preference of Student Accommodation and Period of Residence

IMPORTANT NOTES

1. Below is the full list of hall choices (Hall/Quarters, Room Type and Residence Period) you are eligible to apply.
2. 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.
3. Please drag up and down to rank the hall choices according to your hall preference.
4. 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/ for the hall fee details.)

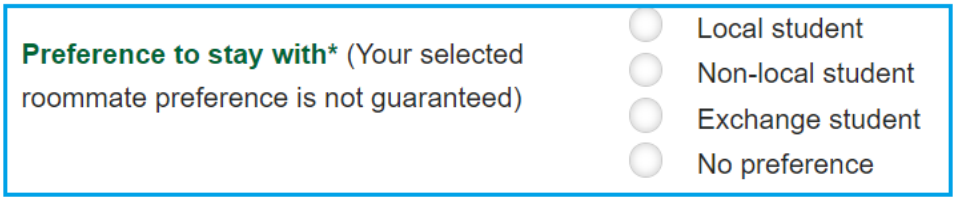
Full name of student halls
NH - Northcote Hall
GH - Grantham Hall
RBH - Robert Black Hall
JCSQ - Jockey Club Student Quarters

Full form of room types
STD - Standard Room
BDG - Budget Room

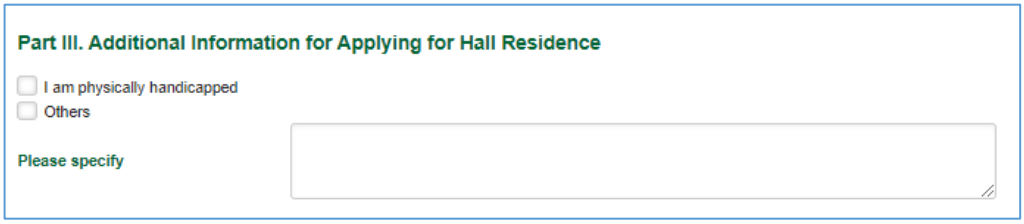
Full form of residence period
S1 - Semester 1
S2 - Semester 2
WY - Whole-year
</td></tr>
</table>

	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*

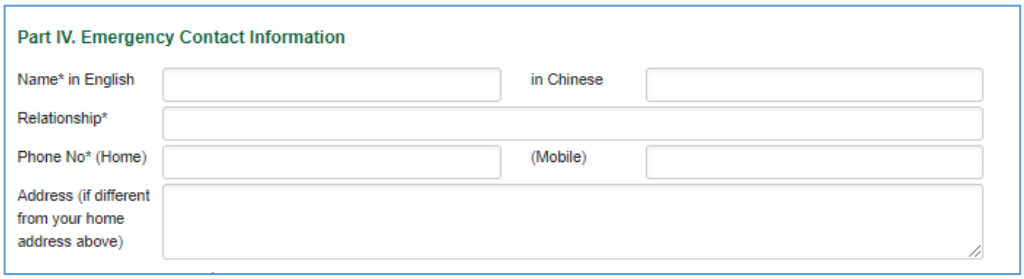
15 Please select whether you wish to you have any preferred type of roommate.



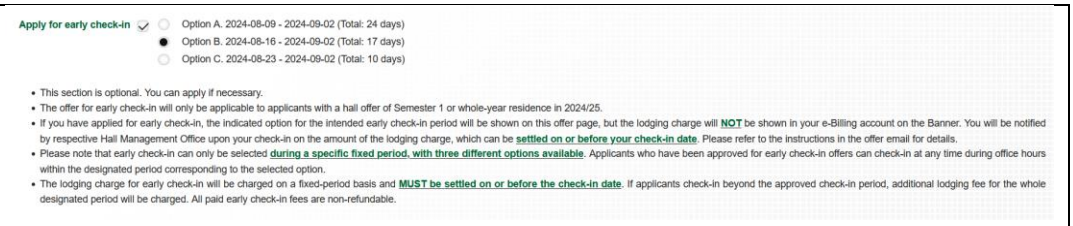
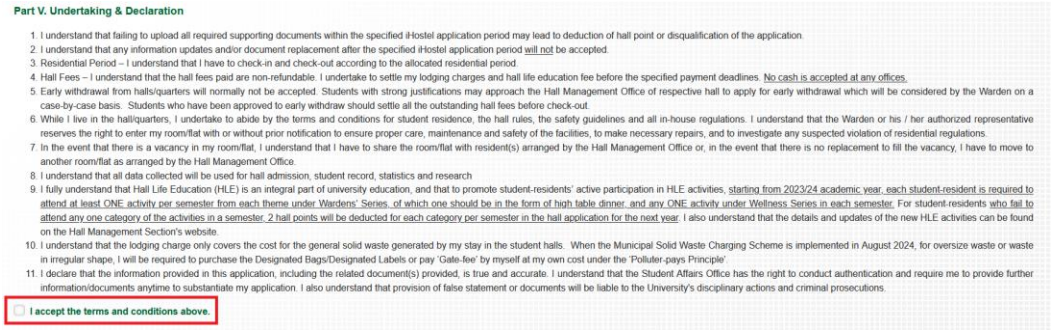
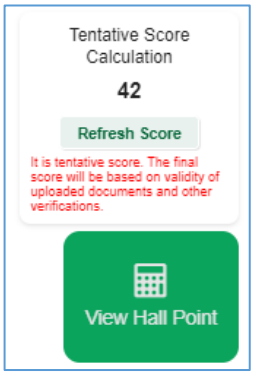
16 In Part III, please fill in additional information for applying hall residence if needed.

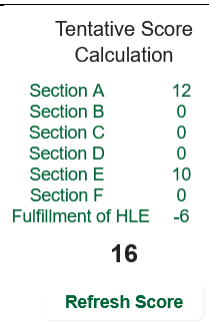
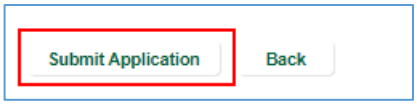
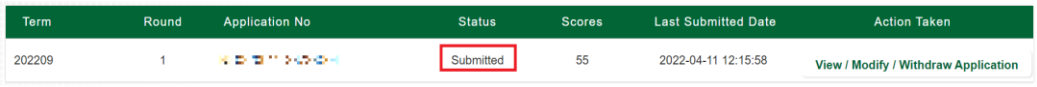


17 In Part IV, please fill in the emergency contact information.

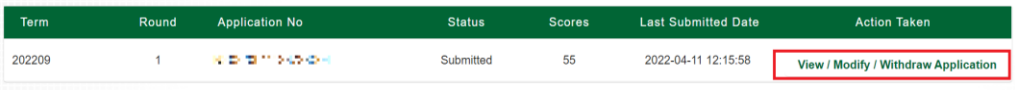
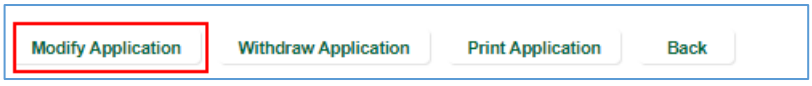


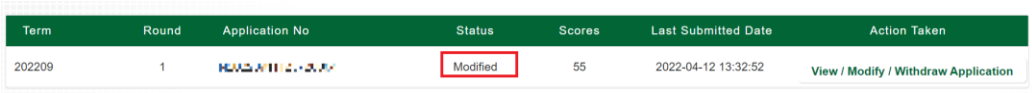
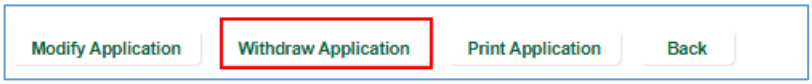
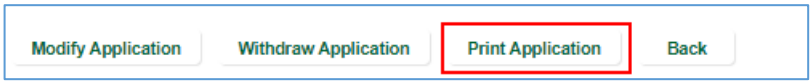
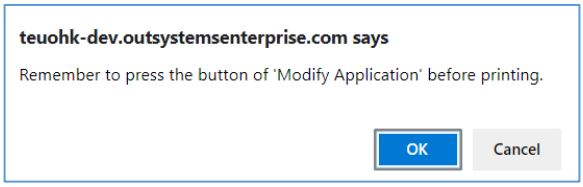
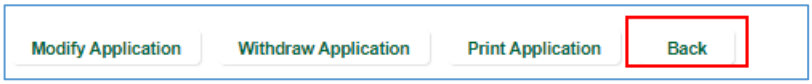
18 If you are eligible for applying early check-in, the below part will be shown to choose.

	 The early check-in application is optional. You can apply if necessary. 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. If applicant's check-in beyond the approved check-in period, additional lodging fee for the whole designated period will be charged.
19	In Part V, please read and click the **[I accept the terms and conditions above]** option to consent the declaration notice before submission. 
20	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.  Please move the mouse cursor over the tentative score for section breakdown.

	
21	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. 
22	Once the application is submitted successfully, it takes you back to the 'View Application History' page and the status will be updated as 'Submitted'. 

To view / modify / withdraw a submitted application

#	***Execution Steps***
1	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. 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. 
2	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.  The status on the 'View Application History' page will be updated as 'Modified'.

	Only the latest submission will be processed. 
3	If you wish to withdraw the application, please click the [**Withdraw Application**] button to confirm your withdrawal.  The status on the 'View Application History' page will be updated as 'Withdrawn'.
4	If you wish to keep a record, please click the [**Print Application**] button to print/save a printable copy in PDF format.  Once clicking it, a reminding message will be prompted to ensure any changes be saved before printing. 
5	If you click the [**Back**] button, your modification will not be saved and you will return to the 'View Application History' page. 

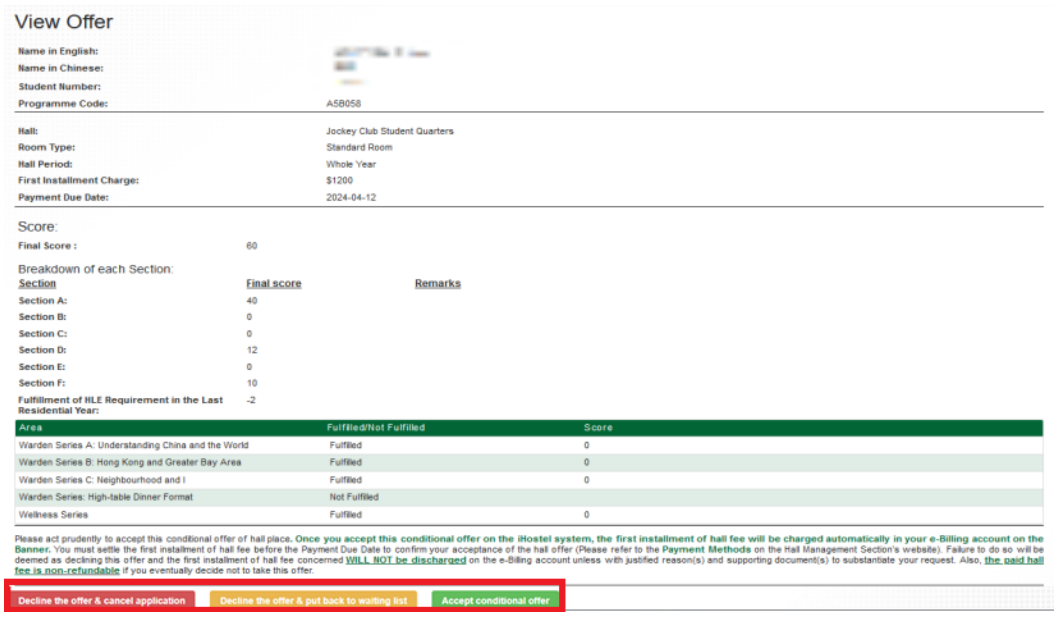
To respond / view your conditional offer (for successful applicants)

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

Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken
202209	1	[redacted]	Conditional Offer Pending Response	32	2022-04-12 13:51:46	View / Modify / Withdraw Application View Conditional Offer
202209	1	[redacted]	Withdrawn	55	2022-04-12 13:32:52	View Application

2 Please read the offer details on the 'View Offer' page carefully and determine whether to accept or decline it with 3 available buttons present.

- [**Accept conditional offer**] button for accepting the conditional offer
- [**Decline the offer & cancel application**] button for declining the conditional offer and withdraw the application
- [**Decline the offer & put back to waiting list**] button for declining the conditional offer and putting the application back into the waiting list for next around of hall place allocation, subject to the availability of hall places.



View Offer

Name in English: [redacted]
Name in Chinese: [redacted]
Student Number: [redacted]
Programme Code: A5B058

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

Score:
Final Score : 60

Breakdown of each Section:

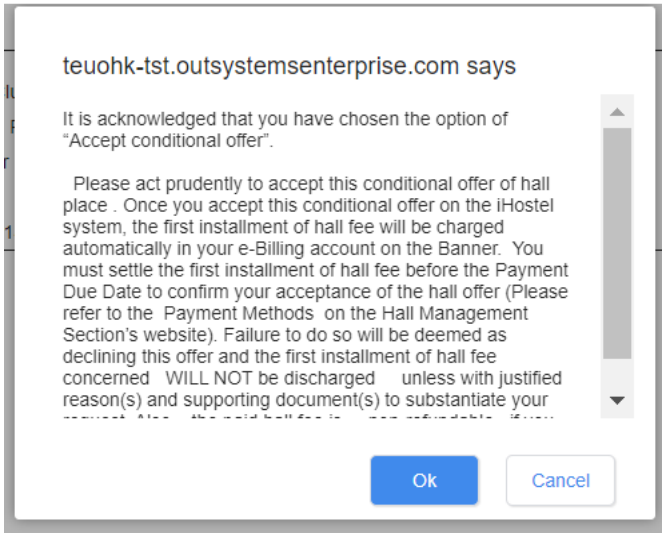
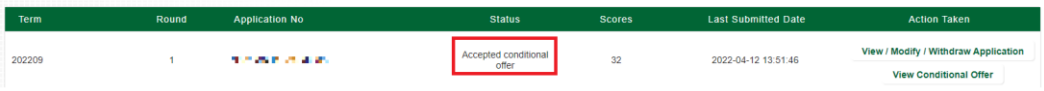
Section	Final score	Remarks
Section A:	40	
Section B:	0	
Section C:	0	
Section D:	12	
Section E:	0	
Section F:	10	
Fulfillment of HLE Requirement in the Last Residential Year:	-2	

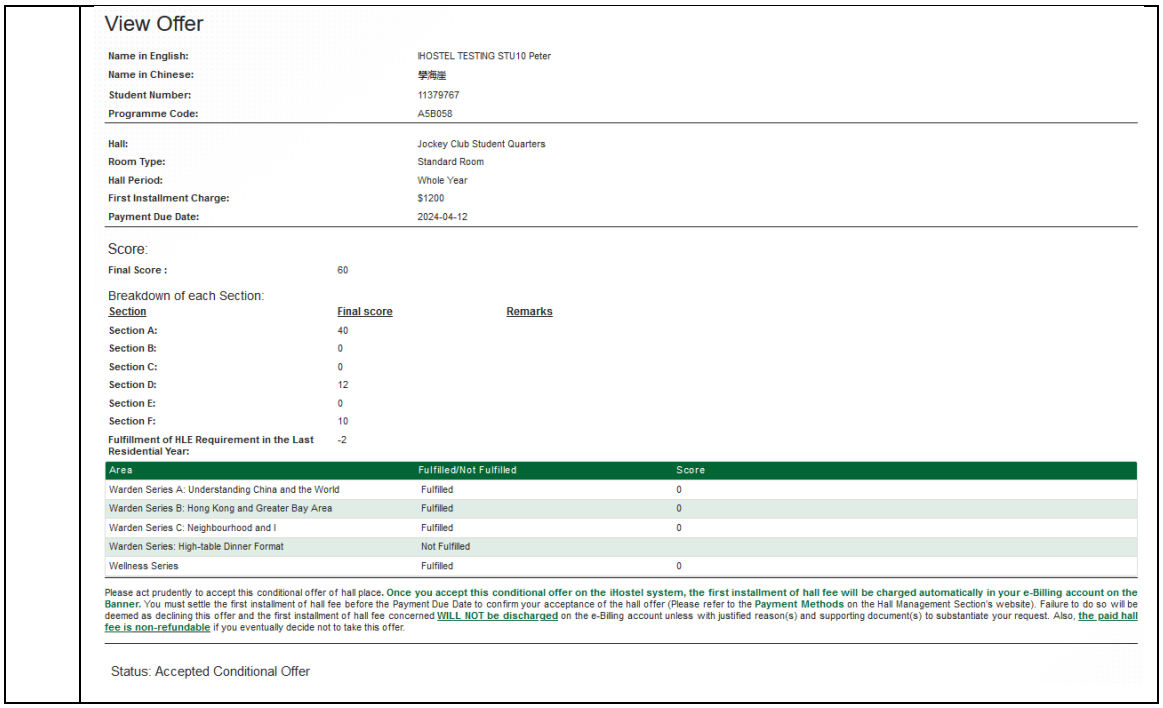
Area	Fulfilled/Not Fulfilled	Score
Warden Series A: Understanding China and the World	Fulfilled	0
Warden Series B: Hong Kong and Greater Bay Area	Fulfilled	0
Warden Series C: Neighbourhood and I	Fulfilled	0
Warden Series: High-table Dinner Format	Not Fulfilled	
Wellness Series	Fulfilled	0

Please act prudently to accept this conditional offer of hall place. **Once you accept this conditional offer on the iHostel system, the first 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** 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.

Decline the offer & cancel application | Decline the offer & put back to waiting list | Accept conditional offer

If you click the [**Accept conditional offer**] button, the reminder for 1st installment of hall fee will be prompted as below.

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



View Offer

Name in English:	IHOSTEL TESTING STU10 Peter
Name in Chinese:	學海里
Student Number:	11379767
Programme Code:	A5B058
Hall:	Jockey Club Student Quarters
Room Type:	Standard Room
Hall Period:	Whole Year
First Installment 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 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** 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