

FOR SUMMER RESIDENCE

iHostel User Guide

HALL MANAGEMENT SECTION
STUDENT AFFAIRS OFFICE

(April 2023)



Summer Residence Application Form for all eligible Full-time 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.

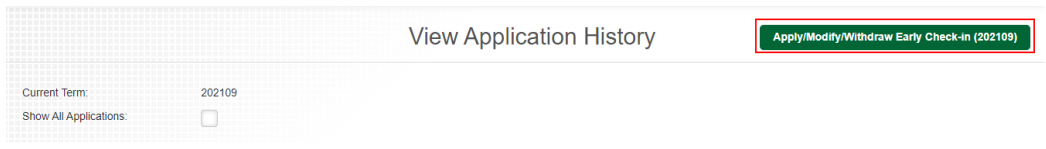

Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken
202106	summer	[REDACTED]	Withdrawn	N/A	2021-01-21 16:02:56	View Application
202106	summer	[REDACTED]	Withdrawn	N/A	2021-01-20 14:10:44	View Application
202106	summer	[REDACTED]	Withdrawn	N/A	2021-01-16 10:34:00	View Application

3 records

#	Description
1	To display current login user name and student number

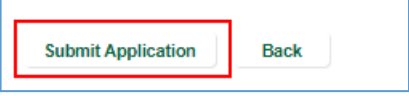
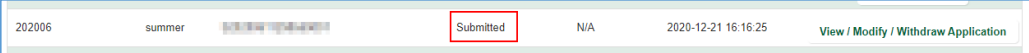
2	To indicate the current term
3	To toggle for showing all application or not
4	To display the list of application forms
5	To submit a new application during the designated application period
6	To show the eligible actions per application

To submit new application

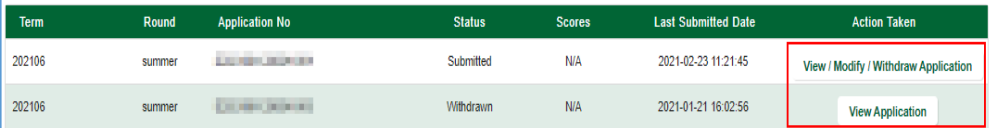
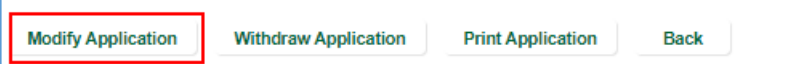
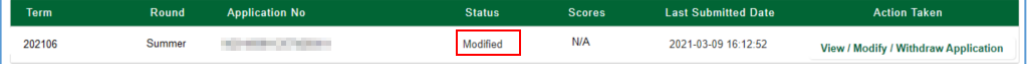
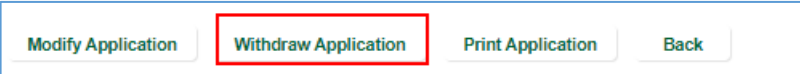
#	Execution Steps
1	<p>Please click the [Apply/Modify/Withdraw Early Check-in (XXXXXX)] button placed in the top right corner if applicable.</p>  <p>The screenshot shows a user interface for viewing application history. At the top right, there is a button labeled 'Apply/Modify/Withdraw Early Check-in (202109)' which is highlighted with a red rectangular box. Below this, there is a 'View Application History' link, a 'Current Term' dropdown menu set to '202109', and a 'Show All Applications' checkbox which is currently unchecked.</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 back to the ‘View Application History’ page.</p> <p>Points To Note</p> <ol style="list-style-type: none"> In order to provide a safe and healthy, friendly and comfortable living place for students and to proper utilize the resources for facilitating the maintenance works, Grantham Hall and Robert Black Hall will NOT be open for Summer Residence 2023 while Jockey Club Student Quarters will be partially open to accommodate Research Postgraduate (RPG) students only. That means only Northcote Hall will be open for full-time non-RPg students. The application period for Summer Residence 2023 is from 00:00, 17 May 2023 to 23:59, 21 May 2023. Late applications / application for extension of residence or change of residential period is NOT accepted. Hall Management Section reserves the right to reject all applications submitted after the application deadline in any circumstances. Please complete this form in ENGLISH, unless otherwise specified. Forms not properly completed or with inaccurate information may result in delay in processing and/or rejection of admission. All data collected will be used for application for Summer Residence 2023, statistics and office record. Due to limited bed places available in Summer Residence period, applications are handled with priority which was approved by Student Affairs Committee (SAC) in March 2020. Please refer to the ‘Application Guidelines for Summer Residence 2023’ for more details. You are advised to download and print the summary information (PDF file) for your own record. <p>Undertaking and Declaration</p> <ol style="list-style-type: none"> I have read through the Points to Note and ‘Application Guidelines for Summer Residence 2023’. I understand that any missing information will be regarded as incomplete application. I will be assigned to the designated floor/room for Summer Residence. I understand that if I am allocated a hall place for 2023-24, I must move to the room assigned according to the date announced by the respective Hall Management Office. I understand that the lodging charge is non-refundable and non-transferable, and a penalty of HK\$200 per day would be imposed on me if I check-out later than the approved period of stay. No cash is accepted. I understand that late application of Summer Residence after Application Deadline, i.e. 21 May 2023, 23:59, is normally not accepted. I understand that successful applicants will receive a conditional offer via email from SAO on 23 May 2023. To confirm acceptance of the hall offer, students should reply to the conditional offer in the iHostel system by 23:59, 25 May 2023 and settle all payment listed in the conditional offer and return the original bank-in slip to SAO Service Counter, B4-G/F-01A, from 23 - 25 May 2023 (9:00 am - 5:00 pm). I additionally understand that if I have difficulties in returning the original bank deposit slip within the specified deadline above may request for special approval from Hall Management Section of SAO by email (shostel@eduhk.hk) with justified reasons and supporting documents, if any. The original bank deposit slip should be submitted to the Hall Management Section before or upon check-in. I understand that summer residents have to abide by the terms and conditions of Summer Residence, the hall rules, the safety guidelines and all in-house regulations. I declare that the information provided in this application 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 Collections Statement & Privacy Policy Statement</p> <p>The personal data collected is the data that you willingly to provide when you fill in this online form. The University intends to use the personal data (i.e.name, contact number, email address, home address and etc.) collected facilitate the application processing and the communication between the University and the students for processing Summer Residence and acknowledgement purposes. It is mandatory for you to provide the personal data required or we might not be able to process your request. 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, or any outside parties. Information of students will be kept for 7 years. If you wish to access or correct your personal data held by us, please submit your request to shostel@eduhk.hk. 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>You will return to iHostel homepage if you select “Disagree and Exit”.</p>  <p>The screenshot shows two buttons at the bottom of the page: a green 'Agree' button and a grey 'Disagree and Exit' button. The 'Agree' button is highlighted with a red rectangular box.</p>
3	After you clicked the [Agree], your personal particulars will be displayed in Part

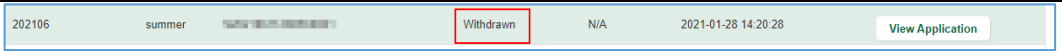
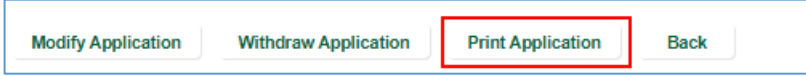
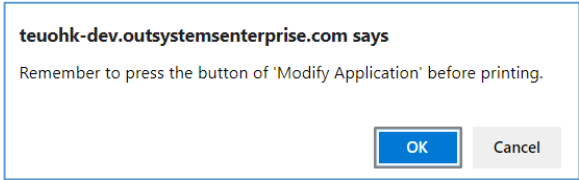

	<p>I.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Part I. Personal Particulars</p> <p>Name in English: [Redacted]</p> <p>Name in Chinese: [Redacted]</p> <p>Student Number: [Redacted]</p> <p>Gender: F</p> <p>Contact No.: [Redacted]</p> <p>Email: [Redacted]</p> <p>Programme Code: A5B060</p> <p>Year of Study: 1</p> <p>Programme Type: UGC-funded full-time Undergraduate (UG) students</p> <p>Student Type: Local</p> <p>Enrolled Summer Courses: No</p> <p>Current Hall Resident: No</p> <p>Have An Offer in 2021-22: No</p> </div>															
<p>4</p>	<p>In Part II, you can add or remove the preferred hall choices by clicking the arrow icon. Please click [>>] to select all, or click [>] to select the preferred one. You can reorder the priority of individual options by dragging up and down in the ‘Your Selection’ panel.</p> <p>Also, you can choose whether to receive any offer when none of your indicated priorities is available or not.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Part II. Preference for Hall / Room Type of Residence</p> <ol style="list-style-type: none"> For RPg applicants, you can select any room types in the RPG flats of the JCSQ. For non-RPg applicants, due to the closure of GH, RBH and JCSQ, you can only select the <u>two different room types in the NH</u>. If the number of applications exceeds the number of available hall places, a computer-generated randomized number will be assigned to applicants for hall place allocation according to the above-mentioned allocation priority. Please refer to the "Application Guidelines for Summer Residence 2023" for more details. Applicants can indicate their hall/room type preferences in the application but their preferences will not be guaranteed. <p>Please indicate your choice(s) below: RPg flats* in JCSQ are only open to RPg students.</p> <p>Abbreviations of Student Halls NH - Northcote Hall JCSQ - Jockey Club Student Quarters (open to RPG students only)</p> <p>Abbreviations of Room Types STD - Standard Room BDG - Budget Room *SIN1 - Single Room Type I *SIN2 - Single Room Type II *SHARED1 - Shared Room Type I *SHARED2 - Shared Room Type II *Only applicable to RPg students</p> <div style="display: flex; justify-content: space-around;"> <table border="1" style="border-collapse: collapse; width: 45%;"> <thead> <tr style="background-color: #2e7d32; color: white;"> <th>Hall</th> <th>Room</th> <th></th> </tr> </thead> <tbody> <tr style="background-color: #e8f5e9;"> <td>NH</td> <td>BDG</td> <td style="text-align: right;">></td> </tr> <tr style="background-color: #e8f5e9;"> <td>NH</td> <td>STD</td> <td style="text-align: right;">></td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p style="font-size: small;">Your Selection</p> <table border="1" style="border-collapse: collapse; width: 100%; background-color: #e8f5e9;"> <thead> <tr style="background-color: #2e7d32; color: white;"> <th>Rank</th> <th>Hall</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No items to show...</td> </tr> </tbody> </table> </div> </div> <p style="font-size: x-small;">If your indicated choices are fully subscribed, <input type="radio"/> I will not consider other options assigned by SAO. I understand that my application will be withdrawn automatically if none of the indicated preference is available. <input type="radio"/> Please assign me to the other available choices randomly.</p> </div>	Hall	Room		NH	BDG	>	NH	STD	>	Rank	Hall	Room	No items to show...		
Hall	Room															
NH	BDG	>														
NH	STD	>														
Rank	Hall	Room														
No items to show...																
<p>5</p>	<p>In Part III, if you have any proposed roommate(s) of the same gender, you may fill in his/her student no. and name for matching. If you have selected a budget room as one of your preferred hall choice(s), you may propose a maximum of 2 roommates if they have indicated the same room type as you do.</p>															

	<p>Part III. Preferred Roommate(s), if any</p> <ol style="list-style-type: none"> 1. Your proposed roommate(s) must be of the same gender as you, and must indicate you as his/her proposed roommate. 2. Your proposed roommate(s) must be indicating the same preference of Hall and Room Type as you. 3. Pairing with your proposed roommate(s) is not guaranteed. <p>Your proposed 1st roommate:</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> Nil. It is not applicable.</p>																																																																																								
6	<p>In Part IV, read the instructions about the restrictions on the selection of the residence period carefully.</p> <p>Please check the corresponding box(es) to select your preferred summer residence periods.</p> <p>Part IV. Summer Residence Period and Lodging Charges</p> <ol style="list-style-type: none"> 1. As approved by the Student Affairs Committee in December 2022, commencing from Summer Residence 2023 onwards, the Summer Residence will be offered in terms of five residential periods (Option A to Option E). The lodging charge will be calculated according to the number of weeks in each residential period (which equals weekly rate x no. of weeks in that residential period). The table below shows the residential period, number of weeks and lodging charges for different room types for each option, as well as the application eligibility of current/non-current student-residents for different options 2. Check-in time for each Option: 2:00 p.m. of the start date of each Option. Check out time for each Option: 12:00 noon of the end date of each Option. <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="3">Option</th> <th rowspan="3">Eligible Applicant</th> <th rowspan="3">Residential Period</th> <th rowspan="3">No. of Weeks</th> <th colspan="8">Lodging Charge</th> </tr> <tr> <th colspan="2">Standard room</th> <th colspan="2">Budget room</th> <th colspan="4">RPG Flats</th> </tr> <tr> <th>UGC-funded students</th> <th>Non-UGC funded students</th> <th>UGC-funded students</th> <th>Non-UGC funded students</th> <th>Single I</th> <th>Single II</th> <th>Shared I</th> <th>Shared II</th> </tr> </thead> <tbody> <tr> <td>Option A</td> <td>Current residents^{1, 2}</td> <td>2 June 2023 (Fri), 14:00 – 11 August 2023 (Fri), 12:00 noon</td> <td>10</td> <td>\$3,600</td> <td>\$5,400</td> <td>\$2,500</td> <td>\$3,750</td> <td>\$4,900</td> <td>\$6,500</td> <td>\$4,300</td> <td>\$4,850</td> </tr> <tr> <td>Option B</td> <td></td> <td>2 June 2023 (Fri), 14:00 – 14 July 2023 (Fri), 12:00 noon</td> <td>6</td> <td>\$2,160</td> <td>\$3,240</td> <td>\$1,500</td> <td>\$2,250</td> <td>\$2,940</td> <td>\$3,900</td> <td>\$2,580</td> <td>\$2,910</td> </tr> <tr> <td>Option C</td> <td></td> <td>9 June 2023 (Fri), 14:00 – 11 August 2023 (Fri), 12:00 noon</td> <td>9</td> <td>\$3,240</td> <td>\$4,860</td> <td>\$2,250</td> <td>\$3,375</td> <td>\$4,410</td> <td>\$5,850</td> <td>\$3,870</td> <td>\$4,365</td> </tr> <tr> <td>Option D</td> <td>Non-current residents</td> <td>9 June 2023 (Fri), 14:00 – 14 July 2023 (Fri), 12:00 noon</td> <td>5</td> <td>\$1,800</td> <td>\$2,700</td> <td>\$1,250</td> <td>\$1,875</td> <td>\$2,450</td> <td>\$3,250</td> <td>\$2,150</td> <td>\$2,425</td> </tr> <tr> <td>Option E</td> <td></td> <td>7 July 2023 (Fri), 14:00 – 11 August 2023 (Fri), 12:00 noon</td> <td>5</td> <td>\$1,800</td> <td>\$2,700</td> <td>\$1,250</td> <td>\$1,875</td> <td>\$2,450</td> <td>\$3,250</td> <td>\$2,150</td> <td>\$2,425</td> </tr> </tbody> </table> <p><i>Notes:</i></p> <ol style="list-style-type: none"> 1. <i>Current residents are the students who have not checked-out on or before mass check-out date, i.e. 2 June 2023, 12:00 noon. The check-in procedures will be completed on 2 June 2023.</i> 2. <i>Current residents including Student Hall Tutors of GH, RBH and JCSQ will be relocated to NH (not applicable to RPG students in JCSQ) due to the closure of GH, RBH and JCSQ.</i> <p>You are applying to stay during*: (Your Summer Residence period must be within ONE of these THREE options: Option C / Option D / Option E. Please select one of the choices below.)</p> <p>*Important notes:</p> <ol style="list-style-type: none"> 1. Option A and Option B is ONLY eligible to current hall residents who have not checked-out on or before 2 June 2023, 12:00 noon. 2. Applicants who (1) are not a current resident of a hall, OR (2) are a current resident of NH/GH/RBH/JCSQ AND will check-out before 2 June 2023, 12:00 noon are only eligible to apply the Summer Residence under Option C / Option D / Option E. <p>REMINDER: Please confirm your choice carefully. Application for change of residential period after the application period will NOT be considered.</p> <p><input type="radio"/> Option C. 9 June 2023 - 11 August 2023</p> <p><input type="radio"/> Option D. 9 June 2023 - 14 July 2023</p> <p><input type="radio"/> Option E. 7 July 2023 - 11 August 2023</p>	Option	Eligible Applicant	Residential Period	No. of Weeks	Lodging Charge								Standard room		Budget room		RPG Flats				UGC-funded students	Non-UGC funded students	UGC-funded students	Non-UGC funded students	Single I	Single II	Shared I	Shared II	Option A	Current residents ^{1, 2}	2 June 2023 (Fri), 14:00 – 11 August 2023 (Fri), 12:00 noon	10	\$3,600	\$5,400	\$2,500	\$3,750	\$4,900	\$6,500	\$4,300	\$4,850	Option B		2 June 2023 (Fri), 14:00 – 14 July 2023 (Fri), 12:00 noon	6	\$2,160	\$3,240	\$1,500	\$2,250	\$2,940	\$3,900	\$2,580	\$2,910	Option C		9 June 2023 (Fri), 14:00 – 11 August 2023 (Fri), 12:00 noon	9	\$3,240	\$4,860	\$2,250	\$3,375	\$4,410	\$5,850	\$3,870	\$4,365	Option D	Non-current residents	9 June 2023 (Fri), 14:00 – 14 July 2023 (Fri), 12:00 noon	5	\$1,800	\$2,700	\$1,250	\$1,875	\$2,450	\$3,250	\$2,150	\$2,425	Option E		7 July 2023 (Fri), 14:00 – 11 August 2023 (Fri), 12:00 noon	5	\$1,800	\$2,700	\$1,250	\$1,875	\$2,450	\$3,250	\$2,150	\$2,425
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7	<p>Please read and click the [I accept the terms and conditions above] check box to consent the declaration notice before your submission.</p> <p>Part V. Undertaking & Declaration</p> <ol style="list-style-type: none"> 1. I understand that any information updates and/or document replacement after the specified iHostel application period will NOT be accepted. 2. Residential Period – I understand that I have to check-in and check-out according to the allocated residential period. 3. Hall Fees – I understand that the hall fees paid are non-refundable. I undertake to settle my lodging charges before payment deadlines. No cash is accepted at any offices. 4. While I live in the hall/quarters, I undertake to abide by the University's 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. 5. 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. 6. I understand that all data collected will be used for hall admission, student record, statistics and research. 7. I declare that the information provided in this application, including the related 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><input type="checkbox"/> I accept the terms and conditions above</p>																																																																																								
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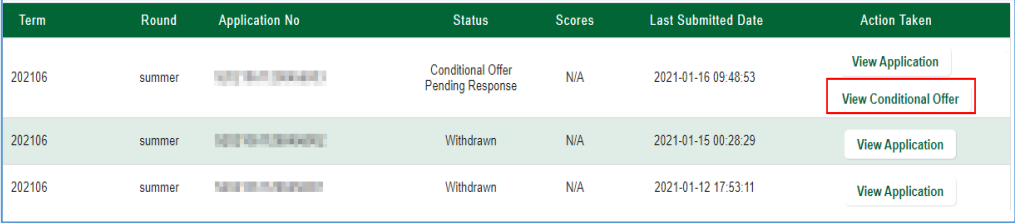
	
9	<p>Once the application is submitted successfully, it takes you back to the ‘View Application History’ page and the status will be updated as ‘Submitted’.</p> 

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 or 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 only view the application by clicking the [View Application] button.</p> 
2	<p>You may modify the application data, if applicable, with similar steps 3 to 6 as aforementioned table in Section 5.1. 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’. Only the latest submission will be processed.</p> 
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>

	
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 reminder will be prompted to ensure any changes be saved before printing.</p> 
5	<p>If you click the [Back] button, your modification will not be saved and you will go back the 'View Application History' page.</p> 

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

#	<i>Execution Steps</i>																												
1	<p>Please click the [View Conditional Offer] button to respond or browse the conditional offer.</p>  <table border="1" data-bbox="386 1209 1395 1430"> <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>202106</td> <td>summer</td> <td>XXXXXXXXXXXX</td> <td>Conditional Offer Pending Response</td> <td>N/A</td> <td>2021-01-16 09:48:53</td> <td>View Application View Conditional Offer</td> </tr> <tr> <td>202106</td> <td>summer</td> <td>XXXXXXXXXXXX</td> <td>Withdrawn</td> <td>N/A</td> <td>2021-01-15 00:28:29</td> <td>View Application</td> </tr> <tr> <td>202106</td> <td>summer</td> <td>XXXXXXXXXXXX</td> <td>Withdrawn</td> <td>N/A</td> <td>2021-01-12 17:53:11</td> <td>View Application</td> </tr> </tbody> </table>	Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken	202106	summer	XXXXXXXXXXXX	Conditional Offer Pending Response	N/A	2021-01-16 09:48:53	View Application View Conditional Offer	202106	summer	XXXXXXXXXXXX	Withdrawn	N/A	2021-01-15 00:28:29	View Application	202106	summer	XXXXXXXXXXXX	Withdrawn	N/A	2021-01-12 17:53:11	View Application
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202106	summer	XXXXXXXXXXXX	Withdrawn	N/A	2021-01-12 17:53:11	View Application																							
2	<p>Please read the offer details on the 'View Offer' page carefully and determine whether to accept or decline it with 2 available buttons present.</p> <ul style="list-style-type: none"> • [Accept conditional offer] button for accepting the conditional offer • [Decline the offer & cancel application] button for declining the conditional offer and cancelling your application. 																												

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
Option: **Option D (9 June 2023 - 14 July 2023)**
Residence Periods:
 - Week 2: 09-Jun-2023 - 16-Jun-2023
 - Week 3: 16-Jun-2023 - 23-Jun-2023
 - Week 4: 23-Jun-2023 - 30-Jun-2023
 - Week 5: 30-Jun-2023 - 07-Jul-2023
 - Week 6: 07-Jul-2023 - 14-Jul-2023

Diff. Lodging Charge: \$0
Payment Due Date: 2023-01-31

[Decline the offer & cancel application](#) [Accept conditional offer](#)

3 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
202106	summer	[REDACTED]	Accepted conditional offer	N/A	2021-01-14 14:26:14	View / Modify / Withdraw Application View Conditional Offer

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

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
Option: **Option D (9 June 2023 - 14 July 2023)**
Residence Periods:
 - Week 2: 09-Jun-2023 - 16-Jun-2023
 - Week 3: 16-Jun-2023 - 23-Jun-2023
 - Week 4: 23-Jun-2023 - 30-Jun-2023
 - Week 5: 30-Jun-2023 - 07-Jul-2023
 - Week 6: 07-Jul-2023 - 14-Jul-2023

Lodging Charge: \$0
Payment Due Date: 2023-01-31

Status: Accepted conditional offer