

Hostel check-in for non-local students during non-office hours

I. Non-office hours check-in (Prior approval to be sought from the Hall Management Section)

Students who need to check-in during non-office hours due to flight or train schedules, they should send a written request directly to the Hall Management Section (shostel@eduhk.hk) for their prior approval and arrangement at least 3 working days before arrival.

II. Check-in procedures

- Complete the duly signed Offer Letter and Registration Form;
- Student card encoding for access right;
- Collect the keys of the assigned room;
- Check and sign on the 'Student Room Inventory List';
- Settle the 1st installment of hall fee via the Bank of East Asia account (**015-195-40-00511-5**) [Bill Type: 02] on the check-in day or within 5 working days upon their check-in date. Payment method: (<https://www.eduhk.hk/sao/upload/custompage/627/self/64a232248ea69.pdf>)
- For students who have been approved for early check-in, they should settle their early check-in fee via another Bank of East Asia account: **015-195-25-00004-7** and **return the original payment receipts** to the assigned Hall Management Office on the early check-in day.