

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 online payments on EdUHK Portal (<https://portal.eduhk.hk>; e-SIS → Student Services → Student Account → Account Summary), or via the Bank of East Asia account (**015-195-40-00511-5**) [Bill Type: 02] on or before the check-in day. Payment method:
(https://www.eduhk.hk/sao/en/info/student_halls/hall_admission/feesandpayment)
- For students who have been approved for early check-in, they should settle their early check-in fee via the Online Payment Portal (OPP) on or before the early check-in day (Payment methods: (Visa Card / Master Card / UnionPay Credit Card / Alipay / AilpayHK / WeChat Pay).