

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

### **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 1<sup>st</sup> 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](https://www.eduhk.hk/sao/en/info/student_halls/hall_admission/feesandpayment))
- To avoid any delays in the payment process (e.g., remittance), students are highly recommended to use online payment methods (such as Alipay or WeChat) to settle their hall fees.
- 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).