

User Guide for Students using iHostel (For Exchange Students)

1. Login The Portal <http://portal.eduhk.hk/>

User will see a different login screen depends on whether within or outside EdUHK campus network:

香港教育大學
The Education University
of Hong Kong

Powering
Education
點亮教育點動力

MARCH 2019

| SUN | MON | TUE | WED | THU | FRI | SAT |
|----------|----------|----------|----------|----------|----------|----------|
| 24 二十 | 25 廿一 | 26 廿二 | 27 廿三 | 28 廿四 | 1 廿五 | 2 廿六 |
| 3 廿七 | 4 廿八 | 5 廿九 | 6 驚蟄 | 7 二月 | 8 初二 | 9 初三 |
| 10 初四 | 11 初五 | 12 初六 | 13 初七 | 14 初八 | 15 初九 | 16 初十 |
| 17 十一 | 18 十二 | 19 十三 | 20 十四 | 21 春分 | 22 十六 | 23 十七 |
| 24 十八 | 25 十九 | 26 二十 | 27 廿一 | 28 廿二 | 29 廿三 | 30 廿四 |
| 31 廿五 | | | | | | |

Login

Username:

Password:

[forgot your password?](#)

Go

[Change Password](#) | [Security Tips](#) | [About MyEd](#) | [Personal Information Collection Statement](#) | [Help](#)

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Login screen

2. Select iHostel under [Stu Affairs] from the Menu Bar

The screenshot shows the 'The Portal' website interface. The top navigation bar includes 'Home', 'My Info', 'e-SIS', 'Stu Affairs', 'Teaching & Learning', 'HR', 'Finance', 'Mgt Reports', and 'Research'. The 'Stu Affairs' menu is expanded, showing 'Ed Job Plus (Admin)', 'ELAT', 'iHostel', and 'WPDI'. A blue box labeled 'iHostel' with an arrow points to the 'iHostel' link in the menu. Below the menu, there are sections for 'Announcements 公佈' and 'Latest Events 最新活動'. The 'Announcements' section includes a search bar and a list of items with columns for category, title, and date. The 'Latest Events' section includes a calendar icon and a list of items with columns for category, title, and date.

The Portal

Home My Info e-SIS **Stu Affairs** Teaching & Learning HR Finance Mgt Reports Research

Ed Job Plus (Admin)
ELAT
iHostel
WPDI

iHostel

News 生命教育的反思 2019-03-16 信報

Learning & Teaching
Second QAC Audit
Internal Audit Corner
Staff Directory
OCIO Software Tools
FO Corner
HRO Corner
EO Corner
EdUHK news
Electronic Newspapers
Media Summary
EdUHK Press Releases

Announcements 公佈

Forms and Messages Archive Search Post an Announcement List of

University Announcement Others

| Category | Title | Category | Date |
|---|-------|----------|----------|
| Acting Appointment | | HRO | 2019-03- |
| "Cabell's Journal White List and Black List" on trial | | LIB | 2019-03- |
| Working with Children, Youth and Families with Complex Needs: A 2-day Training Workshop on Practical Skills and Exercises to Build Resilience | | CPH | 2019-03- |
| Update of Personal Particulars for Tax Return of IR56B Form 2018/19 - Repost | | FO | 2019-03- |
| Monthly Reminder of Timesheets Submission | | FO | 2019-03- |

Timetable/Course Lists

Timetable & Degree Audit
Prog Timetables & Course list
Elective / COC / CSL Course Lists

Latest Events 最新活動

New announcements not included in today's Daily Alert of EdUHK Portal Me
Subscribe / Unsubscribe Daily Alert

3. Read the Terms and Condition

Acknowledgement

POINTS TO NOTE

1. All required fields with "*" **must be filled**.
2. The online application form can be completed in English or Chinese.
3. Applicants are required to submit supporting documents for Section A and Section F, if applicable, to the Hall Admission Team within the iHostel application period set in the application guidelines.
 - **Local students are required to upload valid address proof;** and
 - **Non-local students are required to upload a valid student visa or EEP as student status proof.**

UNDERTAKING AND DECLARATION

1. I have read through the Guidelines for Application of Student Accommodations 2018-19 and the Point System carefully (*available on the page of "Hall Admission" of Student Hostel Website: www.eduhk.hk/sh*)
2. I undertake to update my personal information in Banner System if I find any of my personal data not valid or not updated. I understand it takes time to update the information and Student Affairs Office has no obligation to process my application if I fail to update my information in Banner System before the deadline of iHostel application.
3. I understand that any missing information will be regarded as incomplete application.
4. I understand that any information updates and/or document replacement after the specified iHostel application period will not be accepted.
5. I understand that failing to upload all required supporting documents within specified iHostel application period may lead to deduction of hall point score or disqualification of the application.
6. I understand that failing to submit all required documents during the authentication exercise may result in forfeiture of the hall place allocated and/or disciplinary action

4. Press Agree Button

PERSONAL INFORMATION COLLECTION STATEMENT & PRIVACY POLICY STATEMENT

The University intends to use the personal data (i.e. your name, address, contact number, email address and etc.) collected via iHostel to facilitate the application processing and the communication between the University and the applicants for hostel application and allocation acknowledgement purposes. It is mandatory for you to provide the personal data required or we might not be able to process your application. You have the right to access and revise the information online within the application periods.

The personal data captured will not be transferred to other systems within EdUHK, nor any outside parties. The University will follow the commitment stated in the University Privacy Policy Statement (PPS), accessible at <http://www.eduhk.hk/main/privacy-policy/>.

5. Fill in Section A

Section A. Preference of Student Accommodation and Period of Residence Help

IMPORTANT NOTES

1. You must indicate your choice of Hall/Quarters, Room Type.
2. The period of residence will be the same as your period of exchange study. However, you may apply for early check-in as appropriate.
3. Preferences are not guaranteed.

Hall/Quarters Preference

Please indicate your preference for Halls/Quarters and Room Types (Please note that different room types are in different room rates, and budget room is not available in Jockey Club Student Quarters (JCSQ). For hall fee details, please refer to the [Hall Fees and Payment Schedule](#)):

*Notes:

- Northcote Hall (NH)
- Grantham Hall (GH)
- Robert Black Hall (RBH)
- Jockey Club Student Quarters (JCSQ)

< Move >

| | | |
|---------------|----------------------|------------------------|
| Grantham Hall | <u>Standard Room</u> | <i>Exchange Period</i> |
| | | |

Your Selection

| | | |
|---|------------------------------|--|
| 1 | Jockey Club Student Quarters | <u>Standard Room</u> <i>Exchange Period</i> |
|---|------------------------------|--|

Tips:

- Drag and Drop the items to the right hand side to indicate the priority
- Press > Button to move all options from left to right
- Press < Button to move all options from right to left

6. (cont.) Fill in Section A and Section B (If applicable)

If none of my indicated priorities is available*

- I opt to give up any room assignment and I understand that I will not be assigned any room
- I opt to accept any room assignment by the Hall Admission Team.

Preference to stay with*

- Local student
- Non-Local student
- Exchange student
- No preference

Apply for early check-in

Roommate Preference

- I would like to share room with exchange/non-local students. (This only serves as a preference indication, room assignment with exchange/non-local students is not guaranteed.)

Section B. Additional Information for Room Assignment

- I am physically handicapped
- Others

Please specify

7. Check “I accept the terms...” in Section C and Click “Apply Application”

Section C. Undertaking and Declaration

1. Residential Period – I understand that I have to check-in and check-out according to the allocated residential period.
2. Hall Lodging Charges – I understand that all lodging charges paid are non-refundable. I undertake to settle my lodging charges before deadlines.
3. I understand that early withdrawal will normally not be allowed. Only in the event of very special circumstances, I can apply for early withdrawal to Warden via Hall Manager and the hall fee for the whole semester must be paid.
4. While I live in the hall/quarters, I undertake to abide by the 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 Office.
6. 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.
7. I understand that all data collected will be used for hall admission, student record, statistics and research.

I accept the terms and conditions above.

No changes can be made after the application deadline. Please confirm the information you have entered is correct.

Apply Application

8. Click “Print Application” to print a copy of submission summary for reference

Section H. Undertaking and Declaration

1. Residential Period – I understand that I have to check-in and check-out according to the allocated residential period.
2. Hall Lodging Charges – I understand that all lodging charges paid are non-refundable. I undertake to settle my lodging charges before deadlines.
3. I understand that early withdrawal will normally not be allowed. Only in the event of very special circumstances, I can apply for early withdrawal to Warden via Hall Manager and the hall fee for the whole semester must be paid.
4. While I live in the hall/quarters, I undertake to abide by the 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 Office.
6. 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.
7. I understand that all data collected will be used for hall admission, student record, statistics and research.

I accept the terms and conditions above.

No changes can be made after the application deadline. Please confirm the information you have entered.

Modify Application

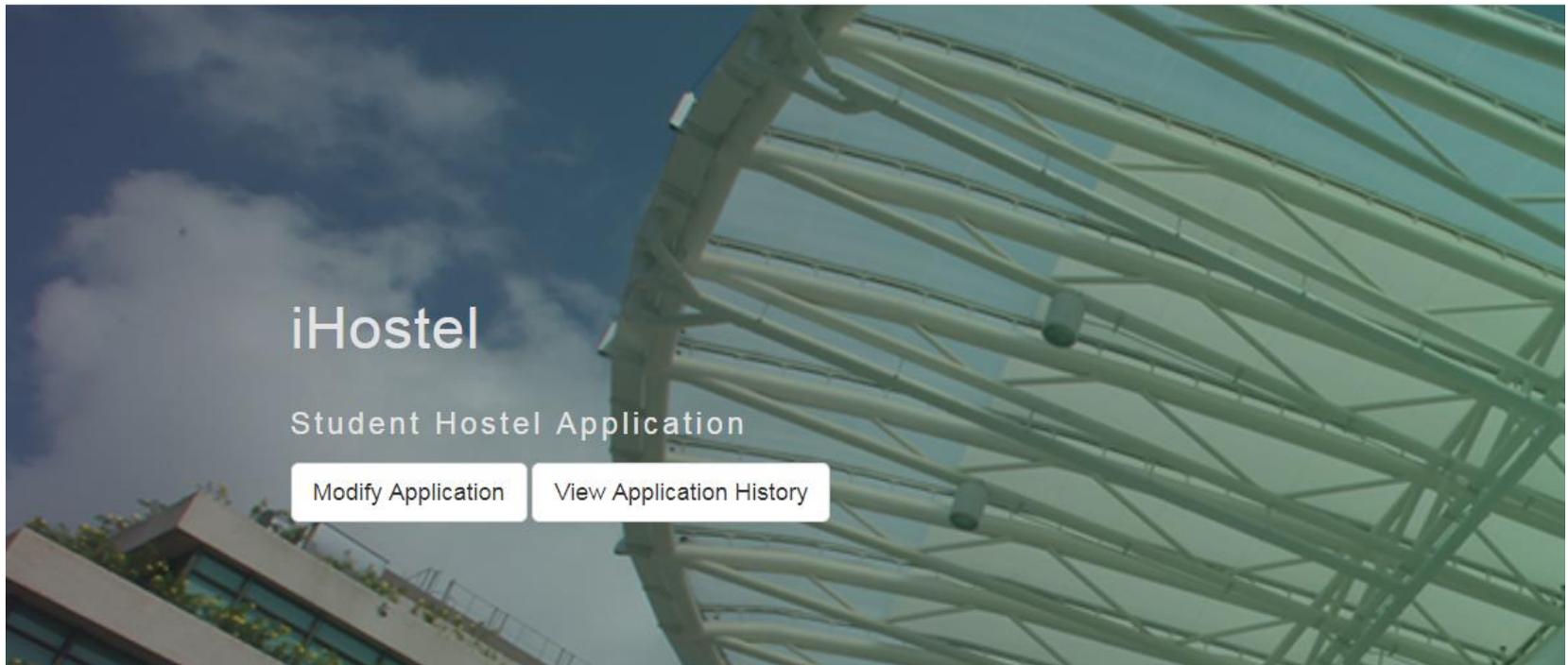
Cancel Application

Print Application

The screenshot displays the application system interface. On the left, a print dialog is open, showing options for destination (Save as PDF), pages (All), and layout (Portrait). The main content area shows the application summary for 'Application Reference No.: E2017091200001009'. The summary includes 'Personal Particulars' (Name in English: PAN PETER, Name in Chinese, Student Number: 12000001, Programme Code: XSB001, Contact No.: 99925379) and 'Section A. Preference of Student Accommodation and Period of Residence'. Below this, there are 'IMPORTANT NOTES' and a 'Hall/Quarters Preference' section with a list of room types (Northcote Hall (NH), Grantham Hall (GH), Robert Black Hall (RBH), Jockey Club Student Quarters (JCSQ)). A 'Hall Preferences' section is visible at the bottom, with a 'Please Drag and Drop your preference here' area containing a list of room types and an 'Exchange Period' field.

View Application History

1. In the main page, press “View Application History” Button



2. View application history. Click the application reference no. to view the details of the application

APPLICATION HISTORY

You can view your application, accept conditional offer here

| Term Code | Application No. | Submission Date | Status |
|-----------|------------------------------------|---------------------|-----------|
| 201909 | N20190911027871002 | 26/03/2019 10:46:58 | Submitted |
| 201909 | N20190911027871001 | 14/03/2019 12:07:44 | Cancelled |

Previous 1 Next

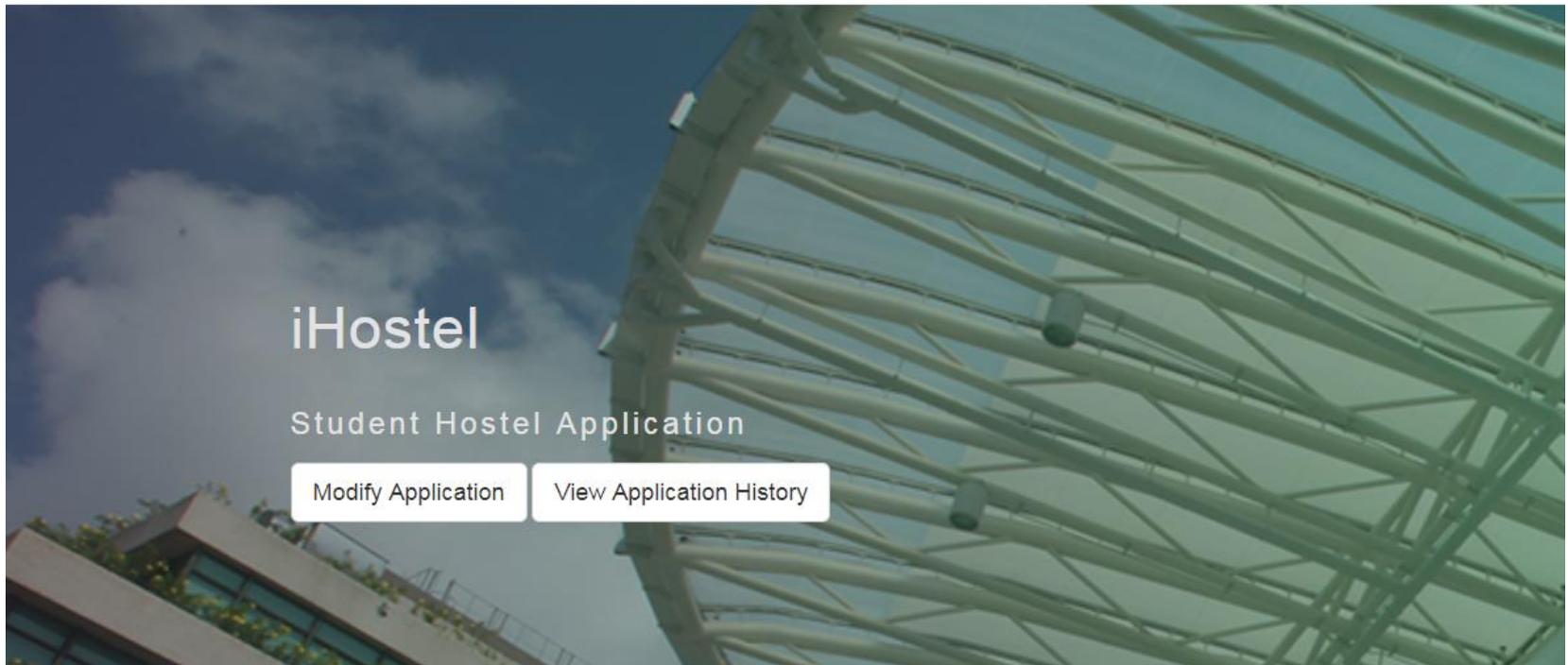
Show All History

Tips:

- Application in Current term will be shown by default. If you want to view the history of previous terms, press “Show All History”

Check Your Offer

1. In the main page, press “View Application History” Button



2. Click “View Details”

APPLICATION HISTORY

You can view your application, accept conditional offer here

| Term Code | Application No. | Submission Date | Status |
|-----------|------------------------------------|---------------------|---|
| 201901 | E20190112000001003 | 20/03/2019 11:39:44 | Conditional Offer View Details |
| 201901 | E20190112000001002 | 24/07/2018 10:05:26 | Cancelled |
| 201901 | E20190112000001001 | 25/06/2018 17:12:45 | Cancelled |

Previous **1** Next

[Show All History](#)

3. Details of the offer will be shown

Offer for E20190112000001003

The following is the offer details:

| | |
|--|---------------------------------------|
| Hall | Grantham Hall |
| Room Type | Standard Room |
| Hall Period | Exchange Period |
| First Installment Charge | \$1,200.00 |
| Payment Due Date | Payment due upon 7 days after arrival |
| Tentative Early Check-in Date[#] | 14/08/2019 |

[#]Approved early check-in offer will be notified through students' email. The payment of early check-in fee is required only upon early check-in date.

Points to note:

Student is allowed to login and modify / cancel the application as long as it is within the submission deadline

ONLY THE FINAL SUBMISSION RECORD WILL BE PROCESSED.

-- The End --