


User Guide for Students using iHostel – Standard Version

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

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



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?](#)

[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 PORTAL

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

Ed Job Plus (Admin)
ELAT
iHostel
WPDI

iHostel

News

愛: 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

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 2019-20 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.

4. Press Agree Button

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.
7. I understand that once my application is approved and check-in is completed successfully, I will no longer be eligible for the student travel allowance granted by the Student Financial Assistance Agency.
8. I understand that it is my responsibility to submit the iHostel application form before the application deadline with all required supporting documents, if applicable, and make a copy of the application for record. The University is not responsible for any errors made by applicants during the application process.
9. I declare that the information provided in this application is accurate. I understand that provision of false information may lead to disqualification of the application and/or disciplinary action.

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/>.

✕ Disagree and Exit

✓ Agree

5. Fill in Section A and B

Section A. Home Location

Home Address*

B2-LP-17
THE HONG KONG INSTITUTE OF EDUCATION
TAI PO. HABA

Address Code*

A05-Tai Po Kau

Different Address

☐

*If you live in a different address, please tick this checkbox

Section B. Student Status , Types of Living Quarters

Student Status

Local Student

Types of Living Quarters

**Types of Living
Quarters***

B01-Any household types other than B02 and B03

5. (cont.) Fill in Section A and B

Section A. Home Location

Home Address*	<div>Address Line1 Address Line2 WAH SUM ESTATE, FANLING</div>
Address Code*	<div>A10-Fanling Station, Fanling(Wo Hop Shek), Ma On Shan(Lee On Estate), Ma On Shan(Tai Shui Hang Station), Ma On Shan(Wu Kai Sha Sta</div> <div>▼</div>
Different Address	<div><input checked="" type="checkbox"/></div> <div>*If you live in a different address, please tick this checkbox</div>
Address Proof / Student Status Proof*	<div><div>Upload Address Proof / Student Status Proof</div><div>*You can upload a maximum of 2 files (3MB each)</div><div>If home address is different from Banner's record, upload of valid documentary proof is required during application period.</div><div>Locations are not included in point system can be checked via the Hong Kong eTransport of the Transport Department, http://www.hketransport.gov.hk/, for the travelling time so as to match with appropriate address code.</div><div>(Please refer to the Section A of point system for the address codes and travelling time table, which are available on Hall Management Section Website https://www.eduhk.hk/sh/view.php?m=51858&secid=51868.)</div><div>Valid supporting documents:</div><div><u>For local students:</u></div><div><ul style="list-style-type: none">• Utilities Bills (water/ electricity/ gas/ telephone service/ broadband network services/ domestic pay TV service)• Tenancy Contract issued by Hong Kong Housing Authority/ Hong Kong Housing Society• Documents/ letters issued by government departments/ units• Documents/ letters issued by bank/ schools/ universities/ MPF agent companies</div><div><u>For non-local students:</u></div><div><ul style="list-style-type: none">• Exit-Entry Permit (EEP) for travelling to Hong Kong & Macau/ student VISA; or• Mainland identity card or other supporting document required</div><div><u>Notes: Address printed must be identical with the one provided in iHostel application</u></div><div><ul style="list-style-type: none">• Name of applicant should be printed.• If the addressee of the document is not the applicant, further documentary proof for the relationship between the applicant and the addressee is required.• Within 6 months from the date of issuance.</div></div>

Tips:

- **If current home address is different from Banner's record**
- **Press Upload Address Proof/ Student Status Proof Button to upload supporting documents**
- **File type & size: image or PDF files (2 files max & 3MB each)**

6. Fill in Section C (If applicable)

Section C. Participation in Student Activities & Hall Activities (If applicable)

Every participation in recognized activity of Category A, B, C is awarded for 1 point with a maximum cap of 15 points for this section. Only those activities organized by student organizations and/or departments/ centres/ offices of the University from 1 May 2018 to 30 April 2019 are considered. Duplicated records would not be counted. At least but not limited to regular committee meeting, AGM, consultations, voting exhibition, fire drill and power saving compition, etc., would not be counted.

Each entry should include valid "Organization Code", Name of Programmes/Activity and Date. (Please refer to the Section C of point system for the organization codes, which is available on the page of "[Hall Admission](http://www.eduhk.hk/sh)" of Student Hostel Website: www.eduhk.hk/sh.)

Add Item

#	Organization Code	Programme/Activities	Other programme/activities	Date (DD/MM/YYYY)	Operation
1	<div>A02-Grantham Hall</div>	<div>ACT03-test desc</div>		<div>30/04/2018</div>	<div>Delete</div>
2	<div>A01-Northcote Hall</div>	<div>Others</div>	<div>lhk</div>	<div>23/04/2018</div>	<div>Delete</div>
3					<div>Delete</div>

Showing 1 to 3 of 3 entries

Tips:

- Press Add Item Button to add new entry
- Press Delete Button to remove the entry

7. Fill in Section D (If applicable)

Section D. Current University Representation & Leadership Role in Student Organization (If applicable) [Help](#)

Points will be given to current office-bearers of student organizations, unless specified, of the University and institutional team players for posts taking up at the time of application, with a maximum cap of 30 points from 4 positions. (Please refer to the Section D of Point System for the organization and position codes, which is available on the page of "[Hall Admission](#)" of Hall Management Section Website: www.eduhk.hk/sh.)

[+ Add Item](#)

Term of Office (MM/YYYY-MM/YYYY)							
#	Organization Code	Position Code	From	To	Operation		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete		
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete		
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete		
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete		


Showing 1 to 4 of 4 entries

Tips:

- Press Add Item Button to add new entry
- Press Delete Button to remove the entry

8. Fill in Section E



Section E. Preference of Student Accommodation and Period of Residence

 Help

IMPORTANT NOTES

- 1. You must indicate your preference, at least one choice, of Hall/Quarters, Room Type and Period of Residence.
- 2. Preferences are not guaranteed.

Please note that different room types are in different room rates, and budget room is not available in Jockey Club Student Quarters (JCSQ). *(Please refer to Annex IV - Hall Fees for 2019/20 and Payment Schedule of the “Guidelines for Application of Student Accommodation 2019/20” which is available on the page of “Hall Admission” of Student Hostel Website: www.eduhk.hk/sh for the hall fee details.)*

 Move 

JCSQ	Standard Room	Whole Year
JCSQ	Standard Room	Semester 2
Grantham Hall	Standard Room	Whole Year
GH	Budget Room	Semester 2
GH	Budget Room	Semester 1
GH	Budget Room	Whole Year
GH	Budget Room	Whole Year
NH	Budget Room	Semester 1

Your Selection

1	JCSQ	Standard Room	Semester 1
2	GH	Standard Room	Semester 2
3	Grantham Hall	Standard Room	Semester 1

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

9. (cont.) Fill in Section E

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

Leave blank for not early check-in

Notes:

- Only the non-local students are eligible to apply for early check-in in Round 1

10. Fill in Section F (If applicable)

Section F. Achievements






Every achievement is awarded for 1 point with a maximum cap of 5 points. Those achievements, including prize and scholarship awarded from 1 May 2018 to 30 April 2019 are considered. (Please refer to the Section F of Point System for the achievement codes, which is available on the page of "[Hall Admission](#)" of Hall Management Section Website: www.eduhk.hk/sh.)

Award/ Prize (e.g. Hong Kong Youth Service Award, Prize-Winner of Hong Kong Youth Piano Competition, President's Honour List, Dean's Honour List, etc.) awarded by recognized institutes such as government bodies, registered companies, academic institutions or non-governmental organizations, etc.

Scholarship (e.g. HKSAR Government Scholarship, Multi-faceted Excellence Scholarship, Friend of Hope Scholarship, etc.) awarded by recognized institutes such as government bodies, registered companies, academic institutions or non-governmental organizations, etc.

+

Add Item

#	 Achievement Code	 Description	 Obtained Date	 Attachments	 Operation
1	<input type="text"/>	<div><div></div></div>	<input type="text"/>	<div><div>Upload</div><div><small>*You can upload a maximum of 2 files (3MB each)</small></div></div>	<div><div>Delete</div></div>
2	<input type="text"/>	<div><div></div></div>	<input type="text"/>	<div><div>Upload</div><div><small>*You can upload a maximum of 2 files (3MB each)</small></div></div>	<div><div>Delete</div></div>
3	<input type="text"/>	<div><div></div></div>	<input type="text"/>	<div><div>Upload</div><div><small>*You can upload a maximum of 2 files (3MB each)</small></div></div>	<div><div>Delete</div></div>

Tips:

- Press Add Item Button to add new entry
- Press Delete Button to remove the entry
- Press Upload Button to upload supporting documents
- File type & size: image or PDF files (3MB max each file)

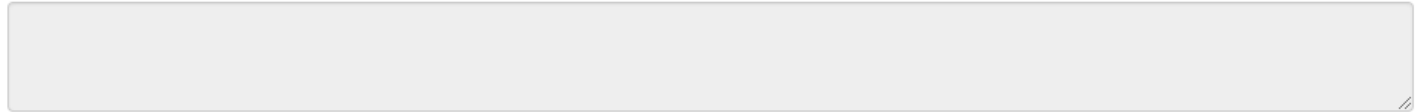
11. Fill in Section G (If applicable)

Section G. Additional Information for Applying for Hall Residence

☐ I am physically handicapped

☐ Others

Please specify

A large, empty rectangular box with a light gray background and a thin gray border, intended for the user to provide additional information. It is positioned to the right of the 'Please specify' label.

12. Check “I accept the terms....” in Section H and Click “Apply Application”

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 is correct.

Apply Application

13. 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 provided.

Modify Application

Cancel Application

Print Application

The screenshot displays the iHostel application system interface. On the left, a print dialog box is open, showing options to print the application. The dialog includes a 'Print' button, a 'Total: 7 pages' indicator, and a 'Save as PDF' option. The 'Destination' is set to 'All', and the 'Layout' is set to 'Portrait'. The 'Pages' section shows 'All' selected, with a text input field containing 'e.g. 1-5, 8, 11-13'. A 'More settings' link is also visible.

The main application page, titled 'Application - iHostel - Student Hostel Application System', shows the application summary. The 'Application Reference No.' is N20170911002259013. The 'Personal Particulars' section includes the following information:

- Name in English: TSUI YIU CHUEN CALVIN
- Name in Chinese: 朱顯全
- Student Number: 11002259
- Programme Code: A2H049
- Contact No: 984117961

The 'Section A. Home Location' section includes the following information:

- Home Address*: Address Line1, Address Line2, NORTH POINT HK
- Address Code*: A03-Tai Po(Tai Wo Station)
- Address Proof*: Upload Address Proof

The 'Valid supporting documents:' section lists the following documents:

- Utilities Bills (water/ electricity/ gas/ fixed line residential telephone service/ broadband network services/ domestic pay TV service)
- Tenancy Contract issued by Hong Kong Housing Authority/ Hong Kong Housing Society
- Documents/ letters issued by government departments/ units
- Documents/ letters issued by bank

The page also includes a note: 'Address printed must be identical with the one provided in iHostel application' and 'Name of applicant should be printed'. A footer note states: 'If the addressee of the document is not the applicant, further documentary proof for the relationship between the applicant and the addressee is required'.

View Application History

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



iHostel

Student Hostel Application

Modify Application

View Application History

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"

Accept Conditional Offer

1. In the main page, press “Reply to Offer” Button

iHostel

Student Hostel Application

 [Modify Application](#)

 [View Application History](#)

 [Reply to Offer](#)

2. Click “View Conditional Offer”

APPLICATION HISTORY

You can view your application, accept conditional offer here

Term Code	Application No.	Submission Date	Status
201909	N20190903690181002	14/03/2019 14:49:39	Rejected View Conditional Offer
201909	N20190903690181001	13/03/2019 15:05:19	Cancelled
201809	N20180903690181004	29/03/2018 10:41:04	Submitted
201809	N20180903690181003	29/03/2018 10:22:18	Cancelled
201809	N20180903690181002	29/03/2018 09:26:12	Cancelled
201809	N20180903690181001	20/03/2018 16:09:12	Cancelled

Show Current Term History

3a. Click “Reject Conditional Offer” or “Accept Conditional Offer” (With Approved Early Check-in)

Conditional Offer for N20190900924335001

The following is the conditional offer details:

Hall	Northcote Hall
Room Type	Standard Room
Hall Period	Whole Year
First Installment Charge	\$1,200.00
Payment Due Date	30/03/2019
Tentative Early Check-in Date [#]	16/04/2019

You must settle the First Installment Charge before the Payment Due Date. **Failure to do so will be presumed rejection of this conditional offer.**

After accepting the conditional offer, you can view the First Installment Charge from [Student Account Summary](#). You cannot view the payment status here. Please refer to [Student Account Summary](#) regarding the payment information. Early Check-in Charge is a separate charge which will not be shown in Student Account Summary.

[#]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.

Notes:

- Click **Student Account Summary** to view the First Installation Charge after accepting the conditional offer.
- For conditional offer with tentative early check-in date, **students will be notified the offer of early check-in in July.**
- The payment of early check-in is only required upon your early check-in date, kindly write down your full English Name and Student ID on the **payment slip** and return it to your assigned halls/quarters.

Cancel

Decline the Offer & cancel my application

Decline the Offer & put back to waiting list

Accept Conditional Offer

3b. Click “Reject Conditional Offer” or “Accept Conditional Offer” (Without Approved Early Check-in)

Conditional Offer for N20190911023265001

The following is the conditional offer details:

Hall	Grantham Hall
Room Type	Budget Room
Hall Period	Semester 2
First Installment Charge	\$1,200.00
Payment Due Date	30/03/2019

You must settle the First Installment Charge before the Payment Due Date. **Failure to do so will be presumed rejection of this conditional offer.**

After accepting the conditional offer, you can view the First Installment Charge from [Student Account Summary](#). You cannot view the payment status here. Please refer to [Student Account Summary](#) regarding the payment information.

Cancel

Decline the Offer & cancel my applicaiton

Decline the Offer & put back to waiting list

Accept Conditional Offer

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--