

FOR RPG STUDENTS

iHostel User Guide

**HALL MANAGEMENT SECTION
STUDENT AFFAIRS OFFICE**

(April 2026)



RPG Form for UGC-funded Full-time RPG Students

To access the iHostel system, students must login the single-sign-on services with valid network account and password.

SSO

EdUHK Network Account

Your Network Account e.g. tmchan or s1234567

Password

Password

Submit

[Login Problem](#) | [Password Change](#) | [Forgot Password](#)
[Personal Information Collection Statement](#)

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The 'View Application History' page will be launched after login successfully. Students can take any eligible actions afterwards.

香港教育大學 The Education University of Hong Kong UAT stu03

View Application History

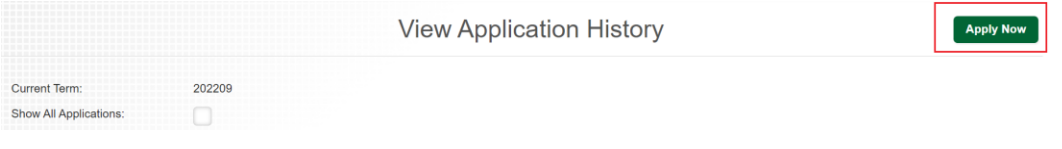
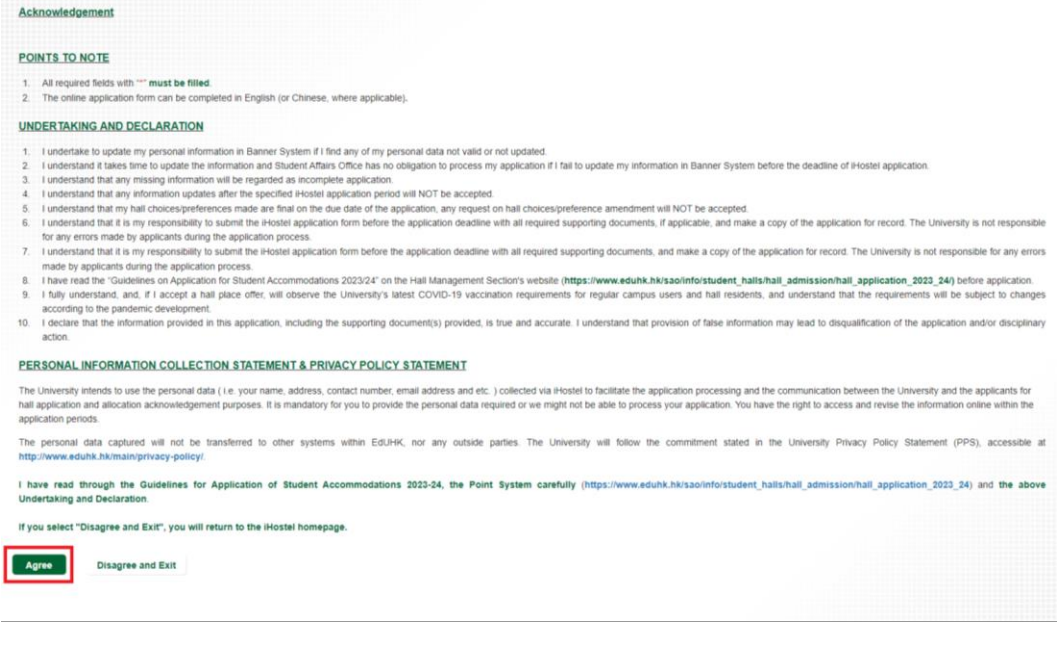
Current Term: 202209

Show All Applications:

Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken
202209	1	[Application No]	Withdrawn	N/A	2022-03-30 13:58:08	View Application

#	Description
1	To display current login user name and student number
2	To indicate the current term
3	To toggle for showing all applications or not
4	To display the list of application forms
5	To submit a new application during the designated application period
6	To show the eligible actions per application

To submit a new application

#	Execution Steps
1	<p>Please click the [Apply Now] button placed in the top right corner if applicable.</p> 
2	<p>The ‘Acknowledgement’ page will be shown. Please read carefully and then click the [Agree] button to continue. If you click the [Disagree and Exit] button, you will cancel the application and go back to the ‘View Application History’ page.</p> 
3	After you clicked the [Agree] button, your personal particulars will be displayed.

	<h2 style="text-align: center;">Personal Particulars</h2> <p style="text-align: center;"> Name in English: [Placeholder] Name in Chinese: [Placeholder] Gender: F Student Number: [Placeholder] Programme Code: A3D054 Contact No: [Placeholder] Voucher: N/A </p>
<p>4</p>	<p>Read the guidelines and instructions stated in Part I carefully before continue.</p> <p>Part I. Preference of Student Accommodation and Period of Residence</p> <p>Hall Place Assignment for RPg Students</p> <p>The 7 RPg flats on 7/F will be 6-person flats, each with 4 single rooms (2 Single Type I and 2 Single Type II) and 1 shared room. The 3 RPg flats on 6/F will be 8-person flats, the settings are the same as the 4 flats on 8/F, each with 4 single rooms (2 Single Type I and 2 Single Type II) and 2 shared rooms (Shared Type I and Shared Type II). For room settings in JCSQ, please visit the Hall Management Section's website (Virtual Tours of JCSQ). For hall fees of different room types, please visit the Hall Management Section's website (Hall fee for 2023/24).</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="446 877 862 1171"> <h3 style="text-align: center;">Floor Plan of JCSQ</h3> <h4 style="text-align: center;">6-person RPg Flat (7/F)</h4> </div> <div data-bbox="922 877 1338 1171"> <h3 style="text-align: center;">Floor Plan of JCSQ</h3> <h4 style="text-align: center;">8-person RPg Flat (8/F)</h4> </div> </div>
<p>5</p>	<p>You can prioritize the preferred hall choices by drag and pull.</p> <p>Part II. Preference of Student Accommodation and Period of Residence</p> <p>IMPORTANT NOTES</p> <ol style="list-style-type: none"> Below is the full list of hall choices (Hall/Quarters, Room Type and Residence Period) you are eligible to apply. If you are a UGC-funded full-time undergraduate student, <u>the hall choices available will be set out according to the number of the hall vouchers, (if any) you are holding.</u> If you have one voucher only, you can apply for a semester-based residence only. <u>If you opt not to use hall voucher, you can apply for a whole-year residence, but the allocation priority will be lower than those using hall vouchers.</u> Please drag up and down to rank the hall choices according to your hall preference. Please note that your preferences are not guaranteed. <p>2. Preferences are not guaranteed.</p> <p>Please note that different room types are in different room rates, and budget room is not available in the Jockey Club Student Quarters (JCSQ). All rooms in the JCSQ are standard rooms, even they are in different settings. For room settings in different halls, please visit the Hall Management Section's website (Virtual Tour of Different Halls Settings of different room types).</p> <p>(Please refer to Annex IV - Hall Fees for 2023/24 and Payment Schedule of the "Guidelines for Application of Student Accommodation 2023/24" which is available on the Hall Management Section's Website: https://www.eduhk.hk/sao/info/student_halls/ for the hall fee details.)</p> <p>Full name of student halls NH - Northcote Hall GH - Grantham Hall RBH - Robert Black Hall JCSQ - Jockey Club Student Quarters</p> <p>Full form of room types STD - Standard Room BDG - Budget Room</p> <p>Full form of residence period S1 - Semester 1 S2 - Semester 2 WY - Whole-year</p>

	Rank	Hall	Room	Residence Period
	1	GH	BDG	S1
	2	GH	BDG	S2
	3	GH	BDG	WY
	4	GH	STD	S1
	5	GH	STD	S2
	6	GH	STD	WY
	7	JCSQ	STD	S1
	8	JCSQ	STD	S2
	9	JCSQ	STD	WY
	10	NH	BDG	S1
	11	NH	BDG	S2
	12	NH	BDG	WY
	13	NH	STD	S1
	14	NH	STD	S2
	15	NH	STD	WY
	16	RBH	BDG	S1
	17	RBH	BDG	S2
	18	RBH	BDG	WY
	19	RBH	STD	S1
	20	RBH	STD	S2
	21	RBH	STD	WY

6 Please select whether you wish to have any preferred type of roommate.

Preference to stay with* (Your selected roommate preference is not guaranteed)

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

7 In Part II, please fill in additional information for applying hall residence if needed.

Part II. Additional Information for Applying for Hall Residence

I am physically handicapped

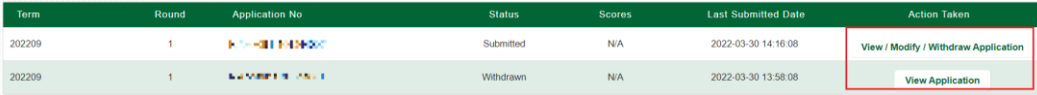
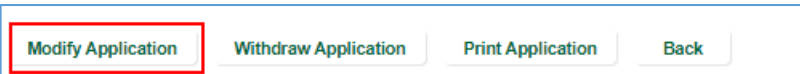
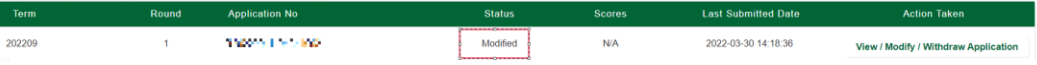


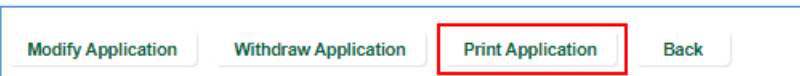
Others

Please specify

8 In Part III, please fill in the emergency contact information.

	<p>Part III. Emergency Contact Information</p> <p>Name* in English <input type="text"/> in Chinese <input type="text"/></p> <p>Relationship* <input type="text"/></p> <p>Phone No* (Home) <input type="text"/> (Mobile) <input type="text"/></p> <p>Address (if different from your home address above) <input type="text"/></p>														
<p>9</p>	<p>If you are eligible for applying early check-in, the below part will be shown to choose.</p> <p>Apply for early check-in <input checked="" type="checkbox"/> Option A. 2024-08-09 - 2024-09-02 (Total: 24 days) <input type="checkbox"/> Option B. 2024-08-16 - 2024-09-02 (Total: 17 days) <input type="checkbox"/> Option C. 2024-08-23 - 2024-09-02 (Total: 10 days)</p> <ul style="list-style-type: none"> This section is optional. You can apply if necessary. The offer for early check-in will only be applicable to applicants with a hall offer of Semester 1 or whole-year residence in 2024/25. If you have applied for early check-in, the indicated option for the intended early check-in period will be shown on this offer page, but the lodging charge will NOT be shown in your e-Billing account on the Banner. You will be notified by respective Hall Management Office upon your check-in on the amount of the lodging charge, which can be settled on or before your check-in date. Please refer to the instructions in the offer email for details. Please note that early check-in can only be selected during a specific fixed period, with three different options available. Applicants who have been approved for early check-in offers can check-in at any time during office hours within the designated period corresponding to the selected option. The lodging charge for early check-in will be charged on a fixed-period basis and MUST be settled on or before the check-in date. If applicants check-in beyond the approved check-in period, additional lodging fee for the whole designated period will be charged. All paid early check-in fees are non-refundable. 														
<p>10</p>	<p>In Part IV, please read all the undertaking terms, make the declaration of relatives working in SAO of EdUHK, and click the [I accept the terms and conditions above] option to consent the declaration notice before submission.</p> <p>Part IV. Undertaking & Declaration</p> <ol style="list-style-type: none"> I understand that any information updates after the specified iHostel application period will NOT be accepted. Residential Period – I understand that I have to check-in and check-out according to the allocated residential period. Hall Fees – I understand that the hall fees paid are non-refundable. I undertake to settle my lodging charges and hall life education fee before the specified payment deadlines. <u>No cash is accepted at any offices.</u> I understand that the lodging charge only covers the cost for the general solid waste generated by my stay in the student halls. Early withdrawal from halls/quarters will normally not be accepted. Students with strong justifications may approach the Hall Management Office of respective hall to apply for early withdrawal which will be considered by the Warden on a case-by-case basis. Students who have been approved to early withdraw should settle all the outstanding hall fees before check-out. 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. 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 Hall Management Office. I declare that the information provided in this application is true and accurate. I understand that the Student Affairs Office has the right to conduct authentication and require me to provide further information/documents anytime to substantiate my application. I also understand that provision of false statement or documents will be liable to the University's disciplinary actions and criminal prosecutions. I understand that all data collected will be used for hall admission, student record, statistics and research. <p>Declaration of Relatives Working in SAO, EdUHK</p> <p><input type="checkbox"/> I hereby declare that I DO NOT have any relative(s)(e.g. immediate family members) currently working in the SAO of EdUHK.</p> <p><input type="checkbox"/> I hereby declare that I HAVE a relative currently working in the SAO of EdUHK. Please specify the full name in English and relationship:</p> <p><input type="checkbox"/> I accept the terms and conditions above.</p> <p>Please confirm the information and hall preferences you have entered are correct before submission. No changes can be made after the application deadline.</p> <p>Submit Application Back</p>														
<p>13</p>	<p>Please click the [Submit Application] button to submit your application. Otherwise, to cancel the submission by clicking the [Back] button.</p> <p>Submit Application Back</p>														
<p>14</p>	<p>Once the application is submitted successfully, it takes you back to the 'View Application History' page and the status will be updated as 'Submitted'.</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Round</th> <th>Application No.</th> <th>Status</th> <th>Scores</th> <th>Last Submitted Date</th> <th>Action Taken</th> </tr> </thead> <tbody> <tr> <td>2022/20</td> <td>1</td> <td>123456789</td> <td>Submitted</td> <td>N/A</td> <td>2022-03-30 14:10:08</td> <td>View / Modify / Withdraw Application</td> </tr> </tbody> </table>	Term	Round	Application No.	Status	Scores	Last Submitted Date	Action Taken	2022/20	1	123456789	Submitted	N/A	2022-03-30 14:10:08	View / Modify / Withdraw Application
Term	Round	Application No.	Status	Scores	Last Submitted Date	Action Taken									
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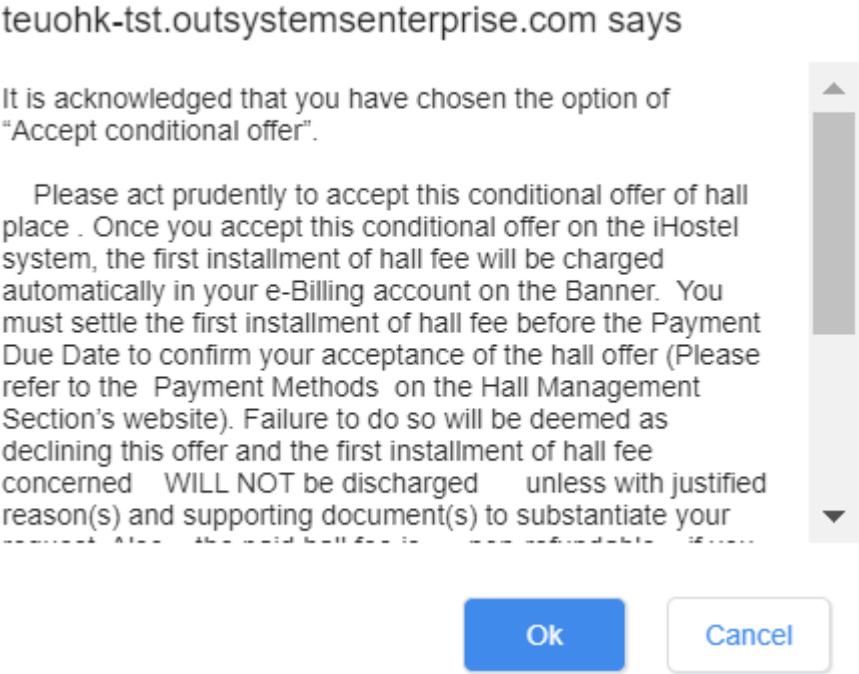

To view / modify / withdraw a submitted application

#	Execution Steps																					
1	<p>Please click the [View/Modify/Withdraw Application] button to view your submitted application. You can make modifications or withdraw your submitted application, if applicable, within the designated application period.</p> <p>Once you have withdrawn your application, or the application period is closed, you cannot make any modification but can view the application by clicking the [View Application] button.</p>  <table border="1"> <thead> <tr> <th>Term</th> <th>Round</th> <th>Application No</th> <th>Status</th> <th>Scores</th> <th>Last Submitted Date</th> <th>Action Taken</th> </tr> </thead> <tbody> <tr> <td>202209</td> <td>1</td> <td>12345678901234</td> <td>Submitted</td> <td>N/A</td> <td>2022-03-30 14:16:08</td> <td>View / Modify / Withdraw Application</td> </tr> <tr> <td>202209</td> <td>1</td> <td>12345678901234</td> <td>Withdrawn</td> <td>N/A</td> <td>2022-03-30 13:58:08</td> <td>View Application</td> </tr> </tbody> </table>	Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken	202209	1	12345678901234	Submitted	N/A	2022-03-30 14:16:08	View / Modify / Withdraw Application	202209	1	12345678901234	Withdrawn	N/A	2022-03-30 13:58:08	View Application
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2	<p>You may modify your application data, if applicable, with similar steps 3 to 9 as aforementioned Section 2.1. After modifying the data, please click the [Modify Application] button to confirm your modifications.</p>  <p>The status on the 'View Application History' page will be updated as 'Modified'. Only the latest submission will be processed.</p>  <table border="1"> <thead> <tr> <th>Term</th> <th>Round</th> <th>Application No</th> <th>Status</th> <th>Scores</th> <th>Last Submitted Date</th> <th>Action Taken</th> </tr> </thead> <tbody> <tr> <td>202209</td> <td>1</td> <td>12345678901234</td> <td>Modified</td> <td>N/A</td> <td>2022-03-30 14:18:36</td> <td>View / Modify / Withdraw Application</td> </tr> </tbody> </table>	Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken	202209	1	12345678901234	Modified	N/A	2022-03-30 14:18:36	View / Modify / Withdraw Application							
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3	<p>If you wish to withdraw the application, please click the [Withdraw Application] button to confirm your withdrawal.</p>  <p>The status on the 'View Application History' page will be updated as 'Withdrawn'.</p>  <table border="1"> <thead> <tr> <th>Term</th> <th>Round</th> <th>Application No</th> <th>Status</th> <th>Scores</th> <th>Last Submitted Date</th> <th>Action Taken</th> </tr> </thead> <tbody> <tr> <td>202209</td> <td>1</td> <td>12345678901234</td> <td>Withdrawn</td> <td>N/A</td> <td>2022-03-30 13:58:08</td> <td>View Application</td> </tr> </tbody> </table>	Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken	202209	1	12345678901234	Withdrawn	N/A	2022-03-30 13:58:08	View Application							
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4	<p>If you wish to keep a record, please click the [Print Application] button to print/save a printable copy in PDF format.</p>  <p>Once clicking it, a reminding message will be prompted to ensure any changes be saved before printing.</p>																					

	<p>teuohk-dev.outsystemsenterprise.com says</p> <p>Remember to press the button of 'Modify Application' before printing.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>
5	<p>If you click the [Back] button, your modification will not be saved and you will return to the 'View Application History' page.</p> <p style="text-align: center;"> <input type="button" value="Modify Application"/> <input type="button" value="Withdraw Application"/> <input type="button" value="Print Application"/> <input style="border: 2px solid red;" type="button" value="Back"/> </p>

To respond / view your conditional offer (for successful applicants)

#	Execution Steps														
1	<p>Please click the [View Conditional Offer] button to respond or view the conditional offer.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2e7d32; color: white;"> <th>Term</th> <th>Round</th> <th>Application No</th> <th>Status</th> <th>Scores</th> <th>Last Submitted Date</th> <th>Action Taken</th> </tr> </thead> <tbody> <tr> <td>202209</td> <td>1</td> <td></td> <td style="border: 2px solid red;">Conditional Offer Pending Response</td> <td>N/A</td> <td>2022-04-11 12:13:12</td> <td>View / Modify / Withdraw Application View Conditional Offer</td> </tr> </tbody> </table>	Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken	202209	1		Conditional Offer Pending Response	N/A	2022-04-11 12:13:12	View / Modify / Withdraw Application View Conditional Offer
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202209	1		Conditional Offer Pending Response	N/A	2022-04-11 12:13:12	View / Modify / Withdraw Application View Conditional Offer									
2	<p>Please read the offer details carefully on the 'View Offer' page and determine whether to accept or decline it with 3 available buttons present.</p> <ul style="list-style-type: none"> • [Accept conditional offer] button for accepting the conditional offer • [Decline the offer & cancel application] button for declining the conditional offer and withdraw your application • [Decline the offer & put back to waiting list] button for declining the conditional offer and putting the application back into the waiting list for next round of hall place allocation, subject to the availability of hall places. <div style="border: 1px solid #ccc; padding: 10px;"> <p>View Offer</p> <p>Name in English: </p> <p>Name in Chinese: </p> <p>Student Number: *112222</p> <p>Programme Code: A4B070</p> <hr/> <p>Hall: Robert Black Hall</p> <p>Room Type: Budget Room</p> <p>Hall Period: Semester 2</p> <p>First Installment Charge: \$1700</p> <p>Payment Due Date: 2023-02-28</p> <hr/> <p>Is Early Check-in Applied: Yes</p> <p>Applied Early Check-in Date (subject to approval): 2023-08-24</p> <hr/> <p><small>Please act prudently to accept this conditional offer of hall place. Once you accept this conditional offer on the iHostel system, the first installment of hall fee will be charged automatically in your e-Billing account on the Banner. You must settle the first installment of hall fee before the Payment Due Date to confirm your acceptance of the hall offer (Please refer to the Payment Methods on the Hall Management Section's website). Failure to do so will be deemed as declining this offer and the first installment of hall fee concerned WILL NOT be discharged, unless with justified reason(s) and supporting document(s) to substantiate your request. Also, the paid hall fee is non-refundable if you eventually decide not to take this offer.</small></p> <p><small>The payment due date for RPg students will be 5 working days after your check-in date.</small></p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Decline the offer & cancel application"/> <input type="button" value="Decline the offer & put back to waiting list"/> <input style="border: 2px solid red;" type="button" value="Accept conditional offer"/> </p> </div>														

<p>3</p>	<p>If you click the [Accept conditional offer] button, a reminder for 1st installment of hall fee will be prompted as below.</p> <p>Please click the [OK] button to confirm your acceptance of the conditional offer. You can also go to the Banner system to check your e-Billing account for the details of 1st installment hall fee</p> 														
<p>4</p>	<p>Once the conditional offer is accepted successfully, it takes you back to the 'View Application History' page and the status will be updated as 'Accepted conditional offer'.</p> <p>The updated status will also be shown in the bottom of the View Offer page.</p>  <table border="1" data-bbox="404 1520 1435 1598"> <thead> <tr> <th>Term</th> <th>Round</th> <th>Application No</th> <th>Status</th> <th>Scores</th> <th>Last Submitted Date</th> <th>Action Taken</th> </tr> </thead> <tbody> <tr> <td>202209</td> <td>1</td> <td>[icon]</td> <td>Accepted conditional offer</td> <td>N/A</td> <td>2022-04-11 12:13:12</td> <td>View / Modify / Withdraw Application View Conditional Offer</td> </tr> </tbody> </table>	Term	Round	Application No	Status	Scores	Last Submitted Date	Action Taken	202209	1	[icon]	Accepted conditional offer	N/A	2022-04-11 12:13:12	View / Modify / Withdraw Application View Conditional Offer
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