

New Asia College

IMPORTANT NOTES FOR APPLICATION OF HOSTEL RESIDENCE

Students should read through the following guidelines and related documents before submission of online applications to the College.

****Incomplete applications will not be accepted. Late applications will be handled behind the waiting list.***

1. 2024/2025 Residence Year

Whole Year Residence	01 September 2024 (Sun) – 17 May 2025 (Sat)
1st Semester Residence	01 September 2024 (Sun) – 27 December 2024 (Fri)
2nd Semester Residence	02 January 2025 (Thu) – 17 May 2025 (Sat)

2. Application Periods

Eligible Type of Students	Application Periods	Date(s) of Result
N-1 for Non-Local Final-Year Students	18 – 31 October 2023	30 November 2023
<u>Local</u> and <u>Non-Local Current Students</u>	02 – 15 April 2024	07 June 2024
Appeal Period for Current Students	07 – 20 June 2024	Upon completion of review
Local Freshmen Students#	22 – 26 August 2024	29 August 2024

#Please keep a copy of online submission for record.

3. Application Procedures

- 3.1 All eligible students have to submit their online application form and/or upload supporting documents, during the application period. (Please refer to Annexes I - IV for details).
- 3.2 Applicants fail to submit all required supporting documents within the designated application period(s) may lead to deduction of hall point score or delay of the application processing.
- 3.3 Multiply submissions of the online application are accepted within the designated application period(s). However, only the final submission record will be processed. Late information submission or amendment may not be accepted.
- 3.4 Applicants should keep the acknowledgement of online application as submission proof.
- 3.5 All information provided on the application must be accurate. Any provision of false information may lead to disqualification of the application.

4. Announcement of Result, Residence Registration and Appeal Procedures

- 4.1 Application result will be notified by sending email to students' CUHK email account and posting on the College's website on specified schedules.
- 4.2 Successful applicants should submit their completed Resident Registration Form provided in the offer email for confirmation of their offer acceptance. Failure to upload the form will be deemed as declining the hostel offer.
- 4.3 Unsuccessful applicants may submit written appeal in terms of procedural irregularities within 14 days after result released. The results of review will be notified by sending email to students' CUHK email account upon completion of review.
- 4.4 Students with special need(s) for hostel residence, including health/family issue or other reason(s) which cannot be reflected from hall point score, can apply for special consideration to Dean of Students' Office.

5. Check-in Arrangement

- 5.1 The check-in schedules for the 1st and 2nd Semester Residence periods are set out below. Students should check-in within the check-in schedules or according to the check-in date(s) provided on their offer email. Otherwise, their hostel places will be forfeited.

Residence Periods	Check-in Schedules
1 st Semester Residence	01 September 2024 (Sun) – 05 September 2024 (Thu)
2 nd Semester Residence	02 January 2025 (Thu) – 06 January 2025 (Mon)

- 5.2 For late check-in request, a written email should be sent with reason(s) to nahostel@cuhk.edu.hk for consideration and arrangement before respective check-in schedules.

6. Check-out Arrangement

- 6.1 Students should check-out from hostel by the respective check-out deadlines. Additional penalty will be charged for late check out.

Residence Periods	Check-out Deadlines
1 st Semester Residence	Before 3:00pm on 27 December 2024 (Fri)
2 nd Semester Residence	Before 3:00pm on 17 May 2025 (Sat)

- 6.2 Students should vacate from the room and remove all personal property therein. Any personal property found after the termination of residency will be disposed or confiscated. The College will not be liable for any loss of or damage to such property.
- 6.3 Students have to compensate for any loss or damage of the hostel property, including keys or facilities inside their rooms, etc.

7. Hostel Related Fees*

2024/2025 Residence Year	Whole Year Residence		1 st Semester Residence		2 nd Semester Residence	
Room Types	Standard Double/Triple Room	Converted Triple Room	Standard Double/Triple Room	Converted Triple Room	Standard Double/Triple Room	Converted Triple Room
Hostel Fees (HK\$)	16,942	11,300	8,471	5,650	8,471	5,650
Hostel Deposit (HK\$)	1,000	1,000	1,000	1,000	1,000	1,000
Hall Association Fee (HK\$)	40		20		20	

* The Hostel fees on 2024/2025 have been approved by the Committee on Student Hostel.

- 7.1 Students will be notified of hostel fee payment advice of each instalment through CUSIS. Every late payment will be penalized by the University.
- 7.2 Students have to settle the hostel fees in full and all payments made are non-refundable despite any reasons except for those situations specially approved.
- 7.3 Hostel deposit will be refunded in two months after the official check-out deadlines of each semester if there is no outstanding compensation or penalty. Students have to provide detailed and accurate information of his/her bank account in a local bank.

8. Use of Personal Information

The personal data collected from the application and relevant parties will solely be used for processing hostel residence in student hostels and related statistics as deemed necessary.

All Annexes are only available in English

Annex I

Application Procedures for NA Hostel Residence

**Submission of
Application**

- Complete the Online Application Form and/or upload the supporting documents within the application period(s)
- For Local Students (See **Annexes II - IV** for details)
- For Non-Local Students (See **Annex IV** for details)

**Application
Result**

- Check thier CUHK student email account for the application result issued by New Asia Student Hostel (nahostel@cuhk.edu.hk)
- Students would be notified of their Hostel Assignment

**Resident
Registration**

- Upload completed Resident Registration Form by the designated deadline to confirm the acceptance of hostel offer

**Room
Allocation**

- Room allocation would be arranged by drawing lot on designated date before Semester 1
- Students with hostel place in Semester 2 only would be notified of allocated room(s) normally at the end of November every year

**Check-in &
Check-out**

- Students should check-in and check-out within the designate date(s)
(See Pts. 5 & 6 of the guidelines)

Enquiry email: nahostel@cuhk.edu.hk

Hotlines: 3943 7610 / 3943 1584

All Annexes are only available in English

Annex II

User Guide for Using Google Map (Local Students ONLY)

1. Visit the Google Map of Hong Kong



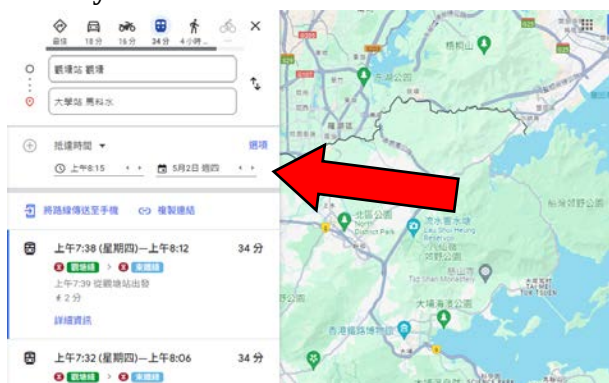
- Logout from your Google account
- Visit the website of Google Map of Hong Kong:
<http://www.google.com.hk/maps/>
- Click the icon of Route 

2. Enter your starting point and destination



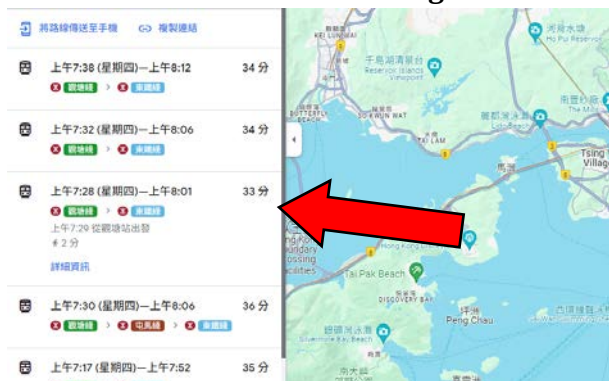
- Select the icon of public transport
- Enter your starting point as Home Address and Destination as “University Station, Ma Liu Shui”
- Select the arrival date and time

3. Enter your arrival date and time



- Enter the designated arrival date as 17 May 2024 (Fri) for the application
- Enter the designated arrival time at 8:15am for the application

4. Selection of route and travelling time



- Select the “Best Route” as your option
- Available routes and travelling times are shown on the left panel
- The shortest route will be considered for application
- Capture the screen for upload

All Annexes are only available in English

Annex III

Important Notes for Submission of Support Documents (Local Students ONLY)

❖ Proof of Residential Address

Types of Housing	Required Supporting Documents
Public Housing	✓ Copy of the Tenancy Agreement with parents' names issued by Hong Kong Housing Authority/ Hong Kong Housing Society which should include: ➤ Page of Address ➤ Name List of Tenant and Family Member(s)
Private Housing	Owned Property: ✓ Copy of the latest Rating and Value Demand for Rates and Government Rent with parents' name(s) Rental Property: ✓ Copy of the latest Rental Agreement with parents' name(s)
Special Housing: Multi-tenanted or Subdivided Units/ Squatters/ Interim Housing, etc.	Cannot provide the Rating and Value Demand for Rates and Government Rent and/or Rental Agreement: ✓ Copy of the latest utilities bill with parents' name(s); and ✓ A written Self-declaration signed by both the student applicant and tenant**

**Sample of Self-declaration (#delete where appropriate)

I, xxx, am a current student of New Asia College, SID: XXXXXXXXX, my address of regular staying is xxxxxxxxxxxxxxxx. I declare that:

the usable area of xxxx sq. feet/ sq. meters; and

xx resident(s) of regular stay provided in my application are accurate and true information.

Any provision of false information may lead to disqualification of my application and/or disciplinary action.

Applicant's signature

I, xxx, confirm that I am xxx of applicant and the principal tenant of the above address. I declare that all information provided by the applicant is accurate and true information. I also understand any provision of false information may lead to harmful effect on student's development.

Principal tenant's signature

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Annex III

❖ Usable Area Testimonial

For Owned Property**Method 1: Search vis the website of Rating and Valuation Department (RVD)****1. Go to the website of Property Information Online from RVD:**

https://www.rvdpi.gov.hk/epayment/public/pihHome.do?req_locale=en_US

2. Enter below 2 items printed on the latest quarterly “Demand for Rates and Government Rent”**i. Assessment Number****ii. PIO Enquiry Code**

2022年1月至3季度徵收差餉及地租通知書
JANUARY TO MARCH QUARTER 2022 DEMAND FOR RATES AND GOVERNMENT RENT

帳目編號 ACCOUNT NUMBER 888-10000-2173-1-20	最後繳款日期 LAST DAY FOR PAYMENT 31/01/2022	應繳總額 TOTAL AMOUNT DUE \$3,974.00
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登記繳納人姓名及通訊地址 REGISTERED PAYER'S NAME AND CORRESPONDENCE ADDRESS
CHAN TAI MAN
8888 CHEUNG SHA WAN RD
CHEUNG SHA WAN MANSION
BLK 1
15/F FLAT A

「繳費靈」商戶編號 “PPS” MERCHANT CODE “09”

附註：此項服務僅適用於私人住宅物業（鄉村式屋宇除外）。故此，非住宅物業並沒有物業資料查詢編號。
Remarks: This service is only applicable to private domestic properties (excluding village type houses). PIO Enquiry Code is not available for non-domestic properties.

物業單位地址或名稱 ADDRESS OR DESCRIPTION OF TENEMENT
長沙灣道8888號
長沙灣大廈
1座
15樓 A室

8888 CHEUNG SHA WAN RD
CHEUNG SHA WAN MANSION
BLK 1
15/F FLAT A

估價編號 ASSESSMENT NUMBER 888-10000-2173-0-J

物業資料查詢編號 PIO ENQUIRY CODE 1823-1823

3. Press “Submit” button, then will have the usable area of unit

查詢結果：

交易參考編號 XXXXXXXXXXXXXXXXXXXX	資料提供日期及時間 2022年8月30日 10:33:36
估價編號 XXXXXXXXXXXXXXXXXXXX	最早發出入伙文件日期 1978年6月1日
物業地址或名稱 Flat XXX, X/F, XXXX Estate	
實用面積資料（1平方米 = 10.764平方呎） 實用面積: 34.7平方米	附註 --
** 計算此物業的「實用面積」時，所採納的牆身厚度最多不超過230毫米。	

4. Capture the screen for upload

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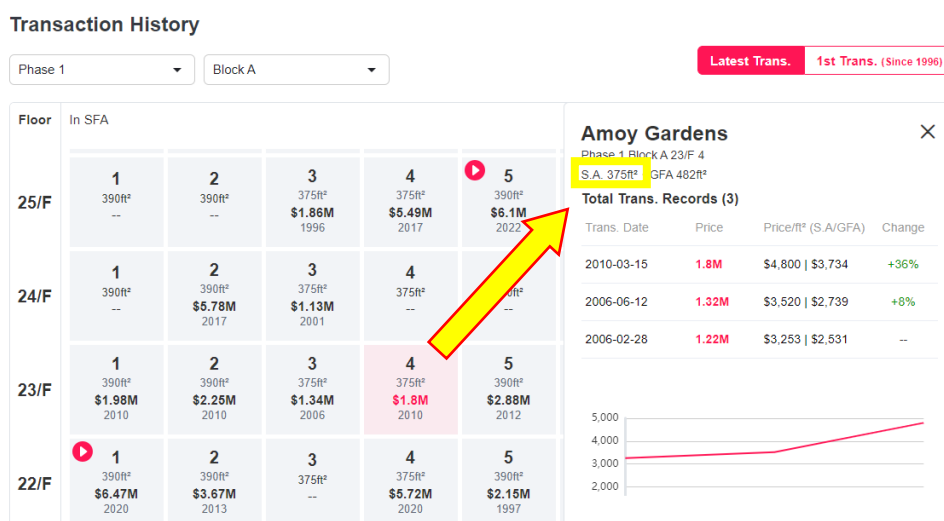
Annex III

❖ Usable Area Testimonial

For Rental Private Property

Method 1: Search via the website of Hong Kong Real Estate Agents (e.g., CENTALINE PROPERTY and MIDLAND REALITY)

1. Go to the website of Hong Kong Real Estate Agent
2. Enter the name of property, e.g. Amoy Gardens, in the search box
3. Find out the Estate Information and Select the property details such as Phase number, Block number, Floor number and Flat number in the part of Transaction History



4. Capture the screen for upload

Method 2: Search via the website of Hong Kong Banks like HSBC and HANG SENG BANK

1. Go to the Bank's website
2. Go to the page of Property Valuation
3. Enter the Zone, District, Name of Estate, Block/ Building, Floor
4. Press "Get property valuation" button

HSBC Banking Accounts & Services Borrowing Cards & Loans Investing Securities & FX Insurance Protection & Planning Insights Analysis & Market Data Offers Latest Rewards

Enter property details

Zone: Kowloon

District: Ngau Tau Kok

Estate Name: Amoy Garden

Block/Building: I Block/Tower C

Floor: 20 Flat/Unit: 5

Find out property value

Property Value

Address: Flat 5,20/F,I Block/Tower C,Amoy Garden,Ngau Tau Kok,Kowloon

Valuation HKD: 4,610,000

Gross floor area (sq ft): 462

Saleable area (sq ft): 375

Property age (year/s): 42

Valuation date: 18 Mar 2024

Get property valuation

5. Capture the screen for upload

All Annexes are only available in English**Annex III****❖ Usable Area Testimonial****For Public Housing**

Method 1: Request and collect the certificate letter of unit usable area issued by respective Estate Offices

Method 2: Search via the website of Housing Authority's Public Rental Housing Stock API Builder

1. Go to the webpage of Housing Authority:
https://data.housingauthority.gov.hk/psi/emms_ha_prhs.htm?dataset=ha_prhs&lang=en
2. Enter the Name of Estate and Name of Building/ Block, e.g. Wo Che Estate and Hau Wo House
3. Press "Get Result" button
4. Find out the Flat Number and Internal Floor Area

AND + Add rule

Estate English Name equal WO CHE ESTATE

English Name of Block equal HAU WO HOUSE ✕ Delete

Reset Get Result

API Query String:

`https://data.housingauthority.gov.hk/psi/rest/criteriafilter/ha_prhs/en/json?qp=%20WHERE%20ESTATE_ENGLISH_NAME%20%3D%20WO%20CHE%20ES`

Show 10 entries

Region Chinese Name	English Name of Block	Chinese Name of Block	Flat Number	Floor Number	Internal Floor Area (m2)	A
新界東	HAU WO HOUSE	厚和樓	1001	10	27.13	
新界東	HAU WO HOUSE	厚和樓	1002	10	27.13	
新界東	HAU WO HOUSE	厚和樓	1003	10	27.13	
新界東	HAU WO HOUSE	厚和樓	1004	10	27.13	
新界東	HAU WO HOUSE	厚和樓	1005	10	27.13	

5. Capture the screen for upload

For Other Housing

Method 3: For special circumstances, the area proof cannot be provided with acceptable reason(s). Students should provide a self-declaration with explanation as a proof, e.g., Older village houses/ squatters.

Please refer to the sample of self-declaration in Annex I.

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Annex IV

**Important Notes for Submission of Support Documents
(Both Local and Non-Local Students)**

❖ **Proof of Extra-Curricular Activities**

(A) General Activities	
<u>Positions/ Scheme registered under New Asia College</u> ➤ Student Societies/ Organisations ➤ College Sports Teams ➤ Hall Associations	✓ Official lists of Committee Members should be provided by NA Student Union, MUA, ISA, NA Physical Education Unit and NA Hall Associations
<u>Positions/ Scheme registered under CUHK</u> ➤ Student/ Departmental Societies ➤ University Sports Teams	✓ Students should obtain respective official lists of Committee Members from Office of Student Affairs/ Departments, then upload the list for application
(B) Events of New Asia College	
➤ College Anniversary Celebration ➤ NA Night ➤ NA Signing Contest ➤ Orientation Camp ➤ Sub-Committee Members of Student Union	✓ NA Student Union provides the official lists of Members
➤ Athletic Meet ➤ Happy Run ➤ Head's Trophies ➤ Swimming Gala	✓ Physical Education Unit provides the official lists of Committees/ Participants
➤ Members of New Asia College Committee ➤ Graduating Class Executive Committee	✓ The College Office provides the official lists of Committees/ Members
➤ Walk for Green (at least 80 scores)	✓ Students should provide the official proof of participation and attained scores
(C) Residence with Non-Local Freshmen	
➤ Local students who have paired up with non-local freshmen as roommate (One-year / One-term residence)	✓ The College Office provides the records

--End--