

## 新亞書院

### 學生宿舍申請重要事項

申請宿舍的學生應閱讀以下須知及有關文件後，向書院遞交網上申請表格。

\*尚未填妥之申請表格，將不予受理。逾期遞交之申請，將會安排在正宿的輪候名單之後，再作處理。

#### 1. 二〇二四至二〇二五年度住宿期

全年住宿期	2024 年 9 月 1 日(星期日) – 2025 年 5 月 17 日(星期六)
第一學期住宿期	2024 年 9 月 1 日(星期日) – 2024 年 12 月 27 日(星期五)
第二學期住宿期	2025 年 1 月 2 日(星期四) – 2025 年 5 月 17 日(星期六)

#### 2. 申請日期

符合申請資格的學生組別	申請日期	結果公佈日期
N-1 非本地畢業班	2023 年 10 月 18 – 31 日	2023 年 11 月 30 日
<u>本地及非本地舊生</u>	2024 年 4 月 2 – 15 日	2024 年 6 月 7 日
舊生上訴期	2024 年 6 月 7 – 20 日	完成審議後
本地新生#	2024 年 8 月 22 – 26 日	2024 年 8 月 29 日

#請保留完成網上申請表格副本，以便於覆核。

#### 3. 申請程序

- 3.1 所有符合申請資格的學生必須透過網上表格遞交申請資料及有關證明文件。  
(請參閱 Annexes I - IV)
- 3.2 申請人必須在申請期內提交所需的證明文件，否則會導致宿分被扣減或申請被延誤處理的情況發生。
- 3.3 申請人可在截止日期前不限次數地遞交申請，但只有最後提交的申請會獲得處理。申請期截止後，逾時申請或任何修訂要求概不受理。
- 3.4 申請人遞交申請表時，需保存好提交紀錄的截圖，作為證明文件。
- 3.5 申請人必須提供正確無誤的資料。申請人若蓄意提供虛假資料，其申請資格將會被取消。

#### 4. 申請結果公佈、宿生登記和上訴程序

- 4.1 申請結果將於指定日期以中大電子郵件通知及於書院網頁發佈。
- 4.2 獲派宿位的申請人必須填妥及交回電子郵件附上的宿生登記表格，以確認接納其所分配之宿位。逾時未交者當放棄宿位論。
- 4.3 未獲分配宿位的申請人如認為處理程序有誤，可在收到申請結果通知後的十四日內提交書面申訴。有關結果將於宿位審查小組完成審議後發送到申請人的中大電子郵箱。
- 4.4 學生如因特殊理由，包括健康/家庭原因，或其他未能反映於宿分的特別原因，而需要入住學生宿舍，可向學生輔導處申請酌情考慮其個案。

## 5. 入宿安排

- 5.1 第一和第二期住宿的入宿時間表詳列如下。學生應在入宿期內或根據其宿位通知書上註明的入住日期到所屬宿舍辦理入宿手續。否則，宿位將會被收回。

住宿期	入宿時間表
第一學期住宿	2024 年 9 月 1 日(星期日) – 9 月 5 日(星期四)
第二學期住宿	2025 年 1 月 2 日(星期四) – 1 月 6 日(星期一)

- 5.2 學生如需申請延遲入宿，需於入宿期前以書面電郵的形式提交申請及其理由至 [nahostel@cuhk.edu.hk](mailto:nahostel@cuhk.edu.hk) 作審核及安排。

## 6. 退宿安排

- 6.1 學生必須在相關退宿期限或之前完成退宿手續。延期退宿將被罰款。

住宿期	退宿期限
第一學期住宿	2024 年 12 月 27 日(星期五) 下午 3 時正
第二學期住宿	2025 年 5 月 17 日(星期六) 下午 3 時正

- 6.2 學生在退宿前必須清空房間內所有的個人財物。在住宿期終止後，房間內的個人財物將被清除或處理。書院將不會對此類個人財物的任何損毀或遺失承擔責任。
- 6.3 學生如有遺失或損毀任何宿舍物品，包括鑰匙或房間內的設備等，需作出賠償。

## 7. 宿舍相關費用\*

2024/2025 年度住宿期	全年住宿期		第 1 學期住宿期		第 2 學期住宿期	
房間類型	標準雙人/ 三人房	改裝 三人房	標準雙人/ 三人房	改裝 三人房	標準雙人/ 三人房	改裝 三人房
宿舍費用 (HK\$)	16,942	11,300	8,471	5,650	8,471	5,650
保證金 (HK\$)	1,000	1,000	1,000	1,000	1,000	1,000
宿生會費 (HK\$)	40		20		20	

\*2024/2025 年度宿舍費用已於宿舍委員會通過。

- 7.1 宿生會通過 CUSIS 收到每期宿舍費用的繳款通知。如果宿生逾期繳款，大學會向其收取罰款。
- 7.2 宿生必須全數支付宿舍費用，除特別批准的情況外，所有費用均不予退還。
- 7.3 如住宿期間無任何罰款紀錄（請見 6.3），書院將於每學期結束後兩個月內全數退還其所繳之宿舍保證金。宿生必須提供他/她的本地銀行儲蓄或支票賬戶資料作退款用途。

## 8. 個人資料的使用

在申請過程中收集的個人資料，只用作處理學生的住宿申請及僅供在必要時作相關數據統計。

## 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](mailto:nahostel@cuhk.edu.hk)

Hotlines: 3943 7610 / 3943 1584

所有附件只提供英文版本

## Annex II

## User Guide for Using Google Map (Local Students ONLY)

## 1. Visit the Google Map of Hong Kong



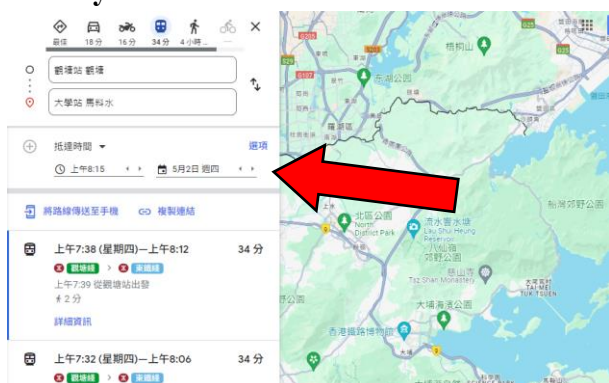
- Logout from your Google account
- Visit the website of Google Map of Hong Kong:  
<http://www.google.com.hk/maps/>
- Click the icon of Route

## 2. Enter your starting point and destination



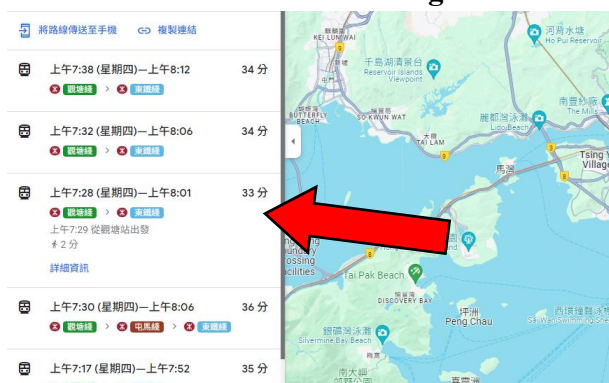
- Select the icon of public transport
- Enter your starting point as Home Address and Destination as “University Station, Ma Liu Shui”
- Select the arrival date and time

## 3. Enter your arrival date and time



- Enter the designated arrival date as **2 September 2024 (Mon)** 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

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## Annex III

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

## ❖ Proof of Residential Address

Types of Housing	Required Supporting Documents
<b>Public Housing</b>	✓ Copy of the Tenancy Agreement with parents' names issued by Hong Kong Housing Authority/ Hong Kong Housing Society which should include: <ul style="list-style-type: none"> <li>➤ Page of Address</li> <li>➤ Name List of Tenant and Family Member(s)</li> </ul>
<b>Private Housing</b>	<b>Owned Property:</b> ✓ Copy of the latest Rating and Value Demand for Rates and Government Rent with parents' name(s)  <b>Rental Property:</b> ✓ Copy of the latest Rental Agreement with parents' name(s)
<b>Special Housing:</b>  <b>Multi-tenanted or Subdivided Units/ Squatters/ Interim Housing, etc.</b>	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 xxxxxxxxxxxxxx. 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 via 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](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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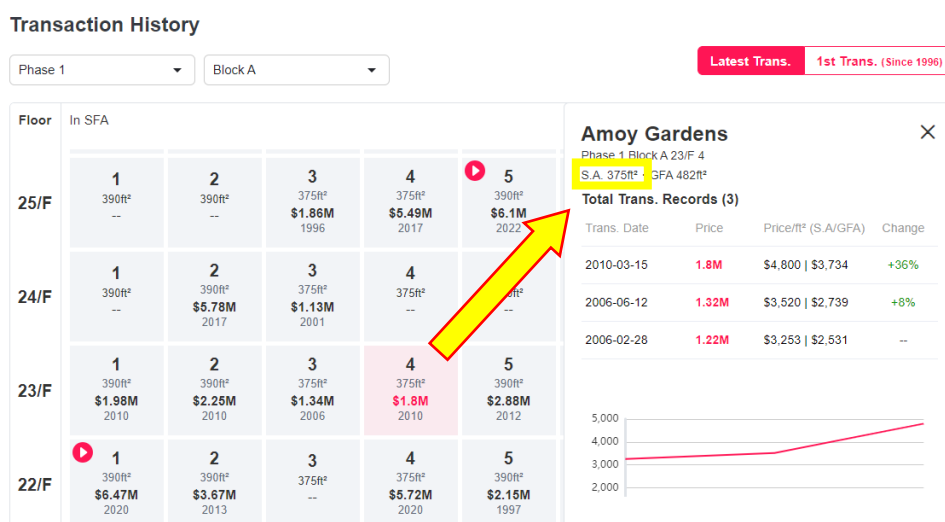
## Annex III

### ❖ 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

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## 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](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

API Query String:

https://data.housingauthority.gov.hk/psi/rest/criteriafilter/ha\_prhs/en/json?qp=%20WHERE%20ESTATE\_ENGLISH\_NAME%20%3D%20%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**

<b>(A) General Activities</b>	
<u>Positions/ Scheme registered under New Asia College</u> <ul style="list-style-type: none"> <li>➤ Student Societies/ Organisations</li> <li>➤ College Sports Teams</li> <li>➤ Hall Associations</li> </ul>	<ul style="list-style-type: none"> <li>✓ Official lists of Committee Members should be provided by NA Student Union, MUA, ISA, NA Physical Education Unit and NA Hall Associations</li> </ul>
<u>Positions/ Scheme registered under CUHK</u> <ul style="list-style-type: none"> <li>➤ Student/ Departmental Societies</li> <li>➤ University Sports Teams</li> </ul>	<ul style="list-style-type: none"> <li>✓ Students should obtain respective official lists of Committee Members from Office of Student Affairs/ Departments, then upload the list for application</li> </ul>
<b>(B) Events of New Asia College</b>	
<ul style="list-style-type: none"> <li>➤ College Anniversary Celebration</li> <li>➤ NA Night</li> <li>➤ NA Signing Contest</li> <li>➤ Orientation Camp</li> <li>➤ Sub-Committee Members of Student Union</li> </ul>	<ul style="list-style-type: none"> <li>✓ NA Student Union provides the official lists of Members</li> </ul>
<ul style="list-style-type: none"> <li>➤ Athletic Meet</li> <li>➤ Happy Run</li> <li>➤ Head's Trophies</li> <li>➤ Swimming Gala</li> </ul>	<ul style="list-style-type: none"> <li>✓ Physical Education Unit provides the official lists of Committees/ Participants</li> </ul>
<ul style="list-style-type: none"> <li>➤ Members of New Asia College Committee</li> <li>➤ Graduating Class Executive Committee</li> </ul>	<ul style="list-style-type: none"> <li>✓ The College Office provides the official lists of Committees/ Members</li> </ul>
<ul style="list-style-type: none"> <li>➤ Walk for Green (at least 80 scores)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Students should provide the official proof of participation and attained scores</li> </ul>
<b>(C) Residence with Non-Local Freshmen</b>	
<ul style="list-style-type: none"> <li>➤ Local students who have paired up with non-local freshmen as roommate (One-year / One-term residence)</li> </ul>	<ul style="list-style-type: none"> <li>✓ The College Office provides the records</li> </ul>

--End--