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.

1. 2024/2025 Residence Year

Whole Year Residence	31 August 2025 (Sun) – 15 May 2026 (Fri)
1st Semester Residence	31 August 2025 (Sun) – 27 December 2025 (Sat)
2 nd Semester Residence	02 January 2026 (Fri) – 15 May 2026 (Fri)

2. Application Periods

Eligible Type of Students	Application Periods	Date(s) of Result
N-1 for Non-Local Final-Year Students	18 – 31 October 2024	30 November 2024
Local & Non-local Current Students	01 – 14 April 2025	06 June 2025
Appeal Period for Current Students	06 – 19 June 2025	Upon completion of review
Local Freshmen Students#	22 – 25 August 2025	29 August 2025

[#] Tentative application period; 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.
- **4.2** Successful applicants should submit their completed Resident Registration Form provided in the offer email for confirmation of their offer acceptance. Failure to complete the form will be deemed as declining of 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 by hostel points, can apply for special consideration to Dean of Students' Office.

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

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
1st Semester Residence	31 August 2025 (Sun) – 04 September 2025 (Thu)
2 nd Semester Residence	02 January 2026 (Fri) – 06 January 2026 (Tue)

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
1st Semester Residence	Before 3:00pm on 27 December 2025 (Sat)
2 nd Semester Residence	Before 3:00pm on 15 May 2026 (Fri)

- 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		1st 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	

^{*}Hostel fees will be reviewed from time to time subject to inflation adjustment and other related factors.

- 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.

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 &

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

Check-out

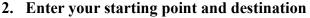
Enquiry email: nahostel@cuhk.edu.hk

Hotlines: 3943 7610 / 3943 1584

User Guide for Using Google Map (Local Students ONLY)

- 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







- 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 12 May 2025
 (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

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:	Cannot provide the Rating and Value Demand for Rates and			
	Government Rent and/or Rental Agreement:			
Multi-tenanted or				
Subdivided Units/ Squatters/	✓ Copy of the latest utilities bill with parents' name(s); and			
Interim Housing, etc.	✓ 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: XXXXXXXX, my address of regular staying is xxxxxxxxxxxx. 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

All Annexes are only available in English

Annex III

Usable Area Testimonial

For Owned Property



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



4. Capture the screen for upload

All Annexes are only available in English

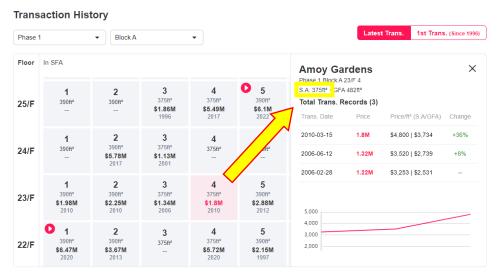
Annex III

Usable Area Testimonial

For Rental Private Property

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

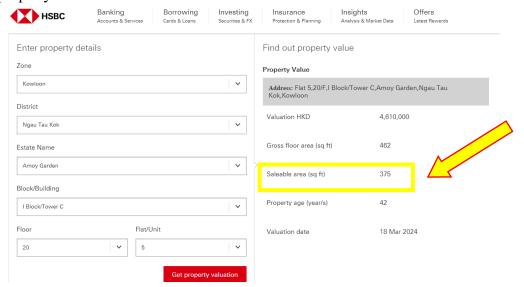
- 1. Go to the website of Hong Kong Real Estate Agent
- 2. Enter the name of property, e.g. Amoy Gardens, in the search box
- 3. Find out the Estate Information and Select the property details such as Phase number, Block number, Floor number and Flat number in the part of Transaction History



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



5. Capture the screen for upload

All Annexes are only available in English

Annex III

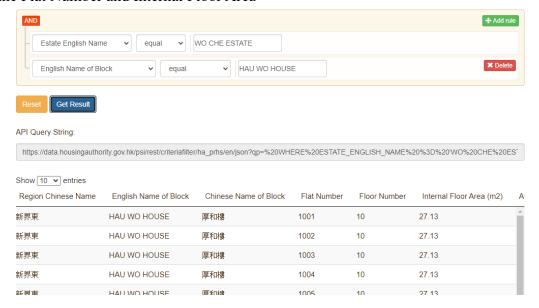
❖ Usable Area Testimonial

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



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 P.5.

Annex IV

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

Proof of Extra-Curricular Activities

(A) General Activities			
Positions/ Scheme registered under New Asia College > 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 		
Positions/ Scheme registered under CUHK			
 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		