香港中文大學伍宜孫書院
Wu Yee Sun College, The Chinese University of Hong Kong

2022 至 2023 年度學生宿舍申請須知
Application Note for Student Hostel Residence (2022-23)

〔 本地舊生適用 〕(For Local Non-Freshmen)

書院會使用透過宿舍申請所獲得的個人資料作處理宿舍申請用途。申請人有權透過電郵 (*polly@cuhk.edu.hk*) 索閱及修正個人資料。提供個人資料純屬自願性質。

Any personal data collected by means of the hostel application will be used by Wu Yee Sun College for the purpose of processing hostel application. Applicants have a right of access and correction with respect to personal data as provided for via email to polly@cuhk.edu.hk. The provision of any personal data is on a voluntary basis.

The arrangement of student hostel residence is subject to the development of COVID-19. The College reserves the right to make any appropriate amendment, including but not limited to amending the hostel period or delaying the check-in date. Students allotted a hostel place should pay attention to mass emails for announcement.
書院或因應新冠肺炎之發展更改學生宿舍之安排（包括但不限於更改宿期、延遲入宿日）。獲分配宿位之同學請密切留意書院經電郵發放之最新資訊。

1. 書院宿舍提供604個宿位予本院學生申請，全為雙人房，惟因應新冠肺炎疫情或改為單人入住。視乎疫情發展，實際可提供宿位數目及房間分配安排可能大幅更改，宿位分配準則將因應大學/書院政策作出相應改動。

   604 hostel places at the College hostels are available for students of the College. All are double rooms but may be changed to single occupancy due to COVID-19 pandemic). Subject to the newest development of the pandemic, there may be a substantial change of the actual number of available hostel places and room assignment. The rationale of hostel allotment will be adjusted in accordance to the latest University/College policy.

2. 鑑於政府 2022 年 2 月 24 日起實施「疫苗通行證」(https://www.coronavirus.gov.hk/chi/vaccine-pass.html)，所有以「中大通」進入校園的學生應把最新的疫苗接種紀錄或醫學豁免證明書上載至疫苗接種紀錄 / 定期病毒檢測申報系統。基於醫學原因無法接種疫苗或未完成接種疫苗的學生，則必須每星期進行一次定期自我檢測及遞交網上申報表。申請人需按照「疫苗通行證」要求於指定時間完成接種所需劑量，並提供認可疫苗接種紀錄，顯示疫苗種類被包括在政府的新冠病毒專題網站「就指明用途認可 2019 冠狀病毒病疫苗列表」上 (https://www.coronavirus.gov.hk/pdf/list_of_recognised_covid19_vaccines.pdf) 及已完成接種所需劑量；或提供有效醫學豁免證明書。如屬新冠肺炎康復者而獲豁免接種，請提供康復或感染證明 (例如出院文件、衞生署發出的隔離令)，單憑快速抗原測試陽性結果的相片並不能作為有效的康復紀錄。

   As the government has launched a "Vaccine Pass" (https://www.coronavirus.gov.hk/eng/vaccine-pass.html) with effect from 24 February 2022, students accessing campus via CU Link cards are reminded to upload their most updated vaccination records or proof of medical exemption to the VTR portal. For students who are unable to receive vaccination for medical reasons or yet to be fully vaccinated, regular self-testing for online reporting at least once every week is required. Applicants must receive all required dosage within designated schedule according to "Vaccine Pass", and provide recognized vaccination record on which the vaccine is on the list of recognized vaccines on the Government's COVID-19 Thematic Website (https://www.coronavirus.gov.hk/pdf/list_of_recognised_covid19_vaccines.pdf) and received all required dosage; or provide valid proof of medical exemption. For persons recovered from COVID-19 eligible for exemption, please also provide proof of recovery/ infection (e.g. discharge documents, isolation order issued by Department of Health). Photograph showing a positive rapid antigen test result alone cannot serve as a valid recovery record.

3. 2022 至 2023 年度之宿期由 2022 年 9 月至 2023 年 5 月。農曆新年期間宿舍會關閉數天，宿生如欲留宿需另行申請。暑期宿舍安排及申請將另行通告。

   The residential term for 2022-23 is from September 2022 to May 2023. The hostel will be closed for a few days during Lunar New Year. Residents are not allowed to stay at the hostel unless otherwise requested and approved. Summer residence arrangement and application will be announced in due course.

4. 2022 至 2023 年度之宿費為港幣 14,182 元。另宿生須繳付宿生會費港幣 30 元及宿舍鎖匙按金港幣 1,000 元。

   The annual hostel fee for 2022-23 is HK$14,182. All residents are also required to pay a Resident Association fee of HK$30 and a refundable deposit of HK$1,000.

5. a) 申請人須於 **2022 年 5 月 14 日至 5 月 29 日**於網上（ https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13649539 ；需以學生編號登入）遞交申請，簽署由系統自動寄出之電郵確認書，然後按附件三之指示於截止申請日期或之前上載證明文件至指定 OneDrive 雲端連結。若書院於截止申請日期後未能於雲端找到必須之證明文件，一律當作欠交處理。
   Applicants must first submit their online application (https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13649539; login with student ID needed) **from 14 May to 29 May 2022.** Sign the notification which is automatically sent to the email address provided by the applicants. All supporting document(s) must be uploaded to the designated OneDrive URL according to the instructions in Appendix 3 by the application deadline. If any necessary supporting document cannot be retrieved from the OneDrive space, such document will be considered missing.

   b) 獲保證在學期間兩年可入住學生宿舍之書院入學獎學金（2020-21 或之後）得獎人若計劃於 2022-23 學年使用保證宿位，須於 **2022 年 5 月 14 日至 5 月 29 日**遞交網上申請（ https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13649563 ；需以學生編號登入），簽署由系統自動寄出之電郵確認書，然後按附件三之指示於截止申請日期或之前上載證明文件至指定 OneDrive 雲端連結。若書院於截止申請日期後未能於雲端找到必須之證明文件，一律當作欠交處理。
   College Admission Scholarship (2020-21 and after) recipients with guaranteed hostel place offer for 2 years of study, who intend to use their guaranteed hostel quota for 2022-23 hostel application must submit their online application (https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13649563; login with student ID needed) **from 14 May to 29 May 2022**. Sign the notification which is automatically sent to the email address provided by the applicants. All supporting document(s) must be uploaded to the designated OneDrive URL according to the instructions in Appendix 3 by the application deadline. If any necessary supporting document cannot be retrieved from the OneDrive space, such document will be considered missing.

   c) 逾期或資料不足之申請概不受理。因參加海外交流計劃而只申請上學期或下學期宿位的同學亦須於上述期內遞交申請。

Late or incomplete applications will NOT be handled. Students planning to participate in non-local exchange programmes and hence applying for one-semester accommodation also need to submit their applications during this period.

6. 宿生遴選分為兩輪：首輪遴選準則為總車程時間及人均居住面積；次輪之遴選準則為總車程時間、人均居住面積及課外活動。**同學只需填寫申請表格一次**，若於首輪未獲分配宿位，申請將自動撥入次輪遴選。計分方法請參看附件。
Resident selection will be carried out in two rounds. First round of selection is based on the total travelling time and living area per capita. Second round of selection is based on the total travelling time, living area per capita and extra-curricular activities. **Students only have to submit their application once.** Those who are not assigned hostel places in the first round will be automatically considered in the second round. Please see the appendix for the scoring scheme.

7. 書院設有「四年一宿」制度。本院畢業班同學若未嘗於校內學生宿舍住宿（暑期宿舍除外），可獲優先分配宿位；常規修業期為三年或以下之同學，可獲保證一學期宿位，常規修業期為四年或以上之同學，則可獲保證一學年宿位（不包括暑期課程學期）。非畢業班而從未曾獲派學期宿位（暑宿除外）之同學，亦可於網上表格選擇行使其「四年一宿」權，若其未能根據宿分獲分配宿位，則可以「四年一宿」再獲入宿機會。但曾於學期間入住宿舍（包括於學期間中途退宿）或曾透過「四年一宿」獲派宿位而放棄（包括入宿前放棄）者，均不得於網上表格選擇行使其「四年一宿」權，如有違反，其2022-23學年宿舍申請資格將被取消。本學年以「四年一宿」分配予非畢業班同學之宿位配額需視乎疫情發展而定，若申請數目多於屆時之配額，則以隨機抽籤決定。
"Guaranteed Residence Scheme" is implemented at Wu Yee Sun College. <u>Graduating students</u> of the College who have never resided at student hostels on campus (except for Summer Hostel) will be prioritized in hostel place allocation. Guaranteed residence period for those whose normative study period is 3 years or below is one semester, and that for those whose normative study period is 4 years or above is one academic year (excluding summer term). <u>Non-graduating students</u> who have never been allotted term-time hostel place (except Summer Hostel) can also indicate their choice of exercising this right in the online application. They will have another chance of hostel allocation with the "Guaranteed Residence Scheme" if they cannot be allotted hostel places according to their hostel scores. Applicants who have resided at the College hostel during term time, or withdrawn from hostel during term-time, or given up their hostel place allotted through "Guaranteed Residence Scheme" (even before hostel check-in) are not allowed to make such indication in the online application. Otherwise, they will be regarded as disqualified in the 2022-23 College hostel application. The quota for non-graduating students in this scheme is subject to the newest development of the pandemic. If the number of applications exceeds the quota, random lots will be drawn.

8. 因應新冠肺炎疫情，2021/22學年下學期於大學發出公告後(即2022年2月8日)至2022年2月28日完成退宿者，不被視為已享用2021/22學年下學期之一學期宿位。
Due to the COVID-19 virus pandemic, students who complete hostel check-out following the issuance of unviersity notice (8 February 2022) until 28 February 2022 will NOT be considered as taken up one-term residence of Term 2, 2021/22.

9. 申請人需上載以下文件副本。如未能提供所須證明，有關項目之得分將不獲計算。
Applicants are required to upload a copy of the following documents. Should applicants fail to present proof required, scores of the related parts will not be counted.

	文件 Supporting Document	備註 Remarks	收集目的 Collection Purpose
9a	總車程時間之證明 Proof of total travelling time	請參看附件，提交網上建議路線時間，以需時最短的路程為準 Please refer to the Appendix and submit a printout of the proposed route with the shortest travelling time	計算總車程時間及相應宿分 Calculation of total travelling time and the corresponding hostel score
9b	申請人之住址證明 Proof of the applicant's residential address	如由政府/大學發出列有地址的文件（發出日期必須為最近一年內）；信封不能用作住址證明 E.g. letters or notifications issued by Government/CUHK (issue date within one year); Envelopes cannot be used as proof of residential address	核實申請人住址，計算總車程時間及相應宿分 Verification of applicant's residential address, calculation of total travelling time and the corresponding hostel score
9c	同住家庭成員（過往一年內至少六個月與申請人同住）之住址證明 Proof of the residential address of all family member(s) living with the applicant (for at least 6 months over the past year)	**（如申請人之人均居住面積宿分為0分則不需遞交 No submission needed if the applicant's hostel score for living area per capita is 0）** 如學校文件（包括學生手冊）、選民登記通知書、稅單、公屋租約、老人津貼有關文件、差餉、住宅管理處發票、電費、水費或煤氣費單、流動電話費單或金融機構發出之文件（發出日期必須為最近一年內）；信封不能用作住址證明；收件人全名、收件人地址、發出日期、信頭/機構標誌、機構負責人簽署/蓋印等用作識別及核實的資料必須清楚顯示，但可遮蓋其他不必要的個人資料，例如銀行戶口帳號，繳費金額等 E.g. school documents (including student handbook), notification of voter registration, tax return form, public rental housing tenancy agreement, old age allowance documents, demand for payment of rates, invoices/ receipts from property management companies, electricity, water or gas, mobile telephone bills or statements from financial institutions (issue date within one year); **Envelopes cannot be used as proof of residential address** Information for identifying the applicant and verifying the proof, including recipient full name, recipient address, date of issuance, letter head/ organization logo, signature/ stamp of organization must be clearly shown on the proof. Irrelevant personal information, e.g. bank account no., amount of expenses, can be redacted.	核實同住家庭住址，計算人均居住面積及相應宿分 Verification of residential address of family members living together, calculation of living area per capita and the corresponding hostel score
9d	居住面積證明 Proof of residential area （須清楚列明實用面積 Usable floor area must be clearly shown）	**（如申請人之人均居住面積宿分為0分則不需遞交 No submission needed if the applicant's hostel score for living area per capita is 0）** 如屋邨辦事處之證明信件，住宅屬私人樓宇可提供買賣樓宇合約，或於銀行物業估價網頁搜尋居住單位並列印實用面積資料。如未能提供上述文件，請自行繪製住所平面圖，清楚列明尺寸及簽名作實，惟此	核實居住面積，計算人均居住面積及相應宿分 Verification of residential area, calculation of living area per capita and the

		平面圖只供學生宿舍委員會考慮之用。E.g. letter of proof by Estate Offices of Housing Department. For private properties, please submit agreements for sale and purchase of building units or a printout showing the usable floor area of your housing unit from the property evaluation website of banks. If none of these documents can be provided, please produce a floor plan with dimensions of the living quarters which is only for consideration by the Student Hostels Committee.	corresponding hostel score
9e	最多三項之課外活動證明（如適用）Maximum 3 Posts for Proof of extra-curricular activities (if applicable)	由中大學生事務處發出之「認可學生團體證明書」中大學生會發出之「屬下團體登記證明書」、書院辦公室發出之「書院認可團體證明書」或書院學生會發出之「屬下團體登記證明書」作為證明文件。The "Certification of Recognized Student Societies" issued by CUHK Office of Student Affairs The "Certification of Registered Societies" issued by CUSU, "Certification of College Recognized Societies" issued by the College Office, or "Certification of Registered Societies" issued by College SU as supporting document.	計算課外活動及相應宿分 Calculation of extra-curricular activity and the corresponding hostel score
9f	認可疫苗接種紀錄／醫學豁免證明書 Recognized Vaccination Record / Valid Proof of Medical Exemption	有關當局發出的紙本或電子疫苗接種紀錄，並清楚列明申請人的姓名(全名)、已接種疫苗的種類、劑量及接種日期，但可遮蓋身份證明文件號碼及疫苗紀錄二維碼。Printed or electronic vaccination record issued by the relevant authorities with applicant's <u>full name</u>, and information of vaccines received (types, no. of doses and date of receiving respective doses) clearly shown, but personal identification document number and QR code of vaccination record can be redacted. *(如屬新冠肺炎康復者而獲豁免接種第三針，請同時提供康復/感染證明，例如出院文件、衞生署發出的隔離令 For persons recovered from COVID-19 and exempted for 3rd dose, please also provide proof of recovery/ infection, e.g. discharge documents, isolation order issued by Department of Health).*	核實申請人是否完成接種疫苗，以符合入住書院宿舍的疫苗接種及檢測安排 Verification of status of fully vaccinated for compliance of vaccination and testing arrangement of College hostel residence

10. 若未能提供9c證明，申請人可以填妥「同住家庭成員申報表」，並請所有年滿十八歲之同住家庭成員於表格上簽署，惟此申報表只供學生宿舍委員會**考慮**。十八歲以下之同住家庭成員請盡量提供學校文件，如列明住址之學生手冊副本。
Applicants who cannot provide the required documents in 8c may submit the "Declaration Form for Family Members Living Together" with signatures from all family members aged 18 or above who live together with the applicant **for consideration** by the Student Hostels Committee only. Family members below 18 years of age please provide school document as far as possible, such as copy of Student Handbook with residential address.

11. 如同學申報之地址與大學註冊組記錄不同而無合理解釋，其申請將不被考慮。
Should applicants' reported addresses are found to be different from those in the record of the Registration and Examinations Section, and are without valid explanations, their applications will NOT be considered.

12. 如申請人非與父母同住，請以書面詳述原因，並附上證明文件。
Applicants who do not live with parents should provide detailed explanation in writing and attach supporting documents.

13. 不論是否已接種疫苗，獲准入宿者須嚴格遵守書院各項預防新冠肺炎措施，其中包括不准非宿生進入宿舍或留宿，宿生亦只准進出其所住樓層，違規者將被紀律處分。宿生應瀏覽政府網站 (https://www.coronavirus.gov.hk/chi/inbound-travel-faq.html) 及留意書院電郵通知以獲取最新資訊。
All resident students, regardless of their vaccination status, have to undertake all College preventive and control measures against COVID-19, including but not limited to non-residents are not allowed to enter the hostels or stay overnight. Residents are only allowed to access their respective hostel floors. Violations will result in disciplinary actions. Residents should check out government website (https://www.coronavirus.gov.hk/eng/inbound-travel-faq.html) and College mass email for the latest information.

14. 同學所填報之資料必須屬實，所有提交資料均須經過嚴格詳細檢查，書院於同學入宿後仍會繼續核對資料，亦保留要求同學出示相關文件正本以供核實的權利。為了保障個人私隱，申請人提交證明文件時可以遮蓋不相關的個人資料 (例如身份證明文件號碼的部份字元，電話號碼)。如有更改所報資料，應立即以書面通知書院及舍監。如書院發現虛報或偽造證明，除即時取消其入宿資格外，書院學生宿舍委員會可按情況將案件交予書院學生輔導及紀律委員會處理，其日後之宿舍申請亦不予考慮。
Information submitted by the applicants must be true to the best of their knowledge. A strict assessment of all information provided will be carried out. The College will continue relevant verification work after move-in and reserves the right to demand the original copy of relevant documents for verification. To protect personal data privacy, applicant may redact unrelated personal information on submitted documents (e.g. some digits of personal identification document number, mobile phone number). Any change of information should be reported in writing to the College and the Wardens. False report or forged documents, if found, will result in immediate deprivation of residents' right of residence. The case will also be referred to the College Student Counselling and Disciplinary Committee for consideration of further actions. Applicants' future application for hostel places will not be considered.

15. 宿生名單暫定於 2022 年 6 月 22 日於書院網頁（http://www.wys.cuhk.edu.hk）公佈，獲分配宿位者亦會收到書院的電郵通知。室友意願選擇安排將經電郵公佈。學生宿舍委員會保留宿位安排之最終決定權。
The resident list will be announced on the College Website (http://www.wys.cuhk.edu.hk) on 22 June 2022 tentatively. Successful applicants will also receive an email notification from the College. Roommate Preference arrangement will be announced in the email notification as well. Student Hostels Committee has the final decision on hostel room assignment.

16. 落選同學如有特別需要入住宿舍，可於 2022 年 7 月 3 日或之前遞交網上申請（https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13649565），並按附件三之指示於截止申請日期或之前上載證明文件至指定 OneDrive 雲端連結，向書院學生宿舍委員會申請覆核。覆核結果及候補入宿名單暫定於 2022 年 7 月 20 日在書院網頁公佈。

Unsuccessful applicants with special need for hostel places may submit the online application (https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13649565) to the Student Hostels Committee by 3 July 2022. All supporting document(s) must be uploaded to the designated OneDrive URL according to the instructions in Appendix 3 by the application deadline. Results of appeals and waiting list will be announced on the College website on 20 July 2022 tentatively.

17. 獲分配宿位者不得轉讓宿位予他人。如欲放棄宿位，同學必須於 2022 年 7 月 25 日或以前經網上系統 （https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13648253）向書院及舍監提出書面申請，其宿位將按後補名單分配。入宿後欲提早退宿者需於擬定退宿日期前最少 7 個工作天提出申請，退宿申請如獲批准，於扣除一個月之宿費後，同學可按比例獲發還部份宿費。如於 2022 年 11 月 1 日或 2023 年 3 月 1 日後申請提早退宿，則須繳交自入宿起計至該學期完結之宿費。

Allotted hostel places are not transferable. Applicants who wish to give up their places must apply to the College and the Warden in writing (https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13648253) on or before 25 July 2022. Vacant places will be filled up by applicants on the waiting list. Applications for early hostel withdrawal during term-time must be submitted at least 7 working days in advance of the planned last day of stay. Should the application be approved, partial hostel fee will be refunded on pro rata basis with the reduction of one month's hostel fee. Residents who withdraw from the hostel after 1 November 2022 in the first term or 1 March 2023 in the second term will be required to pay the hostel fee counting from the move-in date to end of the relevant term.

18. 一旦完成入宿手續，即使提早退宿，宿生仍被視為享用一完整學期之宿位。

Once check-in procedure is completed, despite early withdrawal, students are considered taken one semester of hostel residence.

19. 書院、大學及政府學生資助辦事處均提供住宿助學金／津貼，以協助有需要同學應付宿費支出，詳情請參閱以下網頁：

Hostel Grant/Subsidy are offered by the College, the University and the Student Financial Assistance Agency to needy students to meet hostel expenses. Details can be obtained from the websites below:
http://www.wys.cuhk.edu.hk/scholarships.php
http://www.oafa.cuhk.edu.hk/
http://www.wfsfaa.gov.hk/sfo/en/index.htm

20. 由於宿位有限，持有大學停車証之同學不得申請宿位。擁有自用私家車的同學亦不會獲分配宿位。若同學在入宿後被發現擁有大學停車證，學生宿舍委員會有權要求同學退宿。

Holders of the University's parking labels and students having private vehicles are not eligible for applying student hostel places. The College Student Hostels Committee reserves the right to request those who are found to have parking labels to withdraw from the hostel.

21. 休學的同學及獲醫學院分配宿位的醫學院同學不會獲分配書院宿位。每位同學之最長書院宿舍住宿期相等於其常規修業期。

Students on Suspension of Study and students who have been allotted a hostel residence by Faculty of Medicine are not eligible for College hostel places. The maximum College hostel period of a student equals his/her the normative study period.

22. 本書院保留派發宿位之最後決定權。

The decision of College on selection of resident students is final.

二零二二年五月十三日
13 May 2022

香港中文大學伍宜孫書院
Wu Yee Sun College, The Chinese University of Hong Kong

2022 至 23 年度本地舊生宿生遴選
Hostel Resident Selection for Local Non-Freshmen (2022-23)

宿位分配比例 Hostel Place Allotment Proportion

新生	除卻預留予交流生及非本地生之宿位數目之百分之三十五
Freshmen	35% of the hostel places after reserving places for incoming exchange students and non-local students
非新生	除卻預留予交流生及非本地生之宿位數目之百分之六十五
Non- Freshmen	65% of the hostel places after reserving places for incoming exchange students and non-local students

遴選原則 Selection Principles

	首輪宿生遴選 1st Round of Resident Selection (非新生宿位配額百份之**七十**) **70%** of the hostel places available for non-freshmen)	次輪宿生遴選 2nd Round of Resident Selection (非新生宿位配額百份之**三十**) **30%** of the hostel places available for non-freshmen)
遴選原則 Selection Principles	總車程時間 Total Travelling Time 人均居住面積 Living Area Per Capita	總車程時間 Total Travelling Time ⎫ 人均居住面積 Living Area Per Capita ⎬ 20% 課外活動 Extra-Curricular Activities ⎱ 80%

計分方法 Scoring Scheme

A. 總車程時間〔最高 40 分 〕 Total Travelling Time (max. 40 points)

計算方法及證明文件 Calculation and Supporting Document

*備註 1：如非以下列方式搜尋路線及總車程時間（例如選擇不同抵達時間或於路線選項加上任何偏好），該證明文件會被視作**無效**。*

備註 2：書院一律以英文版谷歌地圖資訊作資料核對。

*Remarks 1: If the route and total travelling time is not searched in the format as below (e.g. selecting a different "arrival by" time or adding any preferences in the route selection), the supporting document will be regarded as **invalid**.*
Remarks 2: The College adopts information from the English version of Google Maps for application assessment.

1. 請以Chrome 或 Firefox 瀏覽器開啟**桌面版**谷歌地圖網頁(maps.google.com.hk)（請登出谷歌帳戶）
   Access the Google Maps (**Desktop version**) with Chrome or Firefox (maps.google.com.hk) (Please log out of Google account)

2. 點擊搜尋列, 然後按 **"規劃路線"**
   Click on the search bar, and select **"Directions"**

3. 輸入**起點** (申請人住所樓宇名稱或街道號碼)及**終點** (**大學站***) *非「大學站 馬料水」*
   Input the applicant's residential address (name of applicant's housing block/tower or street name and number) as Start Address and "**University Station, Ma Liu Shui**" as End Address

4. 按 "乘坐公共交通工具"
   Click "**By public transit**"

5. 按 "更多選項與時間"
   Click "**More options and times**"

6. 設定"抵達時間"為**2022年7月6日 (三) 上午10時30分**
   Set "Arrive by" time to **10:30am, 6 July 2022 (Wednesday)**

7. 在電腦鍵盤按 "PrtScn" (一般在F12按鈕旁)，再於Microsoft Word開啟新檔，然後按滑鼠右鍵"貼上"
   Press "PrtScn" key on your keyboard (normally beside the F12 button), open a new file in Microsoft Word, right-click your mouse and "paste".

8. 列印該檔，連同申請表及其他證明文件一併遞交。
   Print the file and submit it together with application form and supporting documents.

9. 委員會只考慮建議路線內需時**最短的路程**
   Only route with **shortest travelling time** will be considered.

計分表 Scoring Scheme:

總車程時間 Total Travelling Time	分數 Score	總車程時間 Total Travelling Time	分數 Score
90 分鐘以上 above 90 Minutes	40	41-45 分鐘 Minutes	15
86-90 分鐘 Minutes	39	36-40 分鐘 Minutes	12
81-85 分鐘 Minutes	38	31-35 分鐘 Minutes	9
76-80 分鐘 Minutes	36	26-30 分鐘 Minutes	7
71-75 分鐘 Minutes	33	21-25 分鐘 Minutes	5
66-70 分鐘 Minutes	30	16-20 分鐘 Minutes	3
61-65 分鐘 Minutes	27	11-15 分鐘 Minutes	0
56-60 分鐘 Minutes	24	6-10 分鐘 Minutes	0
51-55 分鐘 Minutes	21	0-5 分鐘 Minutes	0
46-50 分鐘 Minutes	18		

B. 人均居住面積﹝最高 30 分﹞ Living Area Per Capita (max. 30 points)

計算方法 Calculation：

申請人住所實用面積 Saleable area of the applicant's living quarters	÷	同住家庭成員人數（包括申請人） Number of family members living together (including the applicant)	=	人均居住面積 **Living area per capita**

計分表 Scoring Scheme:

人均居住面積 Living Area Per Capita	分數 Score	人均居住面積 Living Area Per Capita	分數 Score
40 平方呎以下 below 40 square feet	30	70 – 79.9 平方呎 square feet	12
40 - 49.9 平方呎 square feet	25	80 – 89.9 平方呎 square feet	8
50 – 59.9 平方呎 square feet	20	90 – 100 平方呎 square feet	4
60 – 69.9 平方呎 square feet	16	100 平方呎以上 above 100 square feet	0

(只適用於次輪宿生遴選 Applicable to second round of resident selection only)

C. 課外活動﹝最高 105 分﹞ Extra-Curricular Activities (max. 105 points)

計分表 Scoring Scheme：（ 最多計算三項 A maximum of three posts will be counted ）

學生組織／職位 Student Bodies / Position	書院 College	中大 CUHK
書院學生會幹事會^ Executive Committee, College Student Union^ • 主席 President • 成員 Members	優先 Prioritized 75 分	---
書院學生會評議會 Council, College Student Union • 主席 Chairperson • 民選評議員/學院評議員 Elected Councilor/ Faculty Councilor • 屬會評議員 Affiliated Society Councilor	優先 Prioritized 42 分 32 分	---
書院學生會司法事務會 Judiciary Committee, College Student Union • 主席 Chairman • 成員 Members	42 分 32 分	---
書院學生報出版委員會^ Student Publication Committee, College Student Union^ • 總編輯 Editor-in-Chief • 副總編輯 / 編輯 Deputy Editor-in-Chief / Editors	優先 Prioritized 42 分	---
書院宿生會幹事會成員 Executive Committee Members of College Resident Association	優先 Prioritized （上限 15 個）	---
中大學生會幹事會^/代表會/司法委員會 CU Student Union^ / CUSU Representative Council / CUSU Judicial Committee • 學生會會長 CUSU President • 學生會幹事 CUSU Ex-Co Members • 代表會正主席 CUSU Representative Council President • 代表會副主席 CUSU Representative Council Vice-President • 代表會代表 CUSU Representative Council Members (不包括當然代表 Excluding Ex-Officio Representatives) • 司法委員會首席司法委員 Senior Member of Judicial Committee • 司法委員會司法委員 Members of Judicial Committee	---	優先 Prioritized 75 分 優先 Prioritized 63 分 32 分 40 分 30 分
校園電台^ Campus Radio^ • 台長 President • 副台長 Vice President • 委員 Ex-Co Members	---	優先 Prioritized 63 分 37 分
院會／系會／屬會 Faculty/Departmental Society and Interest Club • 會長 President • 幹事 Ex-Co Members	---	32 分 21 分
書院院會／系會／屬會 College Faculty/Departmental Society and Interest Club • 會長 President • 幹事 Ex-Co Members	42 分 32 分	---
中大學生報^ CU Student Press^ • 總編輯 Chief Editor • 出版委員會委員 Editorial Board Members	---	優先 Prioritized 53 分
體育代表隊 Members of Sports Team	32 分	32 分
中大辯論隊 (粵語、英語及國語) Members of University Debate Team (Cantonese, English and Mandarin)	---	32 分
2021至22年度書院才藝節籌委會 College Art Festival 2021-22 Organizing Committee • 主席 President • 成員 Members	26 分 19 分	---
2022年書院迎新營 College Orientation Camp 2022 Organizing Committee • 主席 President • 成員 Members	34 分 22 分	---

2022至23年度院慶活動籌委會 College Anniversary Celebration 2022-23 Organizing Committee • 主席 President • 成員 Members	26分 19分	---

備註: ^ 擔任此學生組織之臨時行政委員會 *(補選完結後)* 職位的申請人可獲其相應職位原宿分之一半；若該職位之宿分為

「優先分配宿位」，臨時行政之宿分為 52.5。

Remarks: ^ Applicants taking up positions in Temporary Administration Committees (post re-election) of these student organizations will be awarded half of the hostel scores of their corresponding positions. For positions with "Guaranteed Hostel Place", the hostel scores will be 52.5.

2022 至 23 年度學生宿舍申請暫定時間表〔本地舊生適用〕
Tentative Timeline for Student Hostel Residence 2022-23
(For Local Non-Freshmen)

2022 年 5 月 14 日 (星期六) 至 2022 年 5 月 29 日 (星期日) 14 May 2022 (Saturday) to 29 May 2022 (Sunday)	學生宿舍網上申請 Online Application for Student Hostel Residence (https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13649539) **連同申請表遞交證明文件 Document Submission Along the Online Application** *(請參考附件三之證明文件上載指引 Please refer to Appendix 3 for Instruction for Document Upload)* - 已簽署之電郵確認書 (全份) Signed Printout of Email Notification (Full Set) - 總車程時間之證明 Proof of Total Travelling Time - 申請人之住址證明 Proof of the Applicant's Residential Address - 同住家庭成員之住址證明 (如適用) Proof of the Residential Address of Family Member(s) Living with the Applicant (if applicable) - 居住面積證明(如適用) Proof of Residential Area (if applicable) - 最多三項之課外活動證明 (如適用) Max. 3 Post for Proof of Extra-curricular Activities (if applicable) - 認可疫苗接種紀錄/ 有效醫學豁免證明書 *(如屬新冠肺炎康復者而獲豁免接種第三針，請同時提供康復/感染證明，例如出院文件、衞生署發出的隔離令)* Recognized Vaccination Record / Valid Proof of Medical Exemption *(For persons recovered from COVID-19 and exempted for 3rd dose, please also provide proof of recovery/ infection (e.g. discharge documents, isolation order issued by Department of Health).* 2020-21 或以後書院入學獎學金得獎人(使用保證宿位)網上申請 Online Application for College Admission Scholarship Recipients 2020-21 and after (Use Guaranteed Hostel Quota) (https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13649563) **連同申請表遞交證明文件 Document Submission Along the Online Application** *(請參考附件三之證明文件上載指引 Please refer to Appendix 3 for Instruction for Document Upload)* - 已簽署之電郵確認書 (全份) Signed Printout of Email Notification (Full Set) - 書院入學獎學金得獎信 Award Letter of College Admission Scholarship - 認可疫苗接種紀錄/ 有效醫學豁免證明書 *(如屬新冠肺炎康復者而獲豁免接種第三針，請同時提供康復/感染證明，例如出院文件、衞生署發出的隔離令)* Recognized Vaccination Record / Valid Proof of Medical Exemption *(For persons recovered from COVID-19 and exempted for 3rd dose, please also provide proof of recovery/ infection (e.g. discharge documents, isolation order issued by Department of Health).*
2022 年 6 月 22 日 (星期三) 22 June 2022 (Wednesday)	公佈宿舍分配結果 Hostel Allotment Announcement
2022 年 6 月 22 日 (星期六) 至 2022 年 7 月 3 日 (星期日) 22 June 2022 (Wednesday) to 3 July 2022 (Sunday)	**網上上訴申請 Online Application for Appeal** (https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13649565) **連同申請表遞交證明文件 Document Submission Along the Online Application** *(請參考附件三之證明文件上載指引 Please refer to Appendix 3 for Instruction for Document Upload)* - 已簽署之電郵確認書 (全份) Signed Printout of Email Notification (Full Set) - 相關證明文件 (如適用) All relevant supporting documents (if applicable)
2022 年 7 月 20 日 (星期三) 20 July 2022 (Wednesday)	公佈上訴申請結果 Appeal Result Announcement
2022 年 7 月 25 日 (星期一) 25 July 2022 (Monday)	截止確認放棄宿位 Application Deadline of Hostel Withdrawal (https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13648253)

[暫定 Tentative] 2022 年 7 月 23 日 (星期六) 至 2022 年 7 月 31 日 (星期日) 23 July 2022 (Saturday) to 31 July 2022 (Sunday)	宿舍區域及選擇房伴網上申請 Online Application for Hostel Zone Preference and Roommate Arrangement (https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13648245) *擬新增計劃 Proposed New Initiatives:* 1. *一群書院學生正研發室友配對網上平台，按照宿生的生活作息、興趣及性格等配對室友。當網上平台啟用，獲分配宿位的同學歡迎使用平台尋找志趣相投的同伴一起享受宿舍生活。詳情有待公布。A group of College students is developing an **online roommate pair-up platform** to facilitate students to look for roommates according to their daily routine, hobbies and personalities. After it is successfully launched, students allotted with a hostel place may register this platform to find their future companion of hostel life. More details will be announced in due course.* 2. ***宿舍區域將以先導計劃形式增設「活躍樓層」，以鼓勵更具活力的宿舍氛圍。**有興趣積極投入各式各樣書院學生活動及宿舍活動的同學可考慮此宿舍區域。詳情有待公布。**Pilot scheme of "Active Zone" will be introduced to promote a more energetic vibe in hostel life**. Students who intend to proactively engage in various College student activities and hostel activities may opt for this zone. More details will be announced in due course.*
[暫定 Tentative] 2022 年 8 月 15 日 (星期一) 15 August 2022 (Monday)	公佈宿舍房間編配結果 Hostel Room Assignment Announcement
[暫定 Tentative] 2022 年 8 月 25 日 (星期四) 至 2022 年 8 月 31 日 (星期三) 25 August 2022 (Thursday) to 31 August 2022 (Wednesday)	網上報告外遊記錄 (適用於入宿前 14 天內曾離港者) Online Report for Travel History (Applicable to those who travel outside Hong Kong within 14 days before hostel check-in) (https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13648280)
[暫定 Tentative] 2022 年 9 月 4 日 (星期日) 4 September 2022 (Sunday)	**本地宿生入宿 Hostel Check-in for Local Students** 詳情容後公佈 To be announced in due course for details

Instruction for Submission of Supporting Documents for
Hostel Residence Application 2022-23

附件三 Appendix 3

ATTENTION: Please strictly follow this instruction to upload all your relevant supporting documents in one file to <u>the appropriate OneDrive link</u>. Name the file according to this instruction and make sure the file is of decent resolution. Failure to follow this instruction and visually unclear files may prevent the College from verifying the documents that affect the hostel allotment result.

File Contents
Please consolidate all supporting documents into ONE single PDF file. The documents should be compiled according to the following order:

	Hostel Application	Hostel Application (for 2020-21 College Admission Scholarship Recipients (Use Guaranteed Hostel Quota))	Appeal Application
1	Signed Printout of Email Notification (Full Set)	Signed Printout of Email Notification (Full Set)	Signed Printout of Email Notification (Full Set)
2	Proof of Total Travelling Time	Award Letter of College Admission Scholarship	All relevant supporting documents (if applicable)
3	Proof of the Applicant's Residential Address	Recognized Vaccination Record / Valid Proof of Medical Exemption *(For persons recovered from COVID-19 and exempted for 3rd dose, please also provide proof of recovery/ infection (e.g. discharge documents, isolation order issued by Department of Health)*	
4	Proof of the Residential Address of Family Member(s) Living with the Applicant (if applicable) *– in exact order as reported in the Application*		
5	Proof of Residential Area (if applicable)		
6	Proof of Extra-curricular Activities (if applicable) *– in exact order as reported in the Application*		
7	Recognized Vaccination Record / Valid Proof of Medical Exemption *(For persons recovered from COVID-19 and exempted for 3rd dose, please also provide proof of recovery/ infection (e.g. discharge documents, isolation order issued by Department of Health)*		
8	Other Necessary Supporting Documents		

Naming of PDF File
Format of file name: <mark>SEX_SID_FullName</mark> *no space within the file name!

For female students, your file name should start with "F".
e.g. F_1155111551_WONGSiuFong

For male students, your file name should start with "M".
e.g. M_1155112345_CHANTaiMan

Upload destinations
2022/23 Hostel Application (Deadline: 29 May 2022)
https://gocuhk-my.sharepoint.com/:f:/g/personal/info_wys_cuhk_edu_hk/EnqrNLPx1H9Dovapa8vpErsBvLlKkgxslUXlz3Cj9ywp_Q

2022/23 Hostel Application – for College Admission Scholarship Recipients 2020/21 and after (Use Guaranteed Hostel Quota) (Deadline: 29 May 2022)
https://gocuhk-my.sharepoint.com/:f:/g/personal/info_wys_cuhk_edu_hk/EtI0h06DDS1KoQhJtk0AukMBL_kIzX0ULZekA2hDRcwzmg

2022/23 Hostel Appeal Application (Deadline: 3 July 2022)
https://gocuhk-my.sharepoint.com/:f:/g/personal/info_wys_cuhk_edu_hk/EquxZYsGD6NOgqUdJaeKj9ABgAA1pJIcvrhuqyM4DHhJpA

1. Signed Application Summary (Full Set)

M Gmail

學生宿舍申請 (本地新生適用) Application Student Hostel Residence for ▮▮▮ (For Local Freshmen) [Reference No.: ▮▮▮]

<polly@cuhk.edu.hk>
<polly@cuhk.edu.hk>

Dear local freshmen applicant,

Your online application form for ▮▮▮ has been received. Please be reminded to:
a) Sign at the end of the summary
b) Upload the signed summary together with ALL valid supporting documents* in one PDF file to the designated OneDrive space indicated in the Appendix 3 of Application Note by the application deadline.

Application Summary

學生證號碼 CUID	
英文姓名 Name in English	
中文姓名 (如適用) Name in Chinese (if applicable)	
性別 Gender	Female
手機電話號碼 Mobile Phone Number	
通訊電郵 Correspondence Email	
中大電郵 CUHK Email	
住址 (請以英文填寫) Residential Address (in English)	
所住地區 Residence District	
2020至21年就讀年級 Year of Study in 2020-21	
就讀課程 Study Programme	
英文姓名 Name in English	
中文姓名 (如適用) Name in Chinese (if applicable)	
住宅聯絡電話 Telephone Number (Day)	
夜間聯絡電話 Telephone Number (Night)	
住址 (請以英文填寫) Residential Address (in English)	
與申請人之關係 Relationship with Applicant	
總計時間 (分鐘) Total travelling time (in minutes)	

車程分數 Travelling Score	▮
樓宇實用面積 (平方呎) Saleable Area of Living Quarters (in square feet)	▮
同住家庭成員人數 (包括申請人, 不包括家傭) Number of Family Members Living Together (including applicant but not live-in domestic helper)	▮
人均居住面積 (即樓宇實用面積以同住家庭成員人數計) Living Area per Capita (i.e. Saleable Area of Living Quarters divided by Number of Family Members Living Together)	▮
面積分數 Area Score	▮

本輪特別申請為一年級生預留部分宿位，但鑑於宿位有所減少，未必能夠向每名合資格獲書院入學獎學金之學生提供宿位。持有保證宿位之書院入學獎學金（2020/21）得獎者可表明是否使用保證宿位。This round of special application reserves a limited amount of hostel quotas for first-year students but to work with a reduction of available hostel rooms, we may not be able to offer a place to every eligible scholarship recipient. College Admission Scholarship (2020/21) recipients with guaranteed hostel place offer may indicate whether they would use their guaranteed quota.

本人於過往14天沒有身處香港以外地區／已完成強制檢疫 I have stayed in Hong Kong within past 14 days / completed MHQ before hostel check-in period.

1. 訪客將不得進入宿舍。宿生不可收留外來人士。你不可容讓陌生人士跟隨進入書院。未經許可之訪客或非法住宿者將損害接觸追蹤之準確性。為保障你的健康，違規者將受紀律處分。No visitors will be allowed to enter the hostels. Residents cannot bring in unauthorized persons. You should not allow strangers to follow behind you to enter into the College. Unauthorized persons or illegal residents will jeopardize the accuracy of contact tracing. In order to protect your own health, violations will result in disciplinary action. — 同意 Agree

2. 宿舍樓層出入權限已作收窄。宿生僅得出入其所住宿舍樓層，請勿讓任何非住戶人士進入。宿生僅可進入其所住宿舍樓層，且絕無權給予其他人進入。Floor access right has been straightened. Residents are allowed to access their respective hostel floors only and are reminded NOT to give permission to others to access their — 同意 Agree

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hostel floors. Do not disrupt the door restriction as the door must be kept locked at all times. Violation will result in disciplinary action.

3. 進出只用每次拍卡並記錄進入大樓限制。請拍中大通行證於書院每一通道閘機拍卡，並在離開大門上掃瞄以記錄離開時間。Record your entry and exit time by tapping your CU Link Card at every entrance of the College. Remember to scan the QR code to record your leave time. — 同意 Agree

4. 任何時候位保持適當的社交距離。宿生避免在宿舍茶水間及公共空間飲食、聚會或聚餐。同樣也應避免在宿舍房間內聚會。同學亦須留意並遵守政府所行的社交距離相關法例。Maintain appropriate social distancing at all times. Eating, drinking, meal/social gatherings at hostel pantries and common areas should be avoided. Social gatherings inside hostel rooms should also be avoided. Students should observe and comply with the latest government regulations on physical distancing. — 同意 Agree

5. 同學於公眾地方宜全程佩戴口罩。宿生於茶水間準備食物時須戴上口罩，且每次清潔其使用過的餐具。如有需要，同學每天可向書院值勤職員或高級宿舍導師索取一個口罩。請使用過的口罩棄置放於指定垃圾桶。Wear a surgical mask in public areas. Residents must put a mask on when cooking at pantries. They should wash their own dishes and utensils after each use. If necessary, students can obtain a free mask from College staff on duty or Senior Resident Tutors. Please dispose used mask properly in a designated waste bin. — 同意 Agree

6. 經常保持雙手清潔。每層宿舍會備有免洗消毒洗手液。Observe hand hygiene frequently. Hand sanitisers are available on each floor. — 同意 Agree

7. 如廁後，請先蓋回馬桶上才沖廁，以免散播病菌。Put the toilet lid down before flushing to avoid spreading germes. — 同意 Agree

8. 如有身體不適等相關病徵時，宿生須立即向舍監或宿舍導師報告。Seek medical advice promptly and report to Wardens/RTs immediately when you experience relevant symptoms. — 同意 Agree

本人謹聲明在本申請所填報各項資料及提交之記錄文件均真確無誤，並明白如有虛假聲稱、誤導或隱瞞事實，會令申請資格被取消，亦可能被轉介學生輔導及紀律委員會及其他有關部門作進一步跟進及處分等紀律處遇。I declare that all information and — 同意 Agree

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supporting documents provided herein are correct. I understand that false claims or withholding any material information may lead to disqualification of my application. The case may further be referred to the College Student Counselling and Disciplinary Committee and proper authorities for possible disciplinary action.
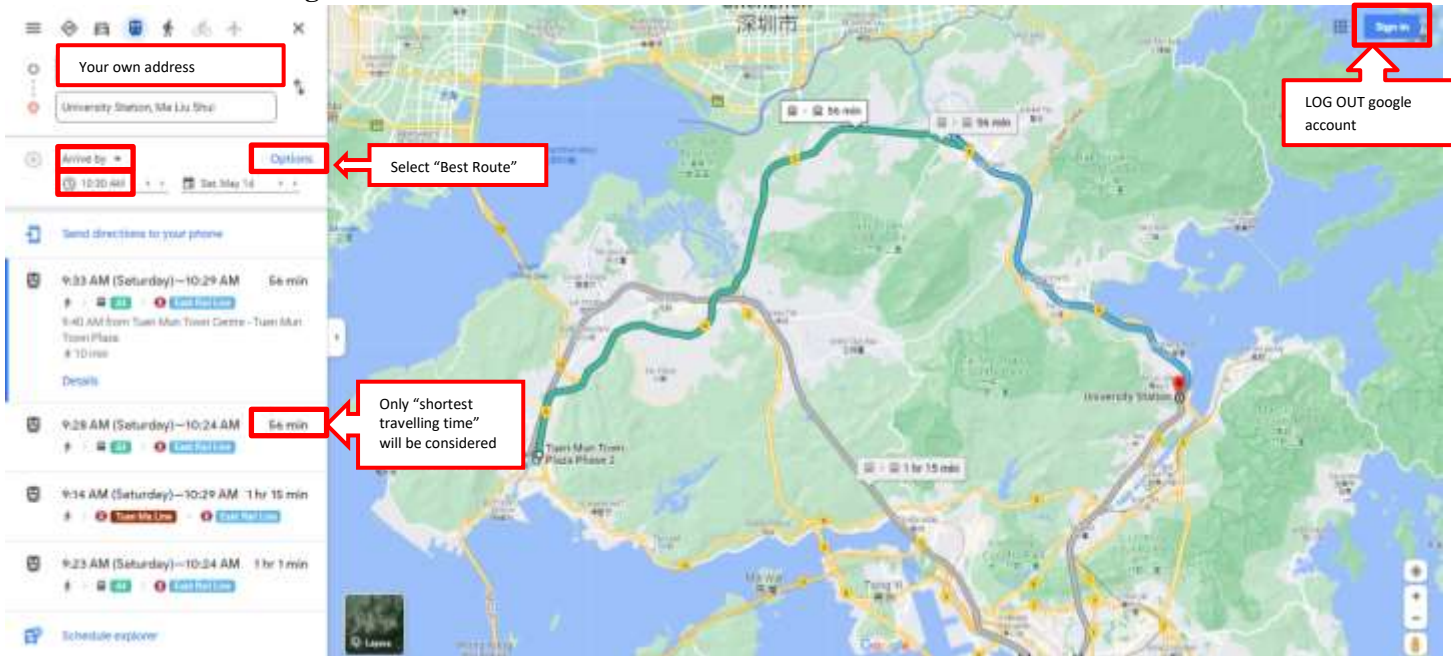
*Reminder on Supporting Documents:
Supporting Documents may include:
- Proof of total travelling time
- Proof of the applicant's residential address
- Proof of the residential address of all family member(s) living with the applicant (for at least 6 months over the past year) (if applicable)
- Proof of residential area (if applicable)
- Proof of Admission Scholarship (if applicable)
- Other Necessary Supporting Documents (if applicable)

Declaration
I declare that I have read through and agree with the Application Note, and all information and supporting documents provided herein are correct. I understand that false claims or withholding any material information may lead to disqualification of my application. The case may further be referred to the College Student Counselling and Disciplinary Committee and proper authorities for possible disciplinary action.

Signature: _____ (please sign here)

收集個人資料聲明Personal Information Collection Statement
1. 此表格所述個人資料用作伍宜孫書院甄選宿生之用，所述資料將會嚴加保密，並於無需使用時全數銷毀。The information provided in this application form will be used for the resident selection Wu Yee Sun College. The information collected will be kept confidential and will be destroyed when no longer required.
2. 如缺填入不足提供本項相關人資料，本書院或未能處理有關之申請。The College may not be able to process applications with insufficient personal data.
3. 此表格所填報的個人資料需轉交香港中文大學相關部門作為考慮及給予審批，有關的。The information provided in this application form may be transferred to other departments / units within CUHK for consideration and granting approval, where applicable.
4. 如需入宿或更改所填入之資料，請以電郵聯絡伍宜孫書院辦公室之貝寶莉女士 (polly@cuhk.edu.hk) — For correction of the personal data provided, please contact Ms Polly Pe of the College (Office of Wu Yee Sun College) by email (polly@cuhk.edu.hk).

2. Proof of Total Travelling Time

3. Address Proof (Both Applicant and Applicant's Family Member(s) Living Together)
Recipient's Full Name, Address, Date of Issuance, Letter Head and Signature/ Stamp of Corresponding Organization must be shown.

4. Proof of Residential Area
(Address and Residential Area must be shown)

5. Proof of Extra-curricular Activities
Applicants' name and SID, name of student organization, date of valid period and issuance of letter, letter head, signature and stamp of corresponding organization must be shown.

Signature and Stamp of President, Associated Societies Supervisory Committee, Council of WYSSU

Only certifying letter issued by Office of Student Affairs, CUHK, Wu Yee Sun College, and Student Union of Wu Yee Sun College (WYSSU) will be accepted. Sample of certifying letter issued by WYSSU is shown below for reference.

6. Proof of Recognized Vaccination Record
Applicant's full name, and information of vaccines received (types, no. of doses and date of receiving respective doses) must be clearly shown

7. Award Letter of College Admission Scholarship
(Applicants' full name, College letter head and the number of years of guaranteed residence must be shown)