



Residential Colleges Application User Guide

Title:	Residential Colleges Application (Non-local Year 1)
Version	2.0
Description:	This guide describes how students to apply residential colleges.
Issued Date:	2019-07-19
Web Link:	https://rcms.hsu.edu.hk/

Using the System

	Steps	Screens
1.	Go to Residential Colleges Management System via https://rcms.hsu.edu.hk/ . Fill in the login form with your student account.	
2.	You can see available applications. Click  to apply the application.	



3. Read the instruction. Then click “Continue” to start to fill in the application form.

Residential Colleges Management System 香港恒生大學 THE HANG SENG UNIVERSITY OF HONG KONG

TO ALL APPLICANTS

Before completing the application form, please read the following information carefully:

1. [Our RC Colleges: Mosaic College | Wellness College | Amity College | Evergreen College](#)
2. [Important dates for RC admission](#)
3. [Residential College fees](#)

香港恒生大學: 什麼是住宿書院 What is R... Watch later Share

每個書院都係一個約300人嘅小社區
你會同來自不同學系既師友交流、共膳

Eligibility
All new students taking undergraduate programmes

Completing the Application

- All information must be completed in English. Please check the validity of the information provided before submission.
- You may check or update your application via [Residential Colleges Management System](#) anytime before the application closes. No change will be allowed after the application deadline.
- You will receive an email of acknowledgement after submission.

Admission Offers
Admission offer will be given out in accordance with scores attained by each applicant. For more details of our Admission Policy, please read [RC Admission Policy for New Students 2019-20](#)
You will receive the allocation of Residential Colleges (RC) and room assignment in your HSUHK email account; the allocation will be reflected in the Student Information System as well.
While we will try our best to honour your preference as indicated in the application, assignment is subject to availability, and thus no assignment can be guaranteed.

Vetting
All information provided in the application must be true and reflect your current situation as of submitting your application.
Residential Colleges Unit (RCU) will conduct vetting on the applications at any time of the year. Deliberate submission of inaccurate information or failure to respond to vetting will lead to disqualification of application, suspension of RC residential status, or disciplinary actions if appropriate.
Any fees paid under these circumstances are non-refundable and non-transferable.

Need help in your application?
Residential Colleges Unit
Address Ground floor, Wellness College
HSUHK Jockey Club Residential Colleges
Email rescolleges@hsu.edu.hk
Phone 3963 5800
Office Hours Monday - Friday
9am - 12:30pm; 1:45pm - 5:30pm
Closed on Saturday, Sunday, and public holidays

Continue

For enquiries, please email to rescolleges@hsu.edu.hk
For technical support, please email to rc@hsu.edu.hk

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4. After completed the form, click "Submit" to submit the application.




2019/20年度住宿书院申请(内地一年級新生) Residential Colleges Application for 2019-20 (Non-local Year 1)

注意事項:

- 所有內地一年級新生會獲住宿书院首年宿位保證，隨後學年之宿位分配則要根據現行宿位分配制度自行申請。
- 如要申請，必須於2019年7月20-28日向學生事務處住宿书院組提交申請表格。
- 申請結果會於2019年8月19日以電郵通知。
- 入宿日期: 2019年8月28日
- 繳交宿費日期: 9月2至9日。有關付款方法，請參考付款通知書
- 宿費及其他費用每年均作檢討。如有任何更改，校方會通知同學並會刊登在住宿书院網站(<https://rc.hsu.edu.hk/new-non-local-students/>)
- 如有任何問題，請致電3963-5560聯絡我們。

Important Note:

- All New Year 1 Mainland student will be guaranteed the first year of accommodation in the Residential Colleges. The subsequent allocation of bedplaces in the Residential Colleges will be followed the current residential place allocation system.
- To apply, you must submit this application form during July 20-28, 2019.
- The application result will be notified by email on August 19, 2019.
- Move-in Date: 28 August 2019
- Residential Fee has to be settled from September 2-9). For payment method please take reference of the information indicated in the debit notice.
- Accommodation and other fees will be reviewed annually. If there are any changes, the University will notify the students and will post them on the website (<https://rc.hsu.edu.hk/new-non-local-students/>)
- If you have any questions, please contact us at 3963-5560.

學生編號
Student ID

姓名
Name

性別
Gender

個人資料 Personal Information

手提電話號碼
Mobile Phone No.*

家用電話號碼
Home Phone No.
(請列明區號) Please provide the region code

聯絡電郵 Personal Email Address*

聯絡資料 Contact Information

住宅地址
Home Address

緊急聯絡資料 Emergency Contact

(請填寫親屬資料 Please fill in the family information)

聯絡人
Contact Person*

關係
Relationship*

聯絡號碼
Contact Telephone Number*
(請列明區號) Please specify area code

申請資料 Application Details

有關住宿书院房間的設計，請參考以下網頁：
Provision of rooms includes. Please visit website
<https://rc.hsu.edu.hk/facilities-services-and-support/students-room/>
請填寫以下表格，以便住宿书院事務組分配宿位時。本組會視乎實際房間情況及其他因素，盡量酌情作出合理安排。
Your preference will be considered as far as possible. The Residential College Unit of Student Affairs Office may allocate rooms at its discretion based on the availability of rooms

請用選擇你的意願。1: 首選, 2: 次選, 3: 三選, 4: 四選。
Please use 1,2,3,4 to indicate your priorities.

住宿书院意願
Which Residential College do you prefer?*

1	--- 請選擇 Please select ---
2	--- 請選擇 Please select ---
3	--- 請選擇 Please select ---
4	--- 請選擇 Please select ---

房間類型意願
Which type of room do you prefer?*

1	--- 請選擇 Please select ---
2	--- 請選擇 Please select ---
3	--- 請選擇 Please select ---

住宿书院有少量房間配有地床(非高架床)。如有任何特別原因，例如健康理由，欲申請調派至此類房間，請在下方列明原因并與本申請表格一并提交相關證明文件(例如醫生證明書，該證明文件必須以中文或英文書寫)。
Residential Colleges Unit has limited amount of flat bed (non-loft bed). If you have any special reason, such as health reason, and request for this arrangement, please specify and attach any supporting documents with this applicable form. (e.g medical proof written in Chinese or English.)

請上載有關的證明文件(JPEG圖像)
Please upload relevant certificates or documents (JPEG image).

Max. file 2
Max. file size: 2 MB



		<p>室友 Roommate</p> <p>你有沒有特別偏好? <input type="text" value="--- 請選擇 Please select ---"/></p> <p>Do you have any special preference?*</p> <p>內地新生 如有該學生姓名或學生證號碼, 請填寫: new mainland student (please indicate student name or student number if any)</p> <p>內地系年級生 如有該學生姓名或學生證號碼, 請填寫: Senior mainland student (please indicate student name or student number if any)</p> <p>本地香港學生 (如有該學生姓名或學生證號碼, 請填寫): Hang Kong student (please indicate student name or student number if any)</p> <p>特別需要 Special Needs</p> <p>你是否有任何身體問題令你對居住環境有特別需要 Do you have any physical disability that may affect your living environment needs?*</p> <p>如是, 請在下方列明原因。 If so, please explain.</p> <p>請上載相關證明文件 (例如醫生證明書, 該證明文件必須以中文或英文書寫) (JPEG圖像) Please specify and attach any supporting documents with this applicable form. (The documentary proof must be written in Chinese or English.) (JPEG Image)</p> <p><input type="button" value="Upload"/> Max. file 2 Max. file size: 2 MB</p> <p>其他資料 Other Information</p> <p>其他資料 Other Information (Please provide any information which may support your application.)</p> <p>請上載有關的證明文件 (JPEG圖像)。 Please upload relevant certificates or documents (JPEG image).</p> <p><input type="button" value="Upload"/> Max. file 2 Max. file size: 2 MB</p> <p><input type="checkbox"/> 我同意以下聲明 I AGREE the declaration</p> <ul style="list-style-type: none"> 我確認甲部及乙部提供之資料一切準確無誤; 並明白如有提交虛假數據, 本人有機會被即時取消申請資格。 我明白並會遵守一切住宿書院所制定之守則及政策 https://rc.hsu.edu.hk/regulations-and-policies/regulations-house-rules 費用及付款政策, 以及其他住宿書院相關守則。 I declare that the information given in support of this application is accurate and complete. I am aware that The Hang Seng University of Hong Kong reserves the right to cancel my application or impose disciplinary action if the information provided is found unauthentic. I have noted, understood and agreed that under the provisions of the Personal Data (Privacy) Ordinance, I have the right to request access to, and correction of, my personal data. Should I wish to access my data or make corrections, I need to submit my request(s) in writing to the University (sao@hsu.edu.hk). <p><input type="button" value="Submit"/></p> <p><small>For enquiries, please email to rc@hsu.edu.hk For technical support, please email to itc@hsu.edu.hk</small></p> <p><small>Copyright © 2015, Residential Colleges Management System The Hang Seng University of Hong Kong</small></p>												
5.	After submission, you will see your application status as "Submitted".	<p>Residential Colleges Management System</p> <p>香港恒生大學 THE HANG SENG UNIVERSITY OF HONG KONG</p> <p>With 20 <input type="button" value="Home"/> <input type="button" value="Logout"/></p> <p>Application</p> <p> Residential Colleges Application </p> <table border="1"> <thead> <tr> <th>Title</th> <th>Deadline</th> <th>Application</th> <th>Offer</th> <th>Matching</th> <th>Assignment</th> </tr> </thead> <tbody> <tr> <td>Residential Colleges Application for 2019-20 (New Student)</td> <td>2019-08-16 23:59:59</td> <td>Submitted</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p><small>For enquiries, please email to rc@hsu.edu.hk For technical support, please email to itc@hsu.edu.hk</small></p> <p><small>Copyright © 2015, Residential Colleges Management System The Hang Seng University of Hong Kong</small></p>	Title	Deadline	Application	Offer	Matching	Assignment	Residential Colleges Application for 2019-20 (New Student)	2019-08-16 23:59:59	Submitted	-	-	-
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