

Online Self Extension Guideline

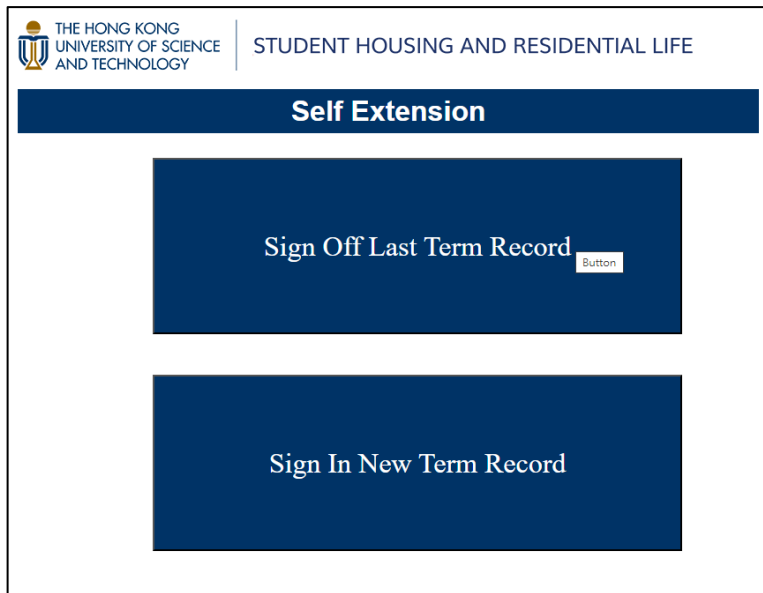
This applies to residents who remain in the same room for two continuous residential periods without in-person check-in and -out at the hall counter. Failure to complete the procedure will affect the resident’s access right to the hall entrance, use of laundry machines, and AC (if applicable). If a resident accidentally closes the window, he/she may always go back to the landing page to complete the remaining steps.

There are two parts of procedures:

**Part A: Sign off from PREVIOUS term record (Check-out)..... 1**  
**Part B: Registration and sign in NEW term record (Check-in)..... 4**

**Part A: Sign off from PREVIOUS term record (Check-out)**

Step 1: Choose “Sign Off Last Term Record” to commence the signing off PREVIOUS term procedure




Step 2: The system should automatically select your PREVIOUS term record (i.e. 2026 Summer), press the “Next” button if the residential term is correct

Step 3: The system should automatically show your CURRENT and NEW room information, select “Same Room Extension” and tick your previous resident term, then click “Next” to the next step

<u>Bed Space</u>	<u>Term(acct)</u>	<u>Res Start</u>	<u>Res End</u>
	RY 2022-23	28/08/2022	04/06/2023
	2023 Summer	04/06/2023	30/06/2023
<input type="checkbox"/>	2023 Summer	30/06/2023	27/08/2023
	RY 2023-24	27/08/2023	03/06/2024

Step 4: Click the “Finish” button to complete *Part A: Sign off from PREVIOUS term record*

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**After clicking the finish button, your previous residential year record will be signed off and you will then be directed to the second part of the extension procedure.**

**Please note that only completing this first part will make you losing your hall access right, laundry system as well as AC system(only applicable to halls equipped with this system). So please make sure you complete the second part of the procedure as well.**

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**Self-Extension: Sign Off Previous Residential Year Record**

Room: Bed Space:

Check In:

Check Out:

## Part B: Registration and sign in NEW term record (Check-in)

Step 5: The system should automatically select your NEW term record (i.e. 2026-27 UG), press “Next” if the residential term is correct



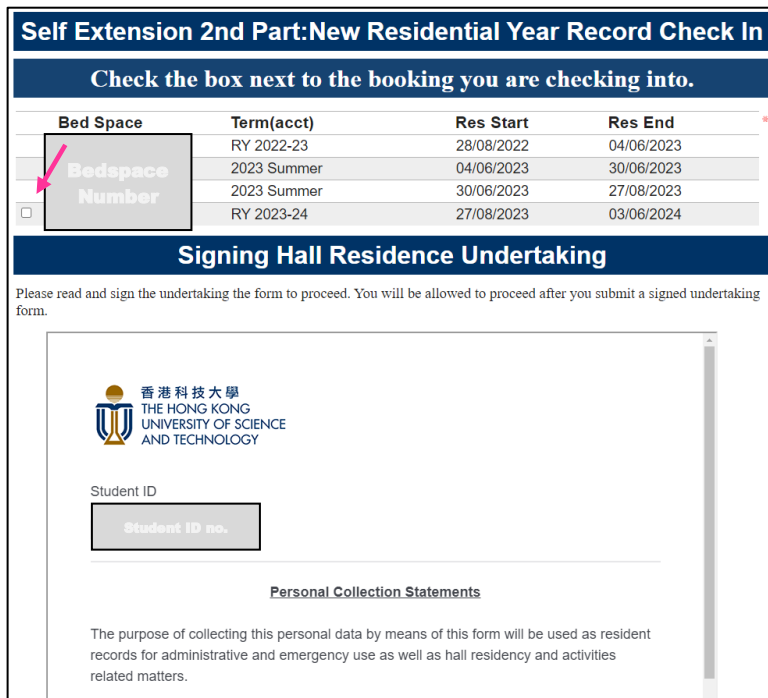
**Self Extension 2nd Part: New Residential Year Record Check In**

**Select Application Period**

Application Period: 2023-24 UG

Next

Step 6: Tick the correct residential term and sign the undertaking, then click “Next” to the next step




**Self Extension 2nd Part: New Residential Year Record Check In**

**Check the box next to the booking you are checking into.**

Bed Space	Term(acct)	Res Start	Res End
<input type="checkbox"/>	RY 2022-23	28/08/2022	04/06/2023
<input type="checkbox"/>	2023 Summer	04/06/2023	30/06/2023
<input type="checkbox"/>	2023 Summer	30/06/2023	27/08/2023
<input type="checkbox"/>	RY 2023-24	27/08/2023	03/06/2024

**Signing Hall Residence Undertaking**

Please read and sign the undertaking the form to proceed. You will be allowed to proceed after you submit a signed undertaking form.

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Student ID  
Student ID no.

**Personal Collection Statements**

The purpose of collecting this personal data by means of this form will be used as resident records for administrative and emergency use as well as hall residency and activities related matters.

Step 7: Update your contact details and emergency contact information, then click “Next” to next step

### Resident Registration for Check-in

Welcome,

Please confirm/update your contact information and person to be notified in case of accident or emergency.

#### Contact Information

Please provide us with your direct contact number in Hong Kong.

Phone Country Code:

Mobile Number:

Whatsapp/WeChat (for emergency use, in case we can't reach you with the above number):

Emergency Phone Number:

#### Parents/Legal Guardian Contact

First Name:

Last Name:

Emergency Contact Relationship:

Phone Country Code:


Mobile Number:

#### Emergency Contact in Hong Kong

Step 8: Upload photo, sign and click “Finish” to complete the online self-extension

Profile Picture:

### Signature

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Student ID

Room

宿生簽名 Student Signature