

# User Guide for Online Application System for Student Residence

## 1. Document Required

1.1 Current HKBU students – softcopy of Student ID card

1.2 New HKBU students – softcopy of offer letter issued by Graduate School

*Remarks: Please upload the required document in JPG. or PDF format. The file size is suggested to be larger than 500KB but less than 8MB each, and the resolution should be 200dpi (the common standard resolution).*

## 2. Application Acknowledgment

An acknowledgement email will be sent to you shortly after you have successfully submitted or edited the application. If you fail to receive the acknowledgement email, please email to [accm\\_pg@hkbu.edu.hk](mailto:accm_pg@hkbu.edu.hk) or call (852) 3411 2037 / (852) 3411 2035 as soon as possible.

## 3. Change of Application Information after Submission of Application

Change of application information is allowed during the application period. You are required to login the system again if you wish to change your application details.

## 4. Application Procedures

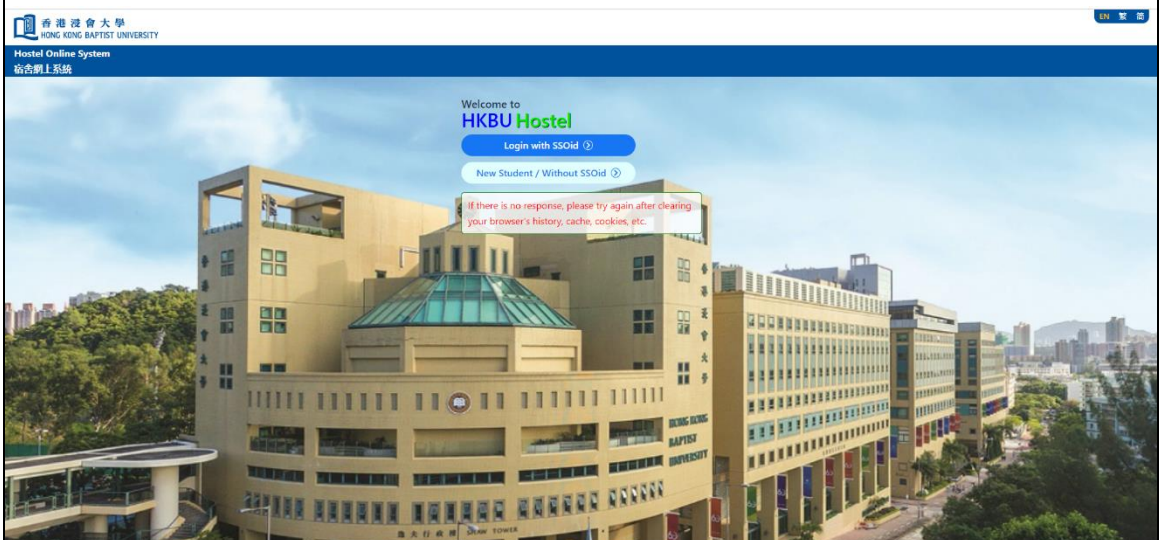
Eligible students should submit student residence applications via the Hostel Online System (the application link will be available at time of application starts).

**For current HKBU students, please login with SSOid to start the application.**

**For new HKBU students, please follow the steps as follows to login the system for application.**

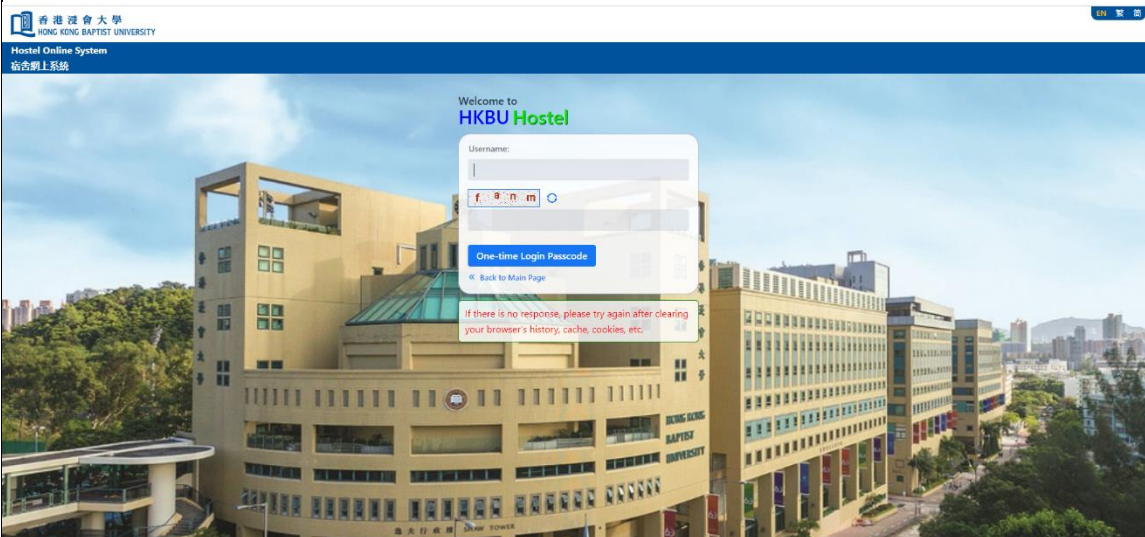
1. Click “New Student / Without SSOid” \*

*\*If there is no response, please try again after clearing your browser’s history, cache, cookies etc.*

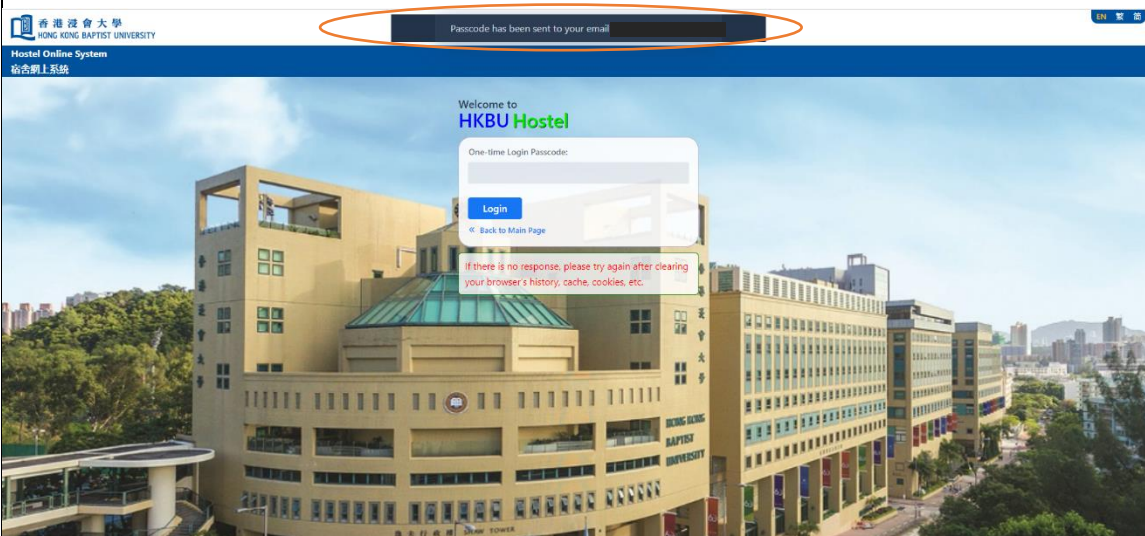


2. Click “One-time Login Passcode” after inputting your Username<sup>#</sup> and CAPTCHA to receive the One-time Login Passcode.

*#Username is your HKBU Student ID no. which could be found in your offer letter issued by Graduate School.*



3. One-time Login Passcode will be sent to your registered email in Online Application System for Admission to Postgraduate Studies



4. After submission of the online application form, you will receive an acknowledgement email. If you fail to receive the acknowledgement email, please email to [accm\\_pg@hkbu.edu.hk](mailto:accm_pg@hkbu.edu.hk) or call (852) 3411 2037 / (852) 3411 2035 as soon as possible.

5. If you wish to change your application details, you should login to the Hostel Online System again (i.e. follow step 1-3 again).