



WU YEE SUN COLLEGE  
THE CHINESE UNIVERSITY OF HONG KONG  
香港中文大學伍宜孫書院



RESERVATION FORM FOR VISITOR'S FLAT 訪客單位申請表

Application Note 申請須知:

- Please read through the Information Sheet overleaf before submitting the reservation form. Upon submission of the reservation form, the applicant and guest(s) are considered to accept and comply with the reservation guidelines and policy. 請於遞交申請表前細閱訪客單位資料概覽。申請表一經遞交，即代表申請人及住客接受並遵守租借指引及政策。
- Please return the completed form together with invitation letter or related documents, if applicable, to Mr. Ron Wong by email ([ronwong@cuhk.edu.hk](mailto:ronwong@cuhk.edu.hk)). 請將已填妥之申請表，連同部門邀請信及相關文件(如適用)電郵予黃先生 ([ronwong@cuhk.edu.hk](mailto:ronwong@cuhk.edu.hk))。

PART I 第一部份: Particulars of Guest 住客資料			
Title 稱謂:	English Name 英文姓名	Chinese Name 中文姓名	
Country/ Regions 國家/ 地區:	University/Institution 所屬學府或機構:		
Purpose of Visit 訪校目的:			
Check-in Date 入住日期 (dd/mm/yyyy):	Check-out Date 退房日期 (dd/mm/yyyy):	Duration of Stay 住宿期間	Month(s) 月
			Week(s) 星期
			Night(s) 晚
Number of Flats 單位數目		Number of Guests 訪客人數*	Flat 1 Flat 2 Flat 3 Flat 4

\*Each flat can accommodate up to TWO adults. Children of 12 years old or under sharing same flat with parents are free of charge.

PART II 第二部份: Applicant 申請人			
Name 姓名:		Post 職位:	
Department/Unit 學系/部門:		Email 電郵:	
Phone 聯絡電話:		Fax 傳真:	

PART III 第三部份: Payment method 付款方式		
<i>(Remarks 備註: Flats will only be officially reserved after settlement 付款後房間方會確實預留)</i>		
<input type="checkbox"/> By inter-departmental billing & transfer 部門轉帳付款	Company Code:	
	Cost Centre/Project/Business Area Code:	
	Account Code:	
<input type="checkbox"/> By cheque (payable to "The Chinese University of Hong Kong") 支票付款，抬頭請寫"香港中文大學" (if official receipt is necessary) Official Receipt to: _____		

Applicant's Signature with Department Chop

Date

FOR OFFICE USE ONLY 供伍宜孫書院填寫

Result:	Approved / Declined	Endorsed By:	
Period:	_____ to _____	Flat reserved:	UG04 / UG05 / UG06 / UG07
Rent:	_____ month(s) x HK\$12,000 _____ week(s) x HK\$3,600 _____ night(s) x HK\$600 <b>Total: HK\$</b>	Payment settled on:	

\*\*To: **Finance Office**

Please credit the "Total" to the following account:

Company Code: C001 Cost Centre: 8415402 Account Code: 490027



**WU YEE SUN COLLEGE**  
**THE CHINESE UNIVERSITY OF HONG KONG**



**VISITOR'S FLATS**  
**INFORMATION SHEET AND GUIDELINES**

A. FLAT INFORMATION	
<b>Address</b>	Room UG04 - UG07, UG/F, Wu Yee Sun College, The Chinese University of Hong Kong, Shatin, Hong Kong
<b>Flat Type</b>	All Visitor's Flats are in the form of studio apartment with one double bed. Each flat can accommodate up to two adults. Two flats can be adjoined to accommodate a family of up to four.
<b>Flat Size</b>	269 square feet (25 square meter)
<b>In-room Facilities &amp; Equipment</b> <small>Note 1</small>	<ul style="list-style-type: none"> <li>➤ Double bed with bed linens</li> <li>➤ Dining table and chairs</li> <li>➤ Air-conditioner</li> <li>➤ Kettle</li> <li>➤ Private shower and lavatory</li> <li>➤ Sofa</li> <li>➤ TV set</li> <li>➤ Hair dryer</li> <li>➤ Wardrobe <small>Note 2</small></li> <li>➤ Desk and rolling chair</li> <li>➤ Landline telephone</li> <li>➤ Toilet rolls</li> </ul> <p><b>Note 1:</b> Please bring along your own towels and personal care products. <b>Note 2:</b> Please bring your own lock for the lockable drawer in the wardrobe provided if deemed necessary.</p>
<b>Internet Connection</b>	<ul style="list-style-type: none"> <li>➤ Wi-Fi.HK via CUHK (4-hour free wifi per device per day)</li> <li>➤ CUHK Guest Wi-Fi (Please seek assistance from the inviting department for CUHK Guest Wi-fi account)</li> <li>➤ Wired Connection (Please bring your LAN cable to connect the LAN port)</li> </ul>
<b>Shared Pantry Facilities</b> <small>Note 3</small>	<ul style="list-style-type: none"> <li>➤ Refrigerator</li> <li>➤ Induction cooker</li> <li>➤ Laundry detergent</li> <li>➤ Microwave oven</li> <li>➤ General crockery and utensils</li> <li>➤ New bed linens <small>Note 4</small></li> <li>➤ Hot/ cold water dispenser</li> <li>➤ 2-in-1 washer/dryer</li> <li>➤ New toilet rolls</li> </ul> <p><b>Note 3:</b> The Shared Pantry is not equipped with ventilation. To ensure a pleasant environment for all guests, please avoid cooking or preparing food with strong odors. Please also wash all utensils and tidy up after each use. <b>Note 4:</b> Please place the used linens in the laundry basket provided.</p>
<b>Cleaning Service</b>	<p><b>Trash removal:</b> Daily</p> <p><b>Basic cleaning:</b> Every Friday (Please inform the College Office if you prefer not to be disturbed.)</p>

B. CUHK & COLLEGE FACILITIES	
<b>College Catering Facilities</b>	<a href="http://www.wyys.cuhk.edu.hk/campus.php#College_Catering_Outlets">http://www.wyys.cuhk.edu.hk/campus.php#College_Catering_Outlets</a>
<b>CUHK Facilities and Services</b>	<a href="http://www.cuhk.edu.hk/english/campus/accommodation.html">http://www.cuhk.edu.hk/english/campus/accommodation.html</a>
<b>CUHK Campus Transportation</b>	<p>Paid Shuttle Light Bus (Get off at "Residence 3" bus stop to reach our College campus) by 2-min walking.</p> <p><b>Route &amp; Schedule:</b> <a href="http://www.cuhk.edu.hk/transport_office">http://www.cuhk.edu.hk/transport_office</a></p> <p><b>CUHK Campus Map:</b> <a href="http://www.cuhk.edu.hk/english/campus/cuhk-campus-map.html">http://www.cuhk.edu.hk/english/campus/cuhk-campus-map.html</a></p>



**WU YEE SUN COLLEGE**  
**THE CHINESE UNIVERSITY OF HONG KONG**



**VISITOR'S FLATS**  
**INFORMATION SHEET AND GUIDELINES**

<b>C. RESERVATION GUIDELINES AND POLICY</b>	
<b>Eligibility</b>	Only reservations made by CUHK staff or CUHK departments/units for their official visitors will be accepted.
<b>Rental Period</b>	The maximum length of stay is 3 calendar months.
<b>Rental Charges</b>  (Effective from 1 September 2025)	Daily Rate: HK\$600 / Weekly Rate (7 nights): HK\$3,600 / Monthly Rate (one calendar month): HK\$12,000 * Children of 12 years old or under sharing same flat with parents are free of charge. ** Wu Yee Sun College reserves the right to revise the tariff without prior notice. ***Rental paid is non-refundable and non-transferable.
<b>Check-in / Check-out Time</b>	<b>Check-in time:</b> 2:00 pm – 5:30pm <b>Check-out time:</b> 9:00 am - 12:30 pm * For check-in on non-working days or after office hours, the guest(s) should call (852) 3943-3983 upon arrival. Our workman will receive the guest(s) at the Hostel Reception Counter located on Ground Floor, East Block of the College. For check-out on non-working days or after office hours, the guest(s) should call (852) 3943-3983 when ready. Our workman will complete the check-out procedure for them in the Visitor's Flat. ** Late check-out will be charged as half day (12:30 - 5:30pm) or full day (after 5:30pm) rental.
<b>Damages and Liabilities</b>	<ul style="list-style-type: none"> <li>➤ Please keep the Visitor's Flats and Common Pantry clean and tidy, and do not cause damage to the interior by using nails, hooks, adhesive tapes, etc.</li> <li>➤ Please check whether all furniture and equipment in the assigned Visitor's Flat are in good conditions and report to the College Office within 2 days after check-in for any damages.</li> <li>➤ Occupants/the inviting department shall indemnify the College for all damages found thereafter and within the residence period.</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>➤ One set of campus entry card, door access card and room key will be provided to each occupant of the flat (maximum 2 sets per flat). Please keep them safe and report to the College Office immediately if your card/key is lost. The penalty for each lost card is HK\$100 per item and lost key is HK\$50 per item. For security reasons, please close the windows tight before leaving the flat.</li> <li>➤ Please take care of your personal belongings. The College and its staff shall not be liable for any loss or damage of personal properties.</li> </ul>
<b>General Regulations</b>	<ul style="list-style-type: none"> <li>➤ Smoking (including e-cigarette) is strictly prohibited on CUHK campus.</li> <li>➤ Please help protect the environment by switching off the air-conditioner, lighting and all electric appliances before leaving the flat and Shared Pantry.</li> <li>➤ All guests must comply with the latest government/university regulations and infection control measures.</li> <li>➤ The visitors must also abide by the laws of Hong Kong Special Administrative Region.</li> </ul>



**WU YEE SUN COLLEGE  
THE CHINESE UNIVERSITY OF HONG KONG**



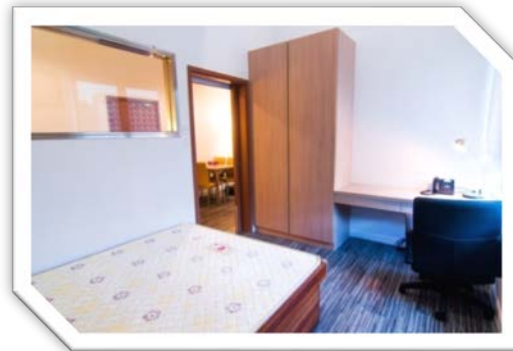
**VISITOR'S FLATS  
INFORMATION SHEET AND GUIDELINES**

**D. RESERVATION PROCEDURES**

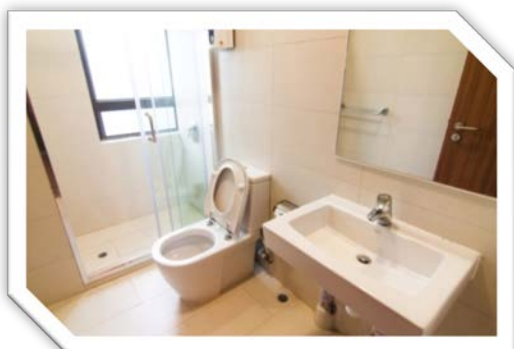
<b>Reservation</b>	Please return the completed reservation form together with invitation letter or related documents, if applicable, to Mr. Ron Wong of Wu Yee Sun College Office by email ( <a href="mailto:ronwong@cuhk.edu.hk">ronwong@cuhk.edu.hk</a> ).						
<b>Amendment and Cancellations</b>	<p>Amendments and changes where EITHER the number of flats OR the number of nights decreases will be charged as below (based on first night of rental period):</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Notice period</u></th> <th style="text-align: left;"><u>Charges</u></th> </tr> </thead> <tbody> <tr> <td>0-14 days</td> <td>the charge for the first night accommodation (per flat)</td> </tr> <tr> <td>More than 14 days</td> <td>No charges</td> </tr> </tbody> </table> <p>Cancellation charges will be applied (as above) in relation to the notice period between notification of cancellation and the date of stay.</p>	<u>Notice period</u>	<u>Charges</u>	0-14 days	the charge for the first night accommodation (per flat)	More than 14 days	No charges
<u>Notice period</u>	<u>Charges</u>						
0-14 days	the charge for the first night accommodation (per flat)						
More than 14 days	No charges						
<b>Enquiry</b>	<p><b>Office Hour :</b> 8:45am-1:00pm; 2:00pm-5:30pm (Monday - Thursday) 8:45am-1:00pm; 2:00pm-5:45pm (Friday)</p> <p><b>Address :</b> College Office, G03, G/F, East Block, Wu Yee Sun College</p> <p><b>Telephone :</b> (852) 3943 9769 / 3943 3937</p> <p><b>Fax :</b> (852) 2603 7384</p> <p><b>Email :</b> <a href="mailto:ronwong@cuhk.edu.hk">ronwong@cuhk.edu.hk</a> / <a href="mailto:soniyau@cuhk.edu.hk">soniyau@cuhk.edu.hk</a></p>						



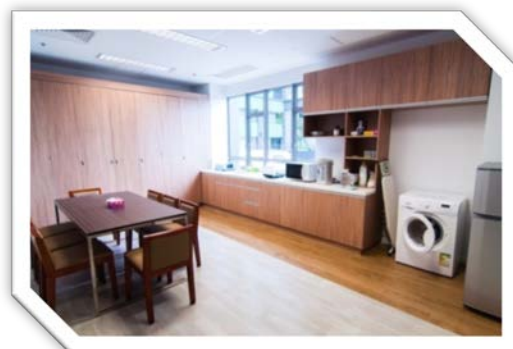
*Living Room of the Visitor's Flat*



*Bedroom of the Visitor's Flat*



*Private Bathroom of the Visitor's Flat*



*Shared Pantry*