

# THE CHINESE UNIVERSITY OF HONG KONG

## University Staff Quarters – Application Guidelines and General Allocation Arrangement

### **University Staff Quarters (USQ) Application Guidelines**

1. Appointees who are eligible for the University's housing assistance and allowances (e.g. NCA, HFA, PTA, etc.) are eligible to apply for USQ. Enquiry on individual appointees' eligibility can be addressed to the Human Resources Office (HRO).
2. Interested appointees should submit the completed application form to the Staff Quartering Unit (email: [uquarters@cuhk.edu.hk](mailto:uquarters@cuhk.edu.hk)). The application form may be submitted by new appointees through HRO.
3. Staff Quartering Unit (SQU) shall contact the eligible appointees to verify their USQ application and confirm whether their names will be placed at the waiting list for a USQ flat. Due to the long application queue, the anticipated occupancy schedule may not align with the applicant's expected move-in date.

### **General Allocation Arrangement**

1. The applicant's name will be put on the waiting list.
2. The applicant has two quotas while his/her name is in the waiting list.
3. Applicants on the waiting list will be invited to choose USQ flats from time to time.
4. Each decline to accept an assigned flat or refusal to select a flat after the invitation has been sent is counted as one used quota.
5. There are two major allocation exercises to be conducted annually around April/May and October/November. The number of applicants to be invited in each round of allocation is based on the number of available flats. Thus, applicants may not be invited in each round of allocation.
6. If there are any vacant flats after the major allocation exercises, applicants may be contacted based on their preference.
7. When two quotas have been used, applicant will be removed from the waiting list and could re-join 12 months after quota exhaust date with quota counting afresh.
8. If an applicant decides to withdraw from the waiting list voluntarily but re-apply again, his/her record of used quota(s) within the last 24 months from the date of re-application will be maintained.
9. Any unused quota by an applicant over 24 months would be automatically lapsed.
10. Applicants will have a higher priority in their first invitation. Non-resident applicants also have higher priority than resident applicants (Applicants for flat change).
11. Flat change request will not be entertained unless occupant has stayed in the same unit for at least ten years under normal circumstance.
12. For any enquiry, please email to [uquarters@cuhk.edu.hk](mailto:uquarters@cuhk.edu.hk).

Staff Quartering Unit