



聖若瑟大學  
UNIVERSITY OF  
SAINT JOSEPH

## RESIDENCE APPLICATION FORM

*Please read the following carefully before filling in the Application Form:*

1. Admission into an academic programme does NOT automatically imply occupation of USJ Residential Hall. Application for the Residential Hall should be made to the Residential Hall Office via [residence@usj.edu.mo](mailto:residence@usj.edu.mo) prior to the application deadlines as specified.
2. Late applications will NOT be considered unless a vacancy is available. Due to limited capacity, there is NO guarantee that accommodation in the Residential Hall can be provided to all applicants. Applicants who do not receive an offer will be placed on a waiting list and may receive an offer any time during the same academic year, should a place be available.
3. All applicants will receive, by email, a reply from the Residential Hall Office on or prior to the Deadline for Release of Application Results. Successful applicants who accept the offer and pay the full Residence fee for the first month(s)/Semester concerned before the deadline as specified will obtain a vacant room, should there is availability. Please note that confirmation of acceptance is defined by a combination of the following two actions:
  - 3.1. Payment of the fees in full. For details, please refer to the “Residence Fee Payment”.
  - 3.2. Written Reply to the Residential Hall indicating acceptance.
4. Failure to confirm acceptance within the time period will imply forfeiture of the offer.
5. The following documents must be read carefully. Please make sure that you agree and accept all the terms as stipulated in these documents:
  - 5.1. USJ Regulations & Rules Governing Residential Hall
  - 5.2. USJ Residence Fee Payment
  - 5.3. USJ Residential Hall Fees
6. **Use of Personal Data:** Personal Information collected from applicants will be used for admission procedures and related matters only, and kept as resident records for administrative purposes. The University of Saint Joseph complies with [Privacy Policy](#), and [all legislation relevant to the protection of personal data](#) to safeguard the personal privacy.

This Application Form must be forwarded by email, or hand delivered to:

Residential Hall Office  
University of Saint Joseph  
Estrada Marginal da Ilha Verde, 14-17  
Macau SAR

Telephone: +853 87965703  
Email: [residence@usj.edu.mo](mailto:residence@usj.edu.mo)



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For your application to be processed smoothly, please fill in the following banks in **CLEAR BLOCK** letters.

BASIC PERSONAL INFORMATION	
Given Name(s)	
Family Name(s)	
D.O.B. in DD/MM	Gender: Male / Female
INFORMATION SHOWN ON PASSPORT OR BIR	
Nationality:	Passport/BIR no.:
Date of Issue (DD/MM/YYYY):	Date of Expiry (DD/MM/YYYY):
EMERGENCY CONTACT	
Name:	Relationship:
Mobile: +	Email:

PARENT'S/GUARDIAN'S/SPONSOR'S INFORMATION	
<i>Should you are minor or sponsored by any legal entity, please provide your parent's or guardian's or sponsor's information below.</i>	
Name:	Relationship:
Mobile: +	Email:



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STATUS IN USJ

I am a student / member of staff. *Please skip the following of this table if you are a staff.*

Am I studying a postgraduate programme in the coming semester? Yes / No.

What is the year of intake for the programme I am or I am going to study? 20\_\_

PERIOD OF STAY

Check-in Date (DD/MM/YYYY):

Check-out Date (DD/MM/YYYY):

TYPE OF ROOM REQUESTED

- Double Room with Bunk Bed, shared bathroom and shared pantry for Students
- Single Room with shared bathroom and shared pantry for Students
- Studio Apartment for Staff and Postgraduate Students

ADDITIONAL DETAIL(S)/REQUEST

*Please complete this section if you would like to disclose further information that will help us to place you in the most suitable accommodation available. Consideration is given, where possible, to those with special need(s). If you have requested a room with bunk bed or Studio Apartment, you may also use this section to name a person with whom you wish to share. However, there is no guarantee that you will be placed with the person you have entered on your form. Married couple will be considered.*



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DECLARATION

*Please check and tick all the following boxes. Your ticks and submission imply to abide and comply with the policy, rules, and regulations governing the Residential Hall.*

- ( ) I have read the important notes as stipulated in this Application Form.
- ( ) I have read the "USJ Residential Hall Fees" and agree with the fees set forth in the document.
- ( ) I have read the "Residence Fee Payment" and should my application be successful, I agree to pay all requisite fees at the time specified.
- ( ) I have read the "Regulations & Rules Governing Residential Hall of University of Saint Joseph" and should my application be successful, I agree to abide by all the stipulated rules and regulations of the University's Residential Hall.
- ( ) I declare that the information I have given on this form is correct and complete to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Author:** Residential Hall Office

**Approved by:** Executive Council

**Approval date:** 04 June 2019

**Operational commencement date:** 05 June 2019

**Version number:** 20190604-Residence Application Form-V002