


 UTS	HOSTEL APPLICATION FOR NEW APPLICANT	Doc. No:	UTS/SDSC/P09
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Prepared by:  Name : David Ling Chai Kiong Position : Deputy Director, Student Development and Services Centre	Approved by:  Name : Lu Yew King Position : Director, Student Development and Services Centre
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	03/05/15	Establishment	00	Senior Manager, SDSC
2	24/07/18	Amendment	01	Senior Manager, SDSC
3	29/07/22	Amendment	02	Senior Manager, SDSC
4	24/02/24	Amendment	03	Director, SDSC

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1.0 OBJECTIVE

The objective of this SOP is to ensure process of applying is facilitated smoothly and in a systematic manner.

2.0 SCOPE

This scope of this SOP applies to hostel application in UTS.

3.0 REFERENCES


Oculus System: <https://oculus.uts.edu.my/login.php>

4.0 DEFINITIONS / ABBREVIATIONS

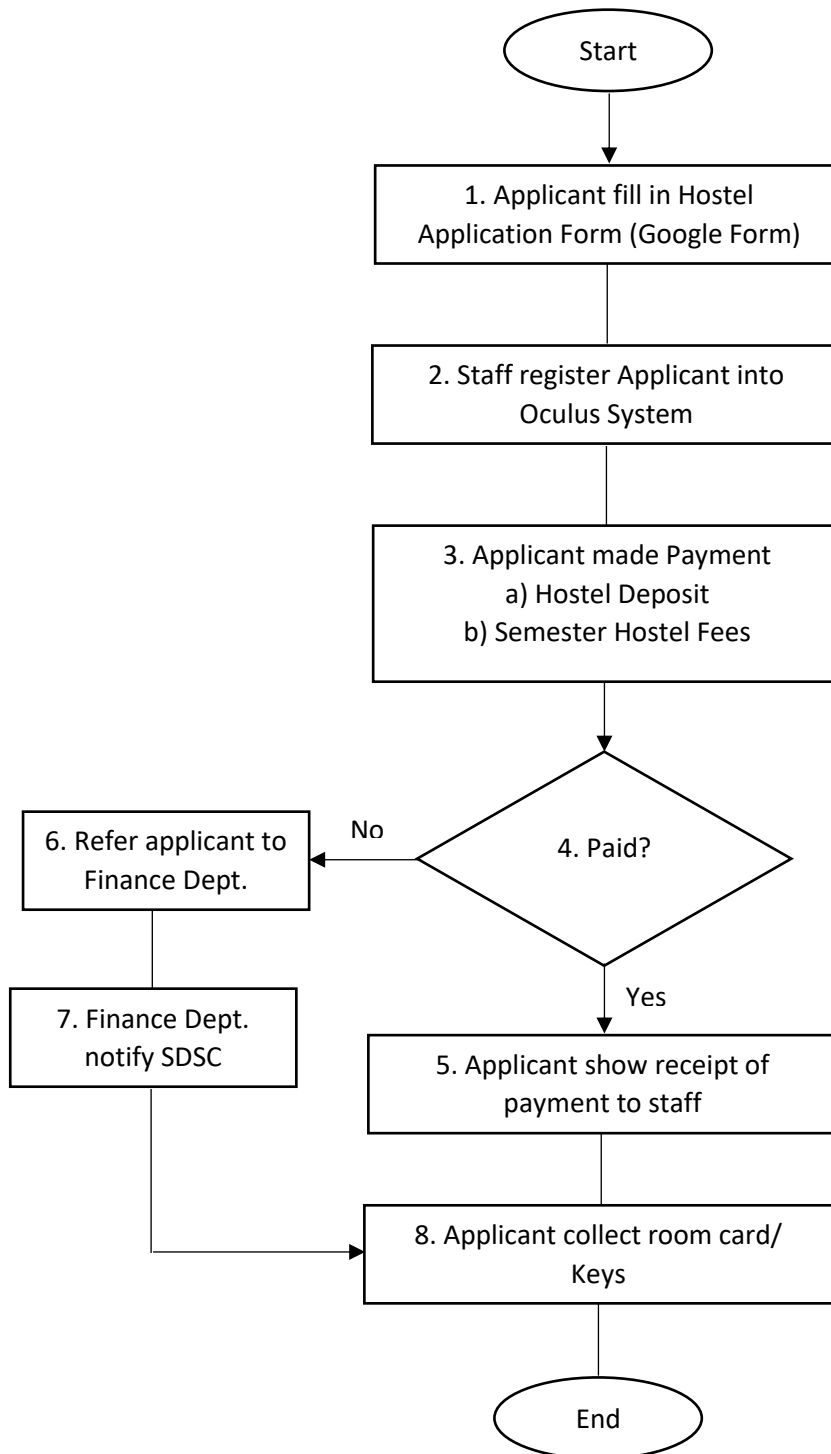
UTS	:	University of Technology Sarawak
SDSC	:	Student Development & Services Centre
SOP	:	Standard Operating Procedure
Oculus	:	System used for Hostel Registration
Dept.	:	Department
CO	:	Check-out


5.0 RESPONSIBILITY

- 5.1 The Director is responsible to ensure that this SOP is adhered to.
- 5.2 The process owner is responsible to follow and adhere to this SOP.

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6.0 PROCEDURE



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7.0 DESCRIPTION

No	Description	Person in Charge	Document/ Item
1.	Applicant fill in hostel application form (Online) <ul style="list-style-type: none"> Choose the room type. Fill in personal details and related information. Agree with the terms and conditions as stipulated. 	<ul style="list-style-type: none"> SDSC Student Residential Unit Staff Applicant 	<ul style="list-style-type: none"> Hostel Application Form (Google Form)
2.	Staff register applicant into Oculus System <ul style="list-style-type: none"> Hostel registration in Oculus by SDSC Student Residential Unit Staff. Invoice will be issued after registration. Applicant can refer hostel history through Oculus after that. 	<ul style="list-style-type: none"> SDSC Student Residential Unit Staff Applicant 	<ul style="list-style-type: none"> Record in Oculus Invoice
3.	Applicant makes the payment at the Finance Dept. for: <ul style="list-style-type: none"> Hostel deposit Semester hostel fees Finance staff will issue a receipt after the payment is made.	<ul style="list-style-type: none"> Finance Staff Applicant 	<ul style="list-style-type: none"> Record in Oculus Invoice Receipt
4.	Paid? <ul style="list-style-type: none"> Yes → Proceed to No.5 No → Proceed to No.6 	<ul style="list-style-type: none"> SDSC Student Residential Unit Staff Finance Staff Applicant 	<ul style="list-style-type: none"> Receipt
5.	Applicant shows the receipt of payment to staff. <ul style="list-style-type: none"> Staff verifies that the payment for the hostel deposit and semester hostel fees has been made. 	<ul style="list-style-type: none"> SDSC Student Residential Unit Staff Applicant 	<ul style="list-style-type: none"> Receipt
6.	Refer the applicant to the Finance Department. <ul style="list-style-type: none"> The applicant can apply for an instalment plan for the minimum rate of the room type. 	<ul style="list-style-type: none"> Finance Staff Applicant 	<ul style="list-style-type: none"> NA

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7.	Finance Department notify SDSC	<ul style="list-style-type: none"> Finance Staff SDSC Student Residential Unit Staff Applicant 	<ul style="list-style-type: none"> Notification notice
8.	Staff distributes room card/keys to the applicant. <ul style="list-style-type: none"> Applicant collects room card/keys. 	<ul style="list-style-type: none"> SDSC Student Residential Unit Staff Applicant 	<ul style="list-style-type: none"> Record in Oculus Hostel Name List (Google Drive)

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Record in the Oculus	https://oculus.uts.edu.my/hostel/index.php?page=hs-cap-hsrom-report	3 years
2	Hostel Application Form	https://sdsc.uts.edu.my/hostel-rate/	3 years
3	Hostel Name List	https://drive.google.com/drive/folders/1I5zDivlRqncDQ0l3SES0pIBpR9ImV5fm?usp=drive_link	3 years