Beibian Tang Foundation Scholarship
Tenable at Stanford University 2020/21

Checklist of Supporting Documents

1. Completed application form together with ALL the supporting documents must reach Scholarships and Financial Aid Section, Office of Admissions and Financial Aid (OAFA) by 15 October 2019 (Hong Kong time). Late or incomplete applications will not be considered. The address and office hours of OAFA are as follows:

Scholarships and Financial Aid Section
Office of Admissions and Financial Aid
Room 1202, 12/F, Yasumoto International Academic Park
The Chinese University of Hong Kong
Shatin, N.T., Hong Kong
(Office hours: Monday – Friday 8:45 a.m. – 1:00 p.m. and 2:00 p.m. – 5:30 p.m. except Public Holidays)

2. Please make sure that ALL supporting documents must be in A4 size white papers and in the following order; AND you have:

- completed ALL parts of the application form in English and signed. If the item(s) is/are not applicable, "N.A." should be marked.
- a typed personal statement in English, of not more than three A4 pages, about your general interests and activities, the course of study which you propose to follow at Stanford, and the future career goal.
- 2 confidential recommendations in English (in confidential and sealed envelopes). If a recommendation is not in English, please request your referee to provide an English translation with signature. Please refer to the Information Sheet and the Confidential Recommendation form for the requirements on the recommendations.
- 1 recent professional or passport photograph with your full name in block letters on the back of the photograph (should be pasted in Part 1 of Application Form). Amateur snapshot will not be accepted.
- applied for official academic transcript(s) issued by the University Registrar or responsible officer for ALL of your post-secondary programme(s) pursued or being pursued. The transcript(s) must reach OAFA by the deadline.

For CUHK current students/graduates, the official academic transcript(s) is/are issued by the Registration and Examinations Section (RES) of the Registry for undergraduate programmes and by the Graduate School (GSO) for postgraduate programmes. The transcript(s), which normally take(s) at least 3 working days for processing, must be sent by RES/GSO directly to OAFA. Please quote the name and application deadline of the Scholarship when applying for your official academic transcript(s).

- photocopies of official academic transcripts with Explanation Notes of Grading System for exchange programme, visiting student programme and overseas summer course (if any). Any downloaded transcripts are not accepted.
- a copy of academic transcript downloaded from Chinese University Student Information System (CUSIS) if you are currently studying at CUHK. However, you are still required to apply for official academic transcript(s) from the appropriate office(s) as mentioned above.
- a certifying letter of the student status issued by the University Registrar or responsible officer if you are a current registered student. The letter must reach OAFA by the deadline.

For CUHK current registered students, the certifying letter is issued by RES of the Registry for undergraduate students or by GSO for postgraduate students. It normally takes at least 3 working days for RES/GSO to process. If the certifying letter is to be sent directly from RES/GSO to OAFA, please quote the name and application deadline of the Scholarship when applying for it.

- photocopies of supporting documents certifying class of honours and degree.

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□ a photocopy of TOEFL score report with Explanation Notes of Grading System, i.e. photocopies of both sides of the test report (if any). If you have been approved for a TOEFL waiver by Stanford, please submit a proof on the waiver.

Please note that applicants whose first language is not English are required to submit TOEFL scores to Stanford. The minimum TOEFL scores required by Stanford are 100 for the internet-based test and 600 for the paper-based test. The TOEFL scores submitted to Stanford must be taken within the last 18 months.

□ a photocopy of GRE score report with Explanation Notes of Grading System, i.e. photocopies of both sides of the test report (if any).

Please note that all applicants to the graduate programs at Stanford must take the GRE. Stanford encourages all applicants to take the GRE by end of October. As there are very few GRE test dates each year, candidates should get early preparation and registration for the GRE test. The GRE scores submitted to Stanford must be taken within 5 years of the submission of your admission application to Stanford.

□ a photocopy of score report of school leaving examinations/public examinations you have taken (e.g. HKDSE/GCE, etc.) with Explanation Notes of Grading System, i.e. photocopies of both sides of the score transcript.

□ proofs of ALL major scholarships and awards mentioned in Section 5 of the application form, e.g. photocopies of certificates/letters. Please sort the supporting documents in the same order as they are listed in the application form AND write their corresponding numbers (e.g. 5.1; 5.2 etc.) on the right hand corner of each copy.

□ a proof of your current occupation, e.g. a photocopy of the appointment letter/staff identity card (if any).

□ proofs of ALL the extra-curricular activities and community services undertaken during University studies and mentioned in Section 7 of the application form, e.g. photocopies of certificates/letters or photographs of trophies/medals. Please sort the supporting documents in the same order as they are listed in the application form AND write their corresponding numbers (e.g. 7.1; 7.2 etc.) on the right hand corner of each copy.

□ proof of permanent resident with the right of abode in Hong Kong (e.g. a photocopy of both sides of HKID card on one page).

3. Documents other than those listed above will not be accepted.

4. Please do NOT staple any of the documents.

5. Please do NOT use digital camera or smart phone to take snapshot of the supporting documents. Otherwise, these documents may be considered invalid.

6. Any non-English supporting documents must be issued in the original language and accompanied by an English translation.

7. The Scholarships and Financial Aid Section of the Office of Admissions and Financial Aid and/or donor will request applicants to submit further supporting documents for information, if deemed necessary.

July 2019