Edwin S H Leong Hughes Hall Scholarship 2019/20

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 5:30 p.m., 14 March 2019 (Hong Kong time)**. **Late or incomplete applications will not be considered.** The address of OAFA is 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

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 five A4 pages**, about your general interests, the course of study which you propose to follow at Cambridge, your future career goal and on how the scholarship could help you financially and in other ways.

   □ **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.

   □ pasted on Part 1 of Application Form a **recent professional or passport photograph** with your full name in **block letters** on the back of the photograph. 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/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.

   □ applied for a **certifying letter of the student status** which is issued by the Registration and Examinations Section (RES) of the Registry for **current registered** undergraduate students or by the Graduate School (GSO) for **current registered** postgraduate students. The letter, which normally takes at least 3 working days for processing, must reach OAFA **by the deadline**. Please quote the name and application deadline of the Scholarship when applying for your certifying letter.

   If you graduated from CUHK but are now studying at another university, please request the University Registrar or responsible officer of that university to send a certifying letter to OAFA **by the deadline**.

   □ photocopies of supporting documents certifying **class of honours and degree** (if any).
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□ a photocopy of **English test report** (e.g. IELTS/ CPE, etc.) with Explanation Notes of Grading System, i.e. photocopies of both sides of the test report (if any).

Please note that not all of the English tests are accepted by the University of Cambridge and the required scores may vary. Please check carefully the language test requirement for each programme applied.

□ 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 4 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. 4.1; 4.2 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 6 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. 6.1; 6.2 etc.) on the right hand corner of each copy.

□ a photocopy of notification for the social security assistance issued by the Government of your home country/ region (if applicable).

□ a photocopy of notification for Grant and Loan 2017/18 and 2018/19 issued by the Government of your home country/ region (if applicable).

□ a photocopy of notification for the Bursary and Loan 2017/18 and 2018/19 issued by the University (if applicable).

□ attached a photocopy of your **HKID card/passport**.

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

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

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

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

**Updated on 26 February 2019**