THE CHINESE UNIVERSITY OF HONG KONG
Office of Admissions and Financial Aid

HSBC Overseas Scholarship Programme 2019/20

Checklist of Supporting Documents

1. Completed application form together with **ALL** the supporting documents should be submitted IN PERSON to the Scholarships and Financial Aid Section, Office of Admissions and Financial Aid (OAFA) **on or before 8 January 2019**. 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 (Attachment E). Attachment E should be **TYPED** in English and **SIGNED**. Handwritten form will **NOT** be accepted. **If the item(s) is/are not applicable, “N/A” should be marked.**

  Please do **NOT** fill in “Summary of rating” on Page 1 of the Application Form. OAFA will complete this part for you if you are shortlisted by the University Selection Panel.

- completed the form of “**Choices of Overseas Programmes**”

- completed **Student Undertaking Form** (Attachment F). Witness and guarantor(s) must be aged 18 or above. Witness must be different from guarantor(s).

- completed the **budget plan** (Attachment G) with relevant supporting documents.
  - Please refer to the “Guidelines on How to Calculate an Overseas Scholarship Award Amount” (Attachment D) when filing in the budget plan (Attachment G).
  - Each items in the budget plan, including length of study (i.e. commencement date and end date) and total number of credits to be taken, must be supported by information extracted from the website of the overseas institution, email(s) sent directly by the overseas institution, or the documents as indicated in the said Guideline (e.g. for airfare).
  - Please number the supporting documents for budget plan at the right upper corner and highlight the relevant information.

- **one confidential recommendation** (in confidential and sealed envelopes) from a teacher of your Major Department/Faculty of CUHK. Please invite your referee as soon as possible and allow sufficient time for your referee to write the recommendation.

- a copy of **academic transcript** (up to 2017/18 summer session) downloaded from Chinese University Student Information System (CUSIS).

  If you obtained other degrees from this/another university, a photocopy of the academic transcript on your previous degree programmes are also required.

- **Once the academic results of Term 1 of 2018/19 are available**, please apply for an **official academic transcript (up to Term 1, 2018/19)** from the Registration and Examinations Section (RES) of the Registry. The transcript, which normally takes at least 3 working days for processing, must be sent by RES **directly** to OAFA by **17 January 2019**. **Please quote the name of scholarship and the submission deadline of the transcript when applying for your official academic transcript.** Your official academic transcript must reach OAFA by 17 January 2019. Otherwise, your application for this Scholarship will not be processed.
a photocopy of academic transcript with Explanation Notes of Grading System on exchange programme during your previous studies (if any). Any downloaded transcripts are not accepted.

a photocopy of TOEFL or IELTS Test score report with Explanation Notes of Grading System, i.e. photocopies of both sides of the score transcript (Test must be taken on or after 19 February 2017).

Applicants are strongly advised to sit for the TOEFL or IELTS Test by the end of 2018 in order to fit in the application schedule of this Scholarship. Delayed provision of TOEFL or IELTS Test score report will result in partial submission of application, and the application will therefore not be processed.

a letter from Faculty/Department certifying the class standing including rank in class and class size (For applicants whose cumulative GPA (up to 2017/18 summer session) is below 3.7 but who stand within top 3% of the class OR whose major programme does not adopt GPA system).

If your cumulative GPA (up to Term 1, 2018/19) is eventually below 3.7 but you stand within top 3% of the class OR your major programme does not adopt GPA system, you are required to submit a letter issued by your Faculty/Department certifying your class standing including rank in class and class size for Term 1 of 2018/19. The aforesaid letter must reach OAFA by 17 January 2019. Otherwise, your application for this Scholarship will be regarded as ineligible and will not be processed.

proofs of family members' monthly income

a photocopy of notification for the Government Grant and Loan 2018/19 issued by the Student Finance Office, Working Family and Student Financial Assistance Agency (if applicable)

proof of permanent resident with the right of abode in Hong Kong (i.e. 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 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.

December 2018