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

HSBC Overseas Scholarship 2020/21

Checklist of Supporting Documents

1. Completed application form together with **ALL** the supporting documents (except the documents as stated in Point (4) below) should be submitted either by email OR in person to the Scholarships and Financial Aid Section, Office of Admissions and Financial Aid (OAFA) **on or before 13 January 2020**. **Late or incomplete applications will not be considered.** The office address and email address 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

   Email: sfas@cuhk.edu.hk
   **(An acknowledgement email will be sent to you within 2 working days upon your submission of the scholarship application by email. If you do not receive our acknowledgement email, please contact us at sfas@cuhk.edu.hk or 3943 7204 on the following working day.)**

2. All forms should be **TYPED** (except signature) in English. Handwritten form will **NOT** be accepted. **If the item(s) is/are not applicable, "N/A" should be marked.**

3. Please make sure that **ALL** documents must be **in A4 size** white papers **and in the following order;** AND you have:
   - **completed the application form (Attachment E) and SIGNED**
     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.
     - It normally takes each applicant a few days to gather the supporting documents for his/her budget plan. Applicants are advised to get prepared for the budget plan earlier.
   - **a copy of academic transcript (up to 2018/19 summer session) downloaded from Chinese University Student Information System (CUSIS) (For Year 2 or above applicants only).**

   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 2019/20 are available,** please apply for an **official academic transcript (up to Term 1, 2019/20)** 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 3 February 2020. 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 3 February 2020. 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 16 February 2018**). Applicants are strongly advised to sit for the TOEFL or IELTS Test by the end of 2019 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.

☐ proofs of family members' monthly income

☐ a photocopy of notification for the Government Grant and Loan 2019/20 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)

4. The following documents should be emailed to OAFA (sfas@cuhk.edu.hk) by respective person and party **on or before 13 January 2020**:  
   ☐ **one confidential recommendation** from a **teacher of your Major Department/Faculty** of CUHK.  
     - You should complete Part A of the ‘Confidential Recommendation’ form and send the form to your referee for completion of Parts B and C. Please request your referee to return the completed form to OAFA direct with his/her CUHK email account before the application deadline.  
     - Please invite your referee as soon as possible and allow sufficient time for your referee to write the recommendation.

   ☐ a letter from **Faculty/Department** certifying the class standing including rank in class and class size (**For applicants whose cumulative GPA (up to 2018/19 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, 2019/20) is eventually below 3.7 but you stand within top 3% of the class OR your major programme does not adopt GPA system, please request your Faculty/Department to issue a letter certifying your class standing including rank in class and class size for Term 1 of 2019/20. **The aforesaid letter must be emailed to OAFA by your Faculty/Department on or before 3 February 2020.** Otherwise, your application for this Scholarship will be regarded as ineligible and will not be processed.

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

6. Please do NOT staple any of the documents if you submit your application in person.

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

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

9. 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.

Updated in December 2019