1. Completed application form together with ALL the following supporting documents must be submitted online at http://cloud.itsc.cuhk.edu.hk/webform/view.php?id=10769621 on or before 29 December 2020 (Hong Kong time). Late or incomplete applications will not be considered.

- A completed and signed application form (Attachment G) (Please do NOT fill in “Summary of rating” on Page 1 of Attachment G. OAFA will complete this part for you.)

- A completed Student Undertaking Form (Attachment E).
  - Witness and guarantor(s) must be aged 18 or above. Witness must be different from guarantor(s).
  - Electronic signature is acceptable.

- A completed budget plan (Attachment F) 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 F).
  - 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 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.
  - You are only allowed to upload one file (in PDF format) with total maximum size limited to 5MB.

- A completed form of “Choices of Overseas Programmes”

- Copy of academic transcript (up to 2019/20 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 copy of the academic transcript on your previous degree programmes are also required.

- Copy of academic transcript with Explanation Notes of Grading System on exchange programme during your previous studies (if any).

- Copy 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 2019).
  
  Applicants are strongly advised to sit for the TOEFL or IELTS Test by the end of 2020 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.

- Copies of proofs of family members' monthly income

- Copy of notification for the Government Grant and Loan 2020/21 issued by the Student Finance Office, Working Family and Student Financial Assistance Agency (if applicable)

- Copies of proof of permanent resident with the right of abode in Hong Kong (i.e. a copy of both sides of HKID card on one page)
2. The following documents should be submitted to OAFA DIRECT by respective persons or parties on or before 29 December 2020 (Hong Kong time).

- **One confidential recommendation** 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.
  - The referee must provide the recommendation on the “Confidential Recommendation” form. Additional sheets/attachments will not be reviewed.
  - The referee has to submit the completed recommendation form online by uploading it at http://cloud.itsc.cuhk.edu.hk/webform/view.php?id=11051665.

- **A letter from Faculty/Department** certifying the class standing including rank in class and class size (For applicants whose cumulative GPA (up to 2019/20 summer session) is below 3.7 but who stand within top 3% of the class OR whose major programme does not adopt GPA system).
  - Please ask the academic unit concerned to email this letter to OAFA (sfas@cuhk.edu.hk).

3. The following documents should be sent to OAFA DIRECT by respective persons or parties on or before 15 January 2021. Otherwise, your application for this Scholarship will be regarded as ineligible and will not be processed. The office 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

- **Official academic transcript(s)**, in hardcopy, issued by the Registration and Examinations Section of the Registry.
  - Please apply for the transcript when the academic results of Term 1 of 2020/21 are available.
  - The transcript normally takes at least 3 working days for processing.
  - Please quote the name of scholarship and the submission deadline of the transcript when applying for your transcript.

- **A letter from Faculty/Department** certifying the class standing including rank in class and class size (For applicants whose cumulative GPA (up to Term 1, 2020/21) is below 3.7 but who stand within top 3% of the class)
  - It is acceptable for this letter to be sent to OAFA by email to sfas@cuhk.edu.hk.

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

5. 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.

6. Please make sure that all documents are in A4 size.

7. Please ensure a sharp and clear image of all scanned documents.

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

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

10. 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.

October 2020