THE CHINESE UNIVERSITY OF HONG KONG

The Esther Yewpick Lee Millennium Scholarship 2019

Checklist of Supporting Documents

1. Completed application form together with ALL the supporting documents must reach the The Esther Yewpick Lee Millennium Scholarships Selection Committee by 5:30 p.m., 3 September 2018 (Hong Kong time). Late or incomplete applications will not be considered. The address of the Selection Committee is as follows:

Secretary of The Esther Yewpick Lee Millennium Scholarships Selection Committee
c/o 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.

☐ SIGNED an own handwritten statement (not exceeding 1,000 words in length, both left and right margins in 2.5cm and with page numbers) about your general interests and activities, the course of study which you propose to study at Oxford and how your current study at CUHK relates to it, and the character of the work which you intend to pursue later.

☐ 4 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 memorandum for the requirements on the four recommendations.

☐ 1 recent professional or passport photograph with your full name in block letters on the back of the photograph (should be pasted on Part 1 of Application Form). Amateur snapshot will not be accepted.

☐ applied for official academic transcript(s) which 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 the Selection Committee by the deadline. Please quote the name and application deadline of the Scholarship when applying for your official academic transcript(s).

Please request the University Registrar or responsible officer of that university to send an official academic transcript on your certificate/ diploma/ associate degree/ undergraduate/ postgraduate programme directly to the Selection Committee by the deadline if you graduated from CUHK but are now studying at another university; OR are studying at CUHK now but graduated from another university.

☐ 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 RES of the Registry for current registered undergraduate students or by GSO for current registered postgraduate students. The letter, which normally takes at least 3 working days for processing, must reach the Selection Committee 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 the Selection Committee 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/ TOEFL, etc.) with Explanation Notes of Grading System, i.e. photocopies of both sides of the test report (if any).

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

☐ evidence of the **past ten years of full-time education** in Hong Kong or elsewhere, e.g. photocopies of testimonials/leaving school certificates or academic records of each semester/term of primary/secondary/tertiary education.

☐ 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 on 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 on the application form AND write their corresponding numbers (e.g. 7.1; 7.2 etc.) on the right hand corner of each copy.

☐ 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.

**May 2018**