The D. H. Chen Foundation Scholarship 2019/20
Checklist of Supporting Documents

I Completed application form together with the following documents must be submitted to the Scholarships and Financial Aid Section, Office of Admissions and Financial Aid (OAFA) IN PERSON during office hours on or before 28 February 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

☐ A letter of recommendation from a CUHK teaching staff member, preferably from your Faculty / Department. The referee should be well acquainted with you and able to give assessment and valuable comments on your attributes which are relevant to the scholarship application. The letter must be addressed to The D. H. Chen Foundation (Attn: Mr. Alan Chow), signed by the referee and printed on appropriate letterhead paper. Please also request your referee to place the letter of recommendation in an envelope, sign across the sealed flap, and return it to you for submission to OAFA before the deadline.

☐ A copy of academic transcript (up to Term 1 of 2018/19) 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.

☐ Photocopies of academic transcript with Explanation Notes of Grading System on exchange programme (if applicable). Any downloaded transcripts are not accepted.

☐ Photocopies of public examination report(s) (e.g. HKDSE, IB, GCE AL, etc.).

☐ Photocopies of income proofs from November 2018 to January 2019 of ALL family members (including the applicant, if applicable) listed in Table 1 under Section G of the application form. ALL supporting documents must show the name of respective family members.

☐ Photocopies of the notification letter(s) for the Financial Assistance for Secondary Students (FASS) (e.g. School Textbook Assistance / Student Travel Subsidy, etc.) and/or Government Grant/Loan issued by the Working Family and Student Financial Assistance Agency (if applicable).

☐ Photocopies of the notification letters for the Comprehensive Social Security Assistance (CSSA) issued by the Social Welfare Department (if applicable). The notification letters should show the amount of monthly CSSA received for the period from November 2018 to January 2019.

☐ Two TYPED personal statements in Chinese or English on A4 white paper (Please refer to Section H of the application form for the topics.). Please SIGN and NUMBER each page, and INDICATE the number of words at the end of each personal statements.

☐ The most recent documentary proof of special educational needs (SEN) issued by a medical professional. (For applicants with special educational needs only)

☐ A photocopy of both sides of the Permanent HKID card on one page.

☐ An optional reference letter by a person who can best tell about your personal and social aspirations. The letter must be addressed to The D. H. Chen Foundation (Attn: Mr. Alan Chow) and signed by the referee. Please also request your referee to place the reference letter in an envelope, sign across the sealed flap, and return it to you for submission to OAFA before the deadline.

☐ A letter of recommendation from your Faculty Dean / Department Chairman / Programme Director. The letter must be addressed to the Chairman of the Selection Panel, signed by the Faculty Dean / Department Chairman / Programme Director and printed on appropriate letterhead paper. Please also request the Faculty Dean / Department Chairman / Programme Director to place the letter of recommendation in an envelope, sign across the sealed flap, and return it to you for submission to OAFA before the deadline. (For applicants whose GPA of Term 1 of 2018/19 is below 3.5 but at least 3.2 OR major programme does not adopt GPA grading system)

II Documents other than those listed above will NOT be accepted.

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

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

V The Scholarships and Financial Aid Section of the Office of Admissions and Financial Aid and/or The D. H. Chen Foundation will request applicants to submit other supporting documents for information, if deemed necessary.

January 2019