The Chinese University of Hong Kong
Office of Admissions and Financial Aid (OAFA)

The D. H. Chen Foundation Scholarship 2022/23

OAFA List of Documents for Submission

I. ALL the following documents, in PDF format, must be submitted online at http://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13647949 before 12:00 noon, 6 June 2022. Late or incomplete applications will NOT be considered.

☐ A completed application form
- The form should be typed (except signature) in English and signed. Handwritten form will NOT be accepted.
- If the item(s) is/are not applicable, "N/A" should be marked.
- You do not need to provide "Year GPA (21/22)" on Page 1. OAFA will fill in this field for you.
- No additional sheet is accepted, except for Part F "Family and Financial Background".
- For the table under "I. Household Member(s)" of Part F, if your family has more than six members (including the applicant), please provide the details of any extra family member(s) on a separate sheet.
- Make sure you submit the application form online in fillable PDF version. In the event that your form becomes unfillable upon signature, you should submit both 1) fillable form without signature and 2) form with signature.

☐ An optional Chinese translation of the personal statement (Please see Part G of the application form for details).

☐ A copy of academic transcript (up to Term 1 of 2021/22) downloaded from Chinese University Student Information System (CUSIS).

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

☐ Copies of public examination report(s) (e.g. HKDSE, IB, GCE A-level, etc.).

☐ Copies of proofs of monthly income of ALL family members (including applicant) AND "Other income" provided in the two tables under "I. Household Member(s)" of Part F of the application form.

☐ Copies of notification(s) for the financial assistance provided in the table under "III. Financial assistance received by the applicant" of Part F of the application form (if applicable).

☐ The most recent medical report on special educational needs (SEN) which specifies the diagnosis even though you have submitted other supporting documents on your special educational needs, e.g. assessment report issued by Education Bureau, approval letter for disability allowances, etc. The medical report must be issued AND signed by a medical professional. For the illness that can be fully recovered or cured, it is expected that the medical proof should be issued within the recent six months. (For applicants with SEN only)

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

II. The following document(s) should be submitted DIRECT by respective person(s) before 12:00 noon, 6 June 2022 online or by post.

Online: http://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13647961

By Post: (Address) Scholarships and Financial Aid Section, Office of Admissions and Financial Aid, Room 1202, 12/F, Yasumoto International Academic Park, CUHK

☐ ONE compulsory reference letter 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 and signed by the referee.

☐ ONE 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 and signed by the referee.

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

IV. Please make sure that all documents, unless otherwise specified, are 1) in English; 2) in A4 size; and 3) that the image of all scanned documents are sharp and clear enough for printing.

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

VI. 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.

April 2022