

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

Tung and Ngai Foundation Scholarship 2023/24

Notes for Applicants

- I. ALL the following documents must be submitted online at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13686893> on or before **3 June 2024**. Late or incomplete applications will NOT be considered. These documents must be in PDF format, unless otherwise specified.
- A completed **application form**
 - The form should be **typed** (except signature) in **English**, unless otherwise specified, 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 the Year GPA on Page 1. OAFA will fill in this field for you.
 - For Part H "Personal Statement" and Part I "Learning Proposal", the total number of words should be indicated at the bottom of the page respectively.
 - Make sure you submit the application form online in **WORD** format.
 - A copy of **academic transcript** (up to Term 1 of 2023/24) 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 AL, etc.).
 - Copies of supporting documents as mentioned in Sections D, E and F of the application form.
 - Copies of proofs of **monthly income** of ALL family members (including applicant) **AND Other Income** provided in the fields under "Financial Situation of Applicant and Family" in Section G of the application form.
 - Copies of the **notification letter(s) for the Financial Assistance for Secondary Students** (e.g. School Textbook Assistance / Student Travel Subsidy, etc.) (if applicable).
 - Copies of the **notification letter(s) for Government Grant/Loan** issued by the Working Family and Student Financial Assistance Agency (if applicable).
 - Copies of the **notification letter(s) for the Comprehensive Social Security Assistance (CSSA)** issued by the Social Welfare Department (if applicable).
 - A copy of both sides of the Permanent **HKID card** on one single page.
- II. The following documents should be submitted **DIRECT by respective referees on or before 7 June 2024** online at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13686913>.
- TWO compulsory recommendation letters** of which **one must be from a CUHK teaching staff member**.
- The referees 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 Tung & Ngai Education Foundation and signed by the referees.
- 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 donor will request applicants to submit other supporting documents for information, if deemed necessary.
- VII. The decisions of the University and the donor are final and not subject to review, and the reasons for shortlisting, nominating, granting or refusing to offer an award will not be given.