

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

**The D. H. Chen Foundation Scholarship 2024/25**

OFA 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=13684676> **on or before 4 June 2024**. **Late or incomplete applications will NOT be considered.**

- A completed **application form**
  - The form should be **typed in English**. Handwritten form will NOT be accepted.
  - If the item(s) is/are not applicable, "N/A" should be marked.
  - You do not need to fill in the field for "Year GPA (23/24)" on Page 1. OFA will fill in this field for you.
  - No additional sheet is accepted, except for Part G "Family and Financial Background".
  - For the table under "I. Household Member(s)" of Part G, 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.
  - For Part H "Personal Statement", the total number of words should be indicated at the bottom of the page.
  - Make sure you submit the application form online in **interactive PDF** version (i.e. fillable PDF).
- An **optional** Chinese translation of the personal statement (Please see Part H of the application form for details).
- A copy of **academic transcript** (up to Term 1 of 2023/24) downloaded from Chinese University Student Information System (CUSIS).

If you have obtained other academic qualifications (e.g. higher diploma, associate degree, etc.) from this/another university, a copy of the academic transcript on your previous post-secondary programmes are also required.
- 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 G 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 G 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)** **on or before 4 June 2024** online or by post.

**Online:** <http://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13684678>

**By Post:** (Address) Scholarships and Financial Aid Section, Office of Admissions and Financial Aid, Room 1206, 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.