

The S.L. Pao Education Foundation Scholarship 2024/25

Checklist of Supporting Documents

1. ALL the following documents must be submitted online (in PDF or Word format) at <http://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13680381> **on or before 3 June 2024**. **Late or incomplete applications will not be considered.**
 - A completed **application form** which 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.
 - Please make sure the personal email address you provided is still valid after your graduation from CUHK.
 - 1 recent professional or passport photograph** (should be pasted on Part 1 of Application Form). Amateur snapshot will not be accepted.
 - A **typed personal statement** in English and within two A4 pages. Please refer to the Application Form for details.
 - Copy of **academic transcript** (up to Term 2, 2023/24) downloaded from Chinese University Student Information System (CUSIS).

If you obtained other degrees from this/another university, a copy of the academic transcript on your previous degree programmes is also required.
 - Copy of **official academic transcript** with Explanation Notes of Grading System on exchange programme, visiting student programme and overseas summer course (if any).
 - Copy of **English test report** (e.g. IELTS, TOEFL), if any, with Explanation Notes of Grading System, i.e. both sides of the test report.
 - Copy of **score report of school leaving examinations/ public examinations** you have taken (e.g. HKDSE, IB, GCE) with Explanation Notes of Grading System, i.e. both sides of the score transcript.
 - Proofs of **Scholarships, awards and financial assistance received** for the proposed course of study mentioned in Section 3 of the application form.
 - Proofs of **ALL major scholarships and awards** mentioned in Section 5 of the application form, e.g. copies of certificates/letters/emails.
 - Full content of your proof(s) is required. Please do not just extract part of the content. For example, you have to submit the complete email instead of a paragraph extracted from it.
 - Please sort the supporting documents in the same order as they are listed on the application form AND have their corresponding numbers (e.g. 5.1; 5.2) marked on the right hand corner of each proof.
 - You are only allowed to upload one file with total maximum size limited to 5MB.
 - Copy of **admission/offer letter** issued by the target overseas institution, if any.
2. The following documents should be submitted to Oafa **DIRECT** by **respective persons on or before 3 June 2024**.
 - TWO confidential recommendations** from **teachers of your Major Department/Faculty** of CUHK.
 - The referees can submit their confidential recommendations either **online or by post**.
 - Please refer to the Confidential Recommendation form for the submission methods.
 - You have to invite your referees as soon as possible and allow sufficient time for your referees to write the recommendation.

3. Documents other than those listed above will not be accepted.
4. All forms **should be TYPED** (except signature) in English. **Handwritten form will NOT be accepted.** If the item(s) is/are not applicable, "N/A" should be marked.
5. Please make sure that all documents are 1) in **English**; 2) in **A4 size**; and 3) that the image of all scanned documents are **sharp and clear enough for printing**.
6. Any non-English supporting documents must be issued in the original language and accompanied by an English translation.
7. Please do NOT use a digital camera or smart phone to take snapshot of the supporting documents. Otherwise, these documents may be considered invalid.
8. 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.

April 2024