

**The Hong Kong Jockey Club Undergraduate Scholarship 2024/25**

Notes for Applicants

- I You are required to fill in the Application Form with Adobe Acrobat Reader. Handwritten form will NOT be accepted. You can download Adobe Acrobat Reader for free at <https://get.adobe.com/reader/>.
- II After completing the Application Form, please save and retain the file in case your Faculty or the Office of Admissions and Financial Aid (OFA) requests for the softcopy. A scanned form in PDF will NOT be accepted.

Please proofread your Application Form (both printed and electronic versions) carefully before submission. You have to ensure that the printed form and electronic form are updated simultaneously should any changes be made, and that all the texts on the printed and electronic forms are visible.

- III The following documents must be submitted to **your Faculty on or before 15 October 2024**. ***Please contact your Faculty direct for the submission method. Any applications submitted to OFA will not be processed or considered.***

1. The completed application form, which should be **typed** in **English** unless otherwise indicated and **signed**. If any item(s) in the form is/are not applicable, "N.A." should be marked.
2. Copies of public examination report(s), i.e. HKDSE, IB, GCE A-Level, etc.
3. Copies of academic transcript and graduation certificate for associate degree and / or higher diploma (if applicable)
4. A copy of both sides of your **Permanent HKID card** on one page
5. **One confidential recommendation (optional)**  
Referee is usually a person who is well acquainted with the applicant and able to give assessment and valuable comments on the applicant's attributes which are relevant to the scholarship application, e.g. a teacher who taught you in secondary school, an authorized person of a voluntary organization for which you have served/are serving, etc.

The recommendation letter should be addressed to The Hong Kong Jockey Club Charities Trust and signed by the referee.

Please request your referee to place the recommendation letter in an envelope, sign across the sealed flap and return it to you for submission to the Faculty before the application deadline.

You should invite your referee as early as possible and allow sufficient time for him / her to write the recommendation.

If the recommendation letter is not in English, you should request your referee to provide an English translation with signature.

- IV Documents other than those listed above will NOT be accepted.
- 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 Any non-English supporting documents must be issued in the original language and accompanied by an English translation.
- VII Please note that 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.

16 September 2024