

HSBC Overseas Scholarship 2025/26

Checklist of Supporting Documents

1. ALL the following documents, in PDF format, must be submitted online at <http://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13699934> **on or before 2 January 2025 (Hong Kong time)**. **Late or incomplete applications will not be considered.**

- A completed and signed **Application Form**
- For the fields for “First 5 digits of HKID”, please enter the first 5 characters (e.g. A1234).
 - For the field for “Parents’ occupations”, please state the occupation of both parents (e.g. Father: Unemployed; Mother: Housewife)
 - Additional sheet will not be accepted. Therefore, you have to make long sentences short, yet avoid using abbreviation.
 - Make sure you submit the application form in an interactive PDF version (i.e. fillable PDF).

You do **NOT** need to complete the following parts. OAFA will complete these parts for you.

- “CGPA” and “2024/25 1st Term GPA” (on page 1 of the form)
- Section “Supplementary information from University (Optional)” (i.e. page 7 of the blank form)

- One **recent photo**, which **must be in business or formal attire**, should be inserted in page 1 of Application Form. Amateur snapshot will not be accepted.

- A completed **Student Undertaking Form (Attachment D)**
- Witness and guarantor(s) must be aged 18 or above. Witness must be different from guarantor(s).

- A completed **budget plan (Attachment B)** with relevant supporting documents
- Please refer to the “Guidelines on How to Calculate an Overseas Scholarship Award Amount” (Attachment C) when filing in the budget plan (Attachment B).
 - Each item in the budget plan, including length of study (i.e. commencement date and end date) and total number of credits to be taken, must be supported by proof (i.e. supporting document).
 - Supporting document can be the information from the website of the overseas institution, email(s) sent directly by the overseas institution, or the documents as indicated in the said Guideline (e.g. for airfare).
 - Relevant information on the supporting documents should be highlighted.
 - Please follow the sample to prepare for your own documents.
(Sample: http://admission.cuhk.edu.hk/wp-content/uploads/2024/11/HSBC_o-sample.pdf)
 - It normally takes each applicant a few days to gather the supporting documents for his/her budget plan. Applicants are advised to get prepared for the budget plan earlier.
 - You do NOT need to sign on the budget plan. The “Signature” field will be completed by OAFA.
 - You are only allowed to upload one file (in PDF format) with a total maximum size limited to 5MB.

- A copy of **academic transcript** (up to the current date) downloaded from Chinese University Student Information System (CUSIS) (For Year 2 or above applicants only).

If you attended/obtained other post-secondary degrees, a copy of the academic transcript on your previous degree programmes is also required.

- A **letter from Faculty/Department** certifying the class standing including rank in class and class size (For applicants whose cumulative GPA (up to the latest term) is below 3.7 but who stand within top 3% of the class/department OR major programme does not adopt GPA system).
- The academic unit concerned may email this letter to OAFA (sfas@cuhk.edu.hk) direct.

- A copy of **academic transcript** with Explanation Notes of Grading System **on exchange programme** during your undergraduate studies (if any)

- A copy of **TOEFL or IELTS Test score report** with Explanation Notes of Grading System, i.e. copies of both sides of the score transcript (**Test must be taken on or after 12 February 2023**)

- Copies of proofs of family members' monthly income
 - A copy of notification for the Government Grant 2024/25 issued by the Student Finance Office, Working Family and Student Financial Assistance Agency (if applicable)
 - Proof of permanent resident with the right of abode in Hong Kong (i.e. a copy of HKID card with both sides of the card printed on one page)
2. The following documents should be submitted to Oafa **DIRECT** by respective persons or parties **on or before 2 January 2025 (Hong Kong time)**.
- One confidential recommendation** from **a teacher of your Major Department/Faculty** of CUHK.
 - The referee can submit his/her confidential recommendation either **online or by post**.
 - Please refer to the Confidential Recommendation form for the submission methods.
 - You have to invite your referee as soon as possible and allow sufficient time for your referee to write the recommendation.
3. Submission of Video (Optional)
- The video should be 1 to 3 minutes in length.
 - Applicants have to upload the video to their own account of YouTube Channel, make it an unlisted video, and submit the link of the video.
 - Filming a simple video with smartphone will suffice.
4. Documents other than those listed above will not be accepted.
5. **Only digital signature is acceptable** for any “Signature” fields, including signature of witness and guarantor(s). Typing of the name as signature is not accepted.
6. 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.
7. The application form in interactive PDF version can be filled-in right after download. You do not need to (and should not) use the “Edit PDF” function to fill-in the form. If you encounter technical problems with filling-in the interactive PDF form (e.g. cannot insert your photo, cannot be insert signature), you may try to use another device/software, or even download a blank form and try to fill it in again. [Remarks: (1) It was found that some of the problems may be caused by using Apple devices; (2) If you use Apple device, it may be better to use Adobe software, instead of PDF editor.]
8. 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**.
9. Any non-English supporting documents must be issued in the original language and accompanied by an English translation.
10. Please do NOT use digital camera or smart phone to take snapshot as supporting documents. These documents may be considered invalid.
11. The Scholarships and Financial Aid Section of the Office of Admissions and Financial Aid and/or donor will request applicants to submit further supporting documents, if deemed necessary.

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