

HSBC Greater Bay Area (Hong Kong) Scholarship 2024/25

Checklist of Supporting Documents

1. The following documents must be submitted to **your Faculty on or before 13 January 2025**. **Any applications submitted to OAFA will not be processed or considered.**
 - The completed and signed **Application Form** (in PDF format)
 - 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.
 - If your major programme does not adopt GPA system, you do not need to fill in the fields for “GPA score” (on Page 1 of the form).
 - Make sure you submit the application form in interactive PDF version (i.e. fillable PDF).
 - You do **NOT** need to complete the section for “Supplementary information from University (Optional)” (i.e. page 6 of the blank form). OAFA will complete this section for you.
 - One **recent photo**, which **must be in business or formal attire**, should be inserted in Page 1 of the Application Form. Amateur snapshot will not be accepted.
 - A copy of **academic transcript** (up to Term 1 of 2024/25)
 - A copy of academic transcript obtained from the Chinese University Student Information System (CUSIS) is also acceptable.
 - 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 (*Only for applicants whose cumulative GPA (up to Term 1 of 2024/25) is below 3.0 but who stand within top 15% of the class OR whose major programme does not adopt GPA system*).
 - A copy of **academic transcript** with Explanation Notes of Grading System on **exchange programme** during your undergraduate studies (if applicable). *Any downloaded transcripts are not accepted.*
 - 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 document should be submitted to **your Faculty DIRECT by a teacher of CUHK on or before 13 January 2025**.
 - One confidential recommendation in English from a teacher of CUHK.**
 - The referee **must** provide the recommendation on the “Confidential Recommendation” form. Additional sheet(s)/attachment(s) will not be reviewed.
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. Typing of the name as signature is not accepted.
6. All forms **should be TYPED** (except signature) and completed in English, unless otherwise specified. **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 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 do NOT use digital camera or smart phone to take snapshot as supporting documents. These supporting documents may be considered invalid.
9. Any non-English supporting documents should be issued in the original language and accompanied by an English translation.
10. Please note that the Scholarships and Financial Aid Section of the OAFSA and/or the donor will request applicants to submit other supporting documents, if deemed necessary.

November 2024