

**Peter Curzon Oram Charitable Trust Scholarship 2024/25**

Notes for Applicants

I All the following documents, in PDF or Word format, must be submitted online at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13698743> **on or before 28 November 2024 (Hong Kong time)**. **Late or incomplete applications will NOT be considered.**

1. The completed **application form** which should be **typed** (except signature) **in English** and **signed**. Handwritten form will NOT be accepted. If the item(s) in the form is/are not applicable, “N/A” should be marked.
  - For “Amount of Scholarship Applied” in the form, you have to state a scholarship amount you are going to apply for rather than a range.
2. A **breakdown on “Amount of Scholarship Applied”**. Please make sure that the amount is consistent with that you stated in your application form.
3. A copy of **descriptions of programmes / courses** of your major discipline
4. A **personal statement** on the financial circumstance of your family **and** how you make use of the Scholarship for your studies.
  - This statement should be **typed in English** and **not exceed 500 words** in length.
  - You are required to state clearly in which academic year you will make use of the scholarship according to your proposal.
  - Please **indicate the number of words** at the end of the personal statement.
5. Proofs on academic attainment
  - (i) **For Year 1 undergraduate students**: Copies of **public examination report(s)**, i.e. HKDSE, IB, GCE AL, etc.
  - (ii) **For Year 1 postgraduate students**: Copies of **graduation certificate AND academic transcripts** for **ALL** of your post-secondary qualifications obtained.
  - (iii) **For Year 2 or above students**: A copy of **academic transcript** from Undergraduate Year 1 to the latest term. A printed copy of academic transcript obtained from the Chinese University Student Information System (CUSIS) is also acceptable.
6. A copy of **academic transcripts** with Explanation Notes of Grading System on exchange programme(s) during your undergraduate and/or postgraduate studies (if applicable). *Any downloaded transcripts are not accepted.*
7. A copy of **CUHK student card** (*for Year 1 undergraduate students only*)
8. A copy of the **admission notification** issued by the Graduate School (*for Year 1 postgraduate students only*)
9. Copies of the **income proofs** of **ALL** family members (including applicant) for the period from 1 November 2023 to 31 October 2024.
  - Bank statements which can show the monthly salary of the family members concerned are acceptable. The relevant salary should be highlighted.
  - Each document must show the name of the family member concerned.
  - The documents of each person should be submitted in chronological order.
10. A **summary on income** for **ALL** family members (including applicant) for the period from 1 November 2023 to 31 October 2024.
  - The transaction “Date” and “Amount” should be stated in the summary.
11. Copies of the **bank statements/passbooks** of **ALL** family members (including applicant) for the period from 1 November 2023 to 31 October 2024.
  - If there was no transaction on 1 November 2023, the transaction record immediately before this date should be provided. If there was no transaction on 31 October 2024, the transaction record immediately after this date should be provided.
  - Each document must show the name of the family member concerned.
  - The documents of each person should be submitted in chronological order.
  - Please refer to the online submission form (link provided above) for the file size limit.

12. Copies of the **notification letters of the Comprehensive Social Security Assistance (CSSA)** for the period from 1 November 2023 to 31 October 2024 issued by the Social Welfare Department (if applicable). The letters must show the amount of monthly CSSA payment during the said period.
13. A copy of the **notification letter(s) for the Government Grant and Loan 2023/24 and 2024/25** issued by the Working Family and Student Financial Assistance Agency (if applicable).

II The following document should be submitted to the Office of Admissions and Financial Aid (OFA) **DIRECT by your referee on or before 28 November 2024 (Hong Kong time).**

1. **One Recommendation Form from a teacher of your major Department at CUHK.**
  - You should ask a teacher who knows you well to complete and SIGN the 'Recommendation by Applicant's Department' (i.e. Page 3 of the Application Form).
  - The referee have to submit his/her recommendation **online** by uploading the completed recommendation form at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13698944>.

III The following document **IN ORIGINAL** must be sent to and reach OFA **on or before 28 November 2024 (Hong Kong time).** The office address of OFA is as follows:

Scholarships and Financial Aid Section  
Office of Admissions and Financial Aid  
Room 1206, 12/F, Yasumoto International Academic Park  
The Chinese University of Hong Kong  
Shatin, N.T.

1. A copy of both sides of the **HKID card** with your **hand-written** home address in Hong Kong and signature.
  - All the information must be shown **on one single page**. Please click [HKID Card](#) for a sample and follow it to prepare for your own document.
  - Your home address must be **hand-written** with blue ink **AND** same as the one stated on Page 1 of your Application Form as well as your record in CUSIS.
  - Your signature must be **hand-written** with blue ink **AND** same as that on Page 2 of your Application Form.
  - No correction fluid, correction tape, or erasable pen is allowed on this document.
  - Please quote the name of scholarship on the envelope.
  - It is also acceptable that you submit this document to OFA in person during office hours.

IV Documents other than those listed above will NOT be accepted.

V **ALL documents** (including income proofs and bank statements/passbooks) should be **in ENGLISH**. Any non-English supporting documents should be issued in the original language and accompanied by an English translation.

VI Please make sure that all documents are in **A4 size** AND that the image of all scanned documents are **sharp and clear enough for printing**.

VII Do NOT use digital camera or smart phone to take snapshot of the supporting documents. Otherwise, these supporting documents may be considered invalid.

VIII 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.

IX The decisions of the University and the donor are final and not subject to review, and the reasons for shortlisting, nominating, granting or refusing to offer an award will not be given.

November 2024