

**New Asia College**  
**Exchange Scholarships 2016/17**  
Checklist for supporting documents

Step1: Online Application

- Please finish online application and print out confirmation email afterwards

Step2: Submission of the acknowledgment email with Supporting Documents

- All supporting documents must be submitted directly to Dean of Students' Office, 1/F, Cheng Ming Building, New Asia College.
- Please **MARK** the reference number on the right-hand corner on **ALL** your supporting documents. (You can find the reference number in the confirmation email after submission of the online application.

Type / Name of Scholarships	Supporting Documents
<b>1. Exchange Scholarships</b>	<ol style="list-style-type: none"> <li>1. A copy of confirmation email you received upon completion of the online application</li> <li>2. CU transcript (unofficial transcript download from CUSIS is accepted)</li> <li>3. Recommendation Form. <b>Original form is required.</b></li> <li>4. Financial supporting documents of applicant and ALL household members from <b>1 January to 31 December 2016:</b> <ol style="list-style-type: none"> <li>i. Income proof (e.g. Income statement / salary bank transfer record, etc.) <b>in the period from 01 January to 31 December 2016 (applicant &amp; all household members)</b></li> <li>ii. Bank account record/statement (<b>applicant and ALL household members</b>)</li> <li>iii. Documents to show the rental payment or monthly installment of housing</li> <li>iv. Grant/loan approval letter (if any)</li> </ol> </li> <li>5. Proof of participation in activities/social services (e.g. Letters, certificates)</li> <li>6. Proof of successful enrolment of the exchange programme</li> </ol>