THE CHINESE UNIVERSITY OF HONG KONG
Office of Admissions and Financial Aid

**Bei Shan Tang Foundation Scholarship
Tenable at Stanford University 2023/24**

Checklist of Supporting Documents

1. ALL the following documents (in PDF or Word format) must be submitted online at http://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13652698 **not later than 13 October 2022 (Hong Kong time)**. **Late or incomplete applications will not be considered.**

    ☐ A completed **application form** which should be **typed** (except signature) **in English** and **signed**. **Handwritten form will NOT be accepted**. If the item(s) is/are not applicable, "N.A." should be marked.

    ☐ **ONE recent professional or passport photograph** (should be pasted in Part 1 of Application Form). Amateur snapshot will not be accepted.

    ☐ A **typed** personal statement which must be **in English** and within **three** A4 pages. Please refer to the Information Sheet (Section 3(v)) for details.

    ☐ Copies of **official academic transcripts** with Explanation Notes of Grading System for exchange programme, visiting student programme and overseas summer course (if any). *Any downloaded transcripts are not accepted.*

    ☐ Copies of supporting documents certifying **class of honours and degree**.

    ☐ Copy of **GRE score report**, if any, with Explanation Notes of Grading System, i.e. both sides of the test report.

    ☐ Copy of **TOEFL score report**, if any, with Explanation Notes of Grading System, i.e. both sides of the test report. If you have been granted for a TOEFL waiver by Stanford, please submit a proof on the waiver.

    ☐ Copy of **score report of school leaving examinations/ public examinations** you have taken (e.g. HKDSE/ GCE, etc.) with Explanation Notes of Grading System, i.e. both sides of the score transcript.

    ☐ Proofs of **ALL major scholarships and awards** mentioned in Section 5 of the application form, e.g. copies of certificates/letters/emails.
    -   Full content of your proof(s) is required. Please do not just extract part of the content. For example, you have to submit the complete email instead of a paragraph extracted from it.
    -   You need to sort the supporting documents in the same order as they are listed on the application form AND have their corresponding numbers (e.g. 5.1; 5.2 etc.) marked on the right hand corner of each proof.
    -   You are only allowed to upload one file with total maximum size limited to 5MB.

    ☐ A proof of your **current occupation**, e.g. a copy of the appointment letter/staff identity card (if any).

    ☐ Proofs of **ALL** the **extra-curricular activities and community services** undertaken after entering university and mentioned in Section 7 of the application form, e.g. copies of certificates/letters/emails or photographs of trophies/medals.
    -   Please highlight the relevant information.
    -   Full content of your proof(s) is required. Please do not just extract part of the content. For example, you have to submit the complete email instead of a paragraph extracted from it.
    -   You need to sort the supporting documents in the same order as they are listed on the application form AND have their corresponding numbers (e.g. 7.1; 7.2 etc.) marked on the right hand corner of each proof.
    -   You are only allowed to upload one file with total maximum size limited to 5MB.

    ☐ Proof of **permanent resident** with the right of abode in Hong Kong (e.g. a copy of both sides of HKID card).

2. The following documents should be submitted **DIRECT by respective persons and parties**, and reach the Office of Admissions and Financial Aid (OAFA) **on or before 13 October 2022 (Hong Kong time)**.   The address of OAFA is as follows:

    Scholarships and Financial Aid Section
    Office of Admissions and Financial Aid
    Room 1202, 12/F, Yasumoto International Academic Park
    The Chinese University of Hong Kong
    Shatin, N.T., Hong Kong

    ☐ **Two confidential recommendations in English from your referees**.
    - The referees can submit their confidential recommendation either **online or by post**.
    - Please refer to the Information Sheet for the requirements on the two recommendations, and to the Confidential Recommendation form for the submission methods.
    - If any recommendation is not in English, you should request your referee to provide an English translation with signature.

    ☐ **Official academic transcript(s)** issued by the University Registrar or responsible officer for **ALL** of your post-secondary programme(s) pursued/being pursued.
    - **HARDCOPY is required** and should be sent to OAFA (address stated above).
    - For CUHK current students/ graduates, the **official** academic transcript(s) is/are issued by the Registration and Examinations Section (RES) of the Registry for undergraduate programmes and by the Graduate School (GSO) for postgraduate programmes.   It normally takes at least 3 working days for RES/GSO to process.
    - Please quote the name and application deadline of the Scholarship when applying for your transcript(s), if possible.

    ☐ **A certifying letter of the student status** issued by the University Registrar or responsible officer *if you are currently a registered student at another institution* (i.e. only for non-CUHK students).
    - **HARDCOPY is required** and should be sent to OAFA (address stated above).
    - Please quote the name and application deadline of the Scholarship when applying for it, if possible.

3. Documents other than those listed above will not be accepted.

4. 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**.

5. Any non-English supporting documents must be issued in the original language and accompanied by an English translation.

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

7. 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 for information, if deemed necessary.

August 2022