

The Esther Yewpick Lee Millennium Scholarship 2023

Checklist of Supporting Documents

1. ALL the following documents must be submitted online (in PDF or Word format) at <http://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13649454> **not later than 5:30 p.m., 5 September 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.
 - 1 recent professional or passport photograph** (should be pasted on Part 1 of Application Form). Amateur snapshot will not be accepted.
 - SIGNED handwritten statement** (not exceeding 1,000 words in length, *both left and right margins in 2.5 cm and with page numbers*).
 - Please refer to the memorandum (Section 6(a)(vii)) for the statement details.
 - You have to indicate the number of words at the bottom of your statement.
 - 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** (if any).
 - Copy of **English test report** (e.g. IELTS/ TOEFL, etc.), if any, with Explanation Notes of Grading System, i.e. both sides of the test report.
 - 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.
 - Evidence of the **past ten years of full-time education** in Hong Kong or elsewhere, e.g. copies of testimonials/leaving school certificates or academic records of each semester/term of primary/secondary/tertiary education.
 - 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.
 - Please 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 during University studies 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.
 - Please 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.
 - Copy of your **HKID card/passport**.

2. The following documents should be submitted **DIRECT** by respective persons and parties, and reach The Esther Yewpick Lee Millennium Scholarships Selection Committee **before 5:30 p.m., 5 September 2022 (Hong Kong time)**. The address of the Selection Committee is as follows:

Secretary of The Esther Yewpick Lee Millennium Scholarships Selection Committee
c/o 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

- 4 confidential recommendations in English** from **your referees**
- The referees can submit their confidential recommendation either **online or by post**.
 - Please refer to the Memorandum and the Guidance on Recommendation for the requirements on and submission methods of the four recommendations.
 - 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 the Selection Committee (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. The transcript(s) normally take(s) at least 3 working days for processing.
 - 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 a current student registered at another institution*** (i.e. only for non-CUHK students).
- **HARDCOPY is required** and should be sent to the Selection Committee (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 a 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 will request applicants to submit further supporting documents for information, if deemed necessary.

May 2022