

HSBC Overseas Scholarship 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=13659093> **on or before 29 December 2022 (Hong Kong time)**. **Late or incomplete applications will not be considered.**

- A completed and signed **Application Form**

You do **NOT** need to complete the following parts. OFA will complete these parts for you.

- “CGPA” and “2022/23 1st Term GPA” (on page 1 of Application Form)
- Section “Supplementary Information From University (Optional)” (i.e. last page of the blank form)

- One **recent photo**, which **must be in business or formal attire**, should be inserted in page 1 of Application Form. Amateur snapshot will not be accepted.

- A completed **Supplementary Form**

- A completed **Student Undertaking Form (Attachment D)**

- Witness and guarantor(s) must be aged 18 or above. Witness must be different from guarantor(s).
- Electronic signature is acceptable.

- A completed **budget plan (Attachment E)** with relevant supporting documents

- Please refer to the “Guidelines on How to Calculate an Overseas Scholarship Award Amount” (Attachment C) when filing in the budget plan (Attachment E).
- Each items in the budget plan, including length of study (i.e. commencement date and end date) and total number of credits to be taken, must be supported by information from the website of the overseas institution, email(s) sent directly by the overseas institution, or the documents as indicated in the said Guideline (e.g. for airfare).
- Please follow the sample to prepare for your own document.
(Sample: http://admission.cuhk.edu.hk/assets/oafa/Scholarships/Overseas/HSBC_o-sample.pdf)
- It normally takes each applicant a few days to gather the supporting documents for his/her budget plan. Applicants are advised to get prepared for the budget plan earlier.
- You are only allowed to upload one file (in PDF format) with total maximum size limited to 5MB.

- A completed form of “**Choices of Overseas Programmes**”

- Copy of **academic transcript** (up to 2021/22 summer session) downloaded from Chinese University Student Information System (CUSIS) (For Year 2 or above applicants only).

If you obtained other degrees from this/another university, a copy of the academic transcript on your previous degree programmes is also required.

- Copy of **academic transcript** with Explanation Notes of Grading System **on exchange programme** during your undergraduate studies (if any).

- Copy of **TOEFL or IELTS Test score report** with Explanation Notes of Grading System, i.e. photocopies of both sides of the score transcript (**Test must be taken on or after 18 February 2021**).

Applicants are strongly advised to sit for the TOEFL or IELTS Test by the end of 2022 in order to fit in the application schedule of this Scholarship. Delayed provision of TOEFL or IELTS Test score report will result in partial submission of application, and the application will therefore not be processed.

- Copies of proofs of family members' monthly income

- Copy of notification for the Government Grant and Loan 2022/23 issued by the Student Finance Office, Working Family and Student Financial Assistance Agency (if applicable)

- Copies of proof of permanent resident with the right of abode in Hong Kong (e.g. a copy of both sides of HKID card on one page)

2. The following documents should be submitted to OAFA **DIRECT** by respective persons or parties **on or before 29 December 2022 (Hong Kong time)**.
- One confidential recommendation** from **a teacher of your Major Department/Faculty** of CUHK.
 - The referee can submit his/her confidential recommendation either **online or by post**.
 - Please refer to the Confidential Recommendation form for the submission methods.
 - You have to invite your referee as soon as possible and allow sufficient time for your referee to write the recommendation.
 - A **letter from Faculty/Department** certifying the class standing including rank in class and class size (*For applicants whose major programme does not adopt GPA system*).
 - Please ask the academic unit concerned to email this letter to OAFA (sfas@cuhk.edu.hk).
3. The following documents should be sent to OAFA **DIRECT** by respective persons or parties **on or before 17 January 2023**. **Otherwise, your application for this Scholarship will be regarded as ineligible and will not be processed.** The office address of OAFA 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
- Official academic transcript(s)**, in hardcopy, issued by the Registration and Examinations Section of the Registry.
 - You have to apply for the transcript **when the academic results of Term 1 of 2022/23 are available**. The transcript normally takes at least 3 working days for processing.
 - Please quote the name of scholarship and the submission deadline of the transcript when applying for your transcript.
4. Documents other than those listed above will not be accepted.
5. All forms **should be TYPED** (except signature) in English. **Handwritten form will NOT be accepted.** If the item(s) is/are not applicable, "N/A" should be marked.
6. 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**.
7. Any non-English supporting documents must be issued in the original language and accompanied by an English translation.
8. Please do NOT use digital camera or smart phone to take snapshot of the supporting documents. Otherwise, these documents may be considered invalid.
9. 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.

November 2022