

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

MayCham UOB Scholarship 2023/24

Checklist of Supporting Documents

1. ALL the following documents, in PDF or Word format, must be submitted online at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13660350> **on or before 15 February 2023**. **Late or incomplete applications will not be considered.**
 - A completed **Application Form**
 - Copy of **academic transcript** (up to 2022/23 Term 1) downloaded from Chinese University Student Information System (CUSIS).

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 **Language Test score report(s)** (e.g. TOEFL, IELTS, HSK Chinese Proficiency Test, etc.), if any, with Explanation Notes of Grading System, i.e. photocopies of both sides of the score transcript.
 - Proofs of **ALL** the **extra-curricular activities and community services** mentioned in Section C 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. C1; C2 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.
 - Proofs of **ALL** the **achievements / awards** mentioned in Section D 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. D1; D2 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 offer letter issued by the target overseas institution for exchange in 2023/24, if available.
 - Copy of your Malaysian passport page containing your photo and personal information.
2. The following document should be submitted to the Office of Admissions and Financial Aid (OAFA) **DIRECT** by your referee **on or before 15 February 2023**.
 - One confidential recommendation from a teacher of CUHK.**
 - You should ask a teacher, who knows you well, as soon as possible and allow sufficient time for him/her to write the recommendation.
 - The referee can submit his/her recommendation either **online or by post**.
 - **Online:** Upload the confidential recommendation letter at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13660354>.
 - **By Post:** Send a hardcopy to the OAFA (Address: 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., Hong Kong), **and mark “confidential” on the envelope plus sign across the sealed envelope flap.**

3. Documents other than those listed above will not be accepted.
4. 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.
5. **ALL documents** should be **in ENGLISH**. Any non-English supporting documents should 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.

January 2023