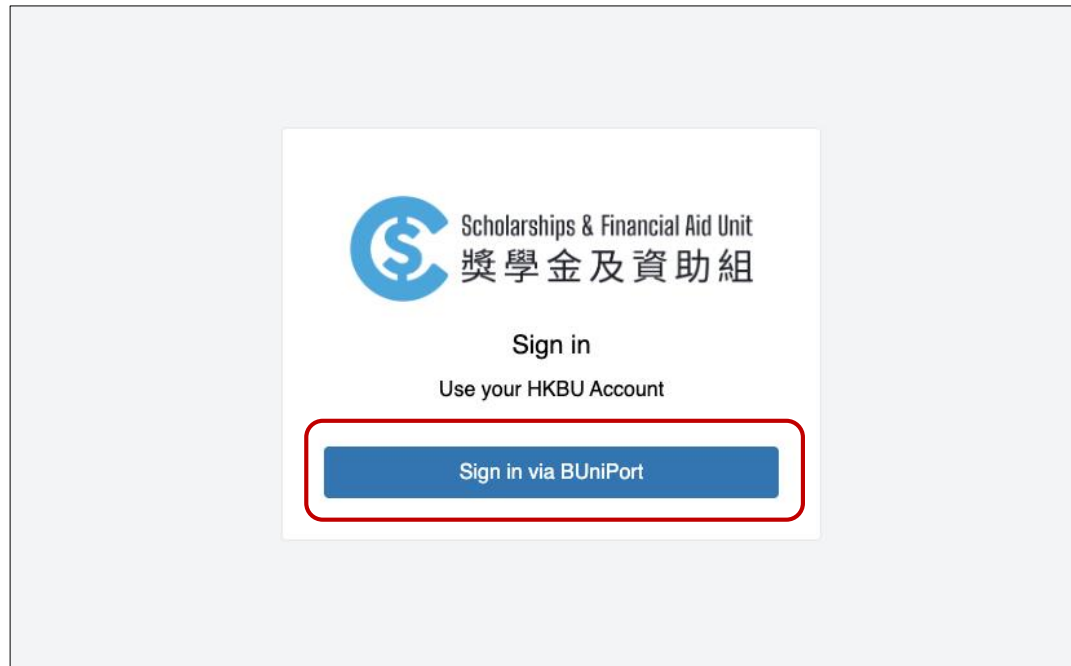



**Generation University
Student Fund (FGF)**
第一代大學生基金

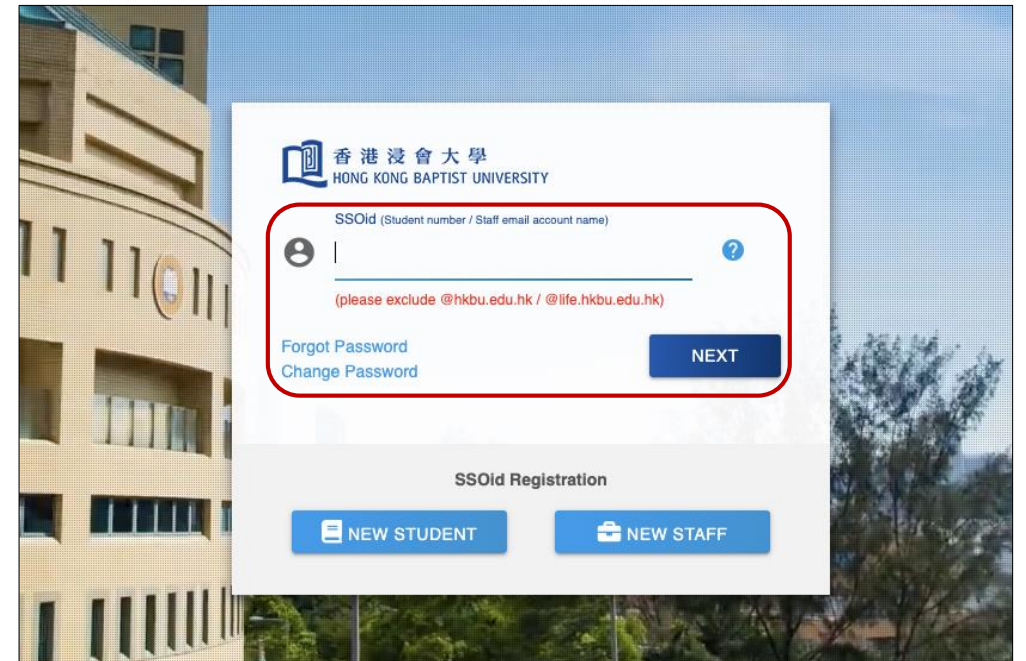
User Manual for Online Application System:

<https://sfa.hkbu.edu.hk/application/>

a) Login flow

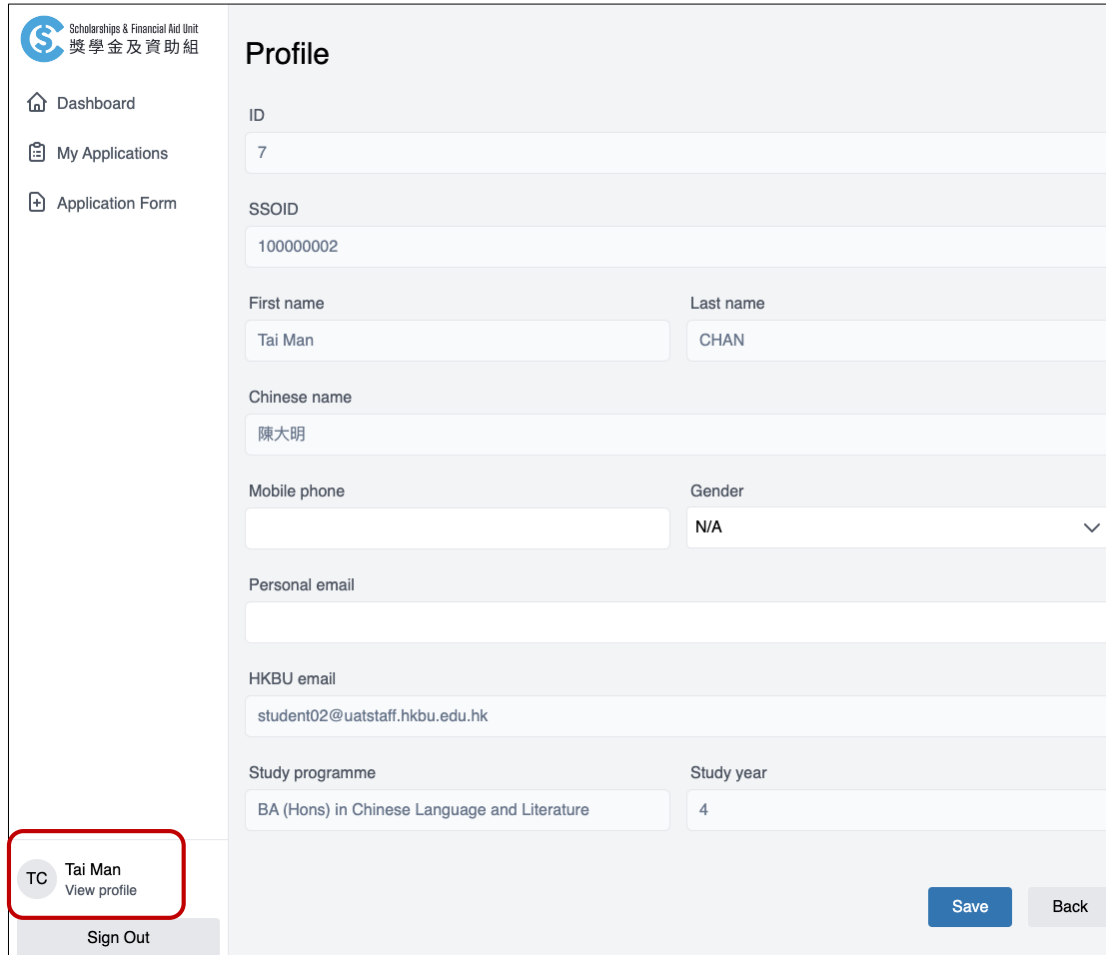


1. Click “Sign in via BUniPort” button



2. Enter your student ID, then click “NEXT” button

b) See your profile



Scholarships & Financial Aid Unit
獎學金及資助組

Dashboard
My Applications
Application Form

Profile

ID
7

SSOID
100000002

First name
Tai Man

Last name
CHAN

Chinese name
陳大明

Mobile phone

Gender
N/A

Personal email

HKBU email
student02@uatstaff.hkbu.edu.hk

Study programme
BA (Hons) in Chinese Language and Literature

Study year
4

TC Tai Man
View profile

Sign Out

Save Back

1. Click “Your Name” in the menu to check your profile
2. Mobile phone, gender and personal email can be edited
3. Click “Save” button to confirm changes

Login

My Profile

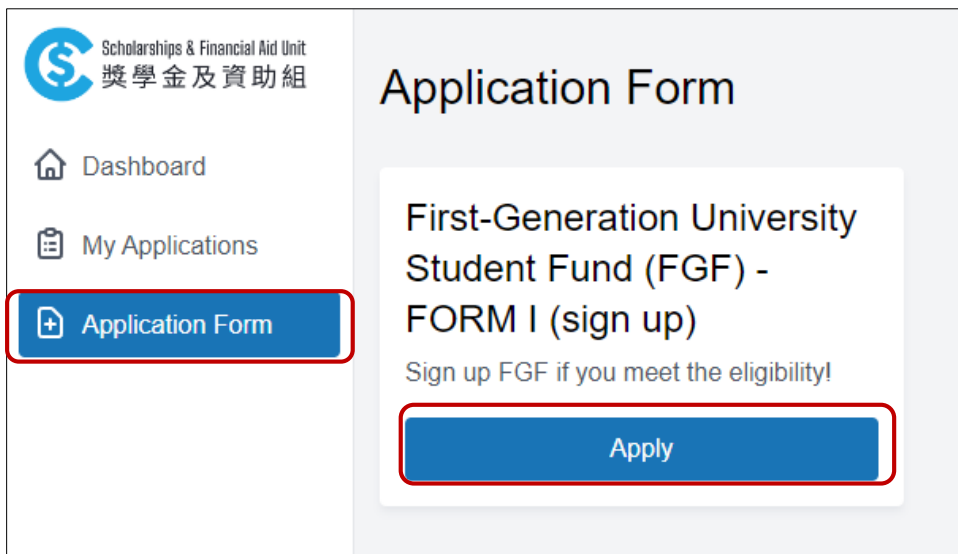
Form I

Form II

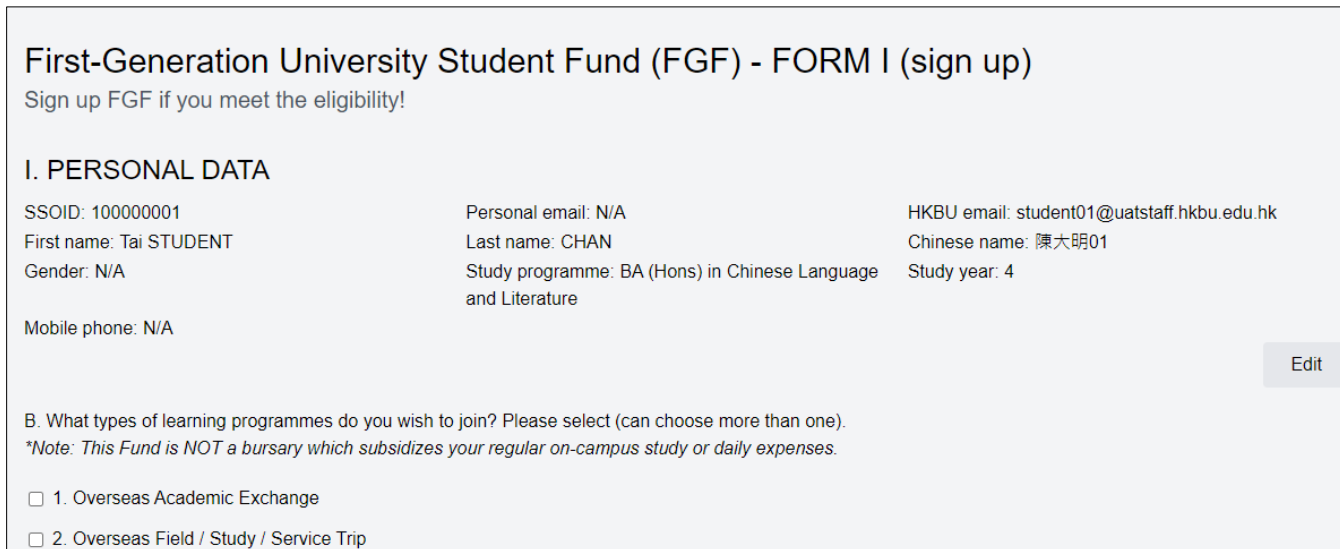
My Applications

c) Form I - Sign up for FGF (for new applicants)

Students should submit Form I after their TSFS application result is released.



The screenshot shows the 'Application Form' page. On the left is a navigation menu with 'Application Form' highlighted. The main content area has the title 'Application Form' and a sub-section 'First-Generation University Student Fund (FGF) - FORM I (sign up)'. Below this is a blue 'Apply' button.



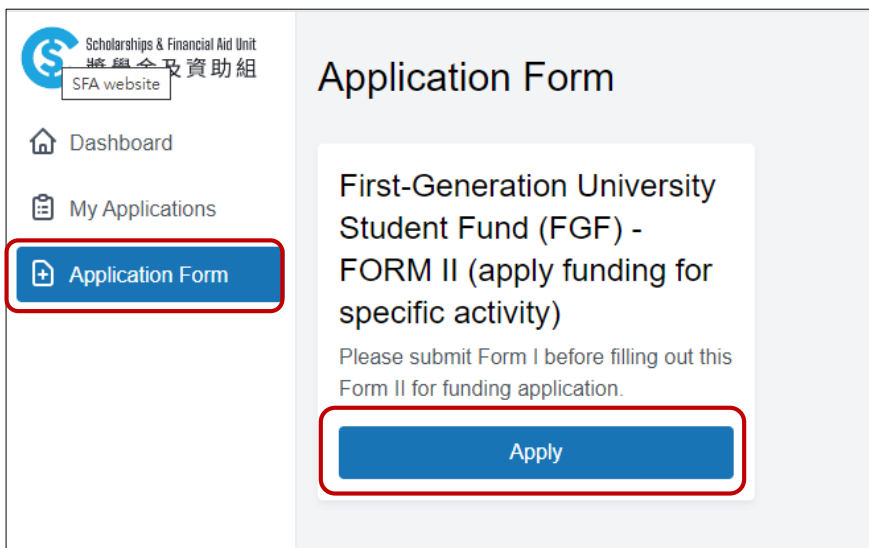
The screenshot shows the 'First-Generation University Student Fund (FGF) - FORM I (sign up)' form. It includes a 'Sign up FGF if you meet the eligibility!' prompt. The form is divided into sections: 'I. PERSONAL DATA' with fields for SSOID, First name, Gender, Personal email, Last name, Study programme, and Mobile phone; and 'B. What types of learning programmes do you wish to join? Please select (can choose more than one).' with radio button options for 'Overseas Academic Exchange' and 'Overseas Field / Study / Service Trip'. There is an 'Edit' button on the right.

1. Click "Application Form" in the menu
2. Click "Apply" button under First-Generation University Student Fund (FGF) – FORM I

3. Complete the form and verify personal data, click "Submit"
4. After submission, you can check the application status in "My Applications"
5. Form I result will be released within two weeks
6. You may submit Form II while waiting for Form I approval

d) Form II - Apply funding for specific activity

After Form I is submitted, eligible students can fill out Form II to use the Fund.



Scholarships & Financial Aid Unit
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SFA website

Dashboard

My Applications

Application Form

Application Form

First-Generation University Student Fund (FGF) - FORM II (apply funding for specific activity)

Please submit Form I before filling out this Form II for funding application.

Apply

1. Click “Application Form” in the menu
2. Click “Apply” button under First-Generation University Student Fund (FGF) – FORM II



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Dashboard

My Applications

Application Form

II. DETAILS OF PROGRAMME/ACTIVITY

Name of Programme/Activity

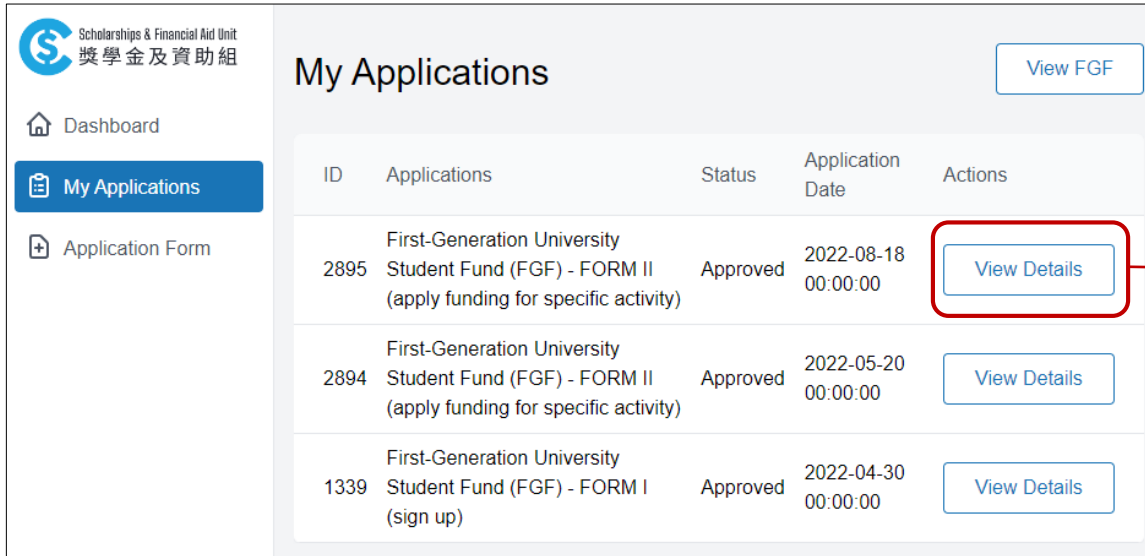
Organiser(s)

Nature / Type

- A. Academic Exchange outside Hong Kong
- B. Short-term overseas study or service trip, training program, competition or conference outside
- C. Internship or placement outside Hong Kong
- D. Language courses taken in Hong Kong
- E. Sports/music/arts or other skills training/courses taken in Hong Kong
- F. Professional certificates/examination taken in Hong Kong
- G. Living in Halls

3. Complete the form and verify personal data, click “Submit”
4. After submission, you can check the application status in “My Applications”
5. Form II result will be released within four weeks
6. You should submit Form II for each learning activity

e) Review applications



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獎學金及資助組

Dashboard

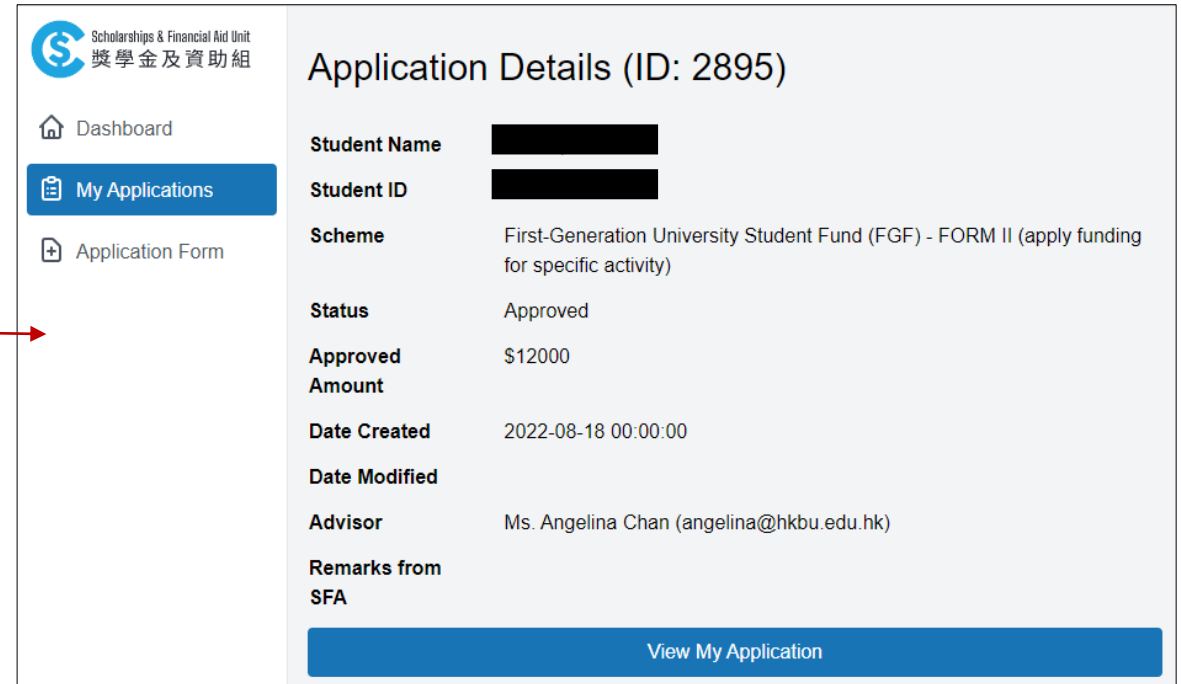
My Applications

Application Form

View FGF

ID	Applications	Status	Application Date	Actions
2895	First-Generation University Student Fund (FGF) - FORM II (apply funding for specific activity)	Approved	2022-08-18 00:00:00	View Details
2894	First-Generation University Student Fund (FGF) - FORM II (apply funding for specific activity)	Approved	2022-05-20 00:00:00	View Details
1339	First-Generation University Student Fund (FGF) - FORM I (sign up)	Approved	2022-04-30 00:00:00	View Details

1. Click “My Applications” in the menu, you will see all your application records and their status
2. Click “View Details” button for the details of each application



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My Applications

Application Form

Application Details (ID: 2895)

Student Name [REDACTED]

Student ID [REDACTED]

Scheme First-Generation University Student Fund (FGF) - FORM II (apply funding for specific activity)

Status Approved

Approved Amount \$12000

Date Created 2022-08-18 00:00:00

Date Modified

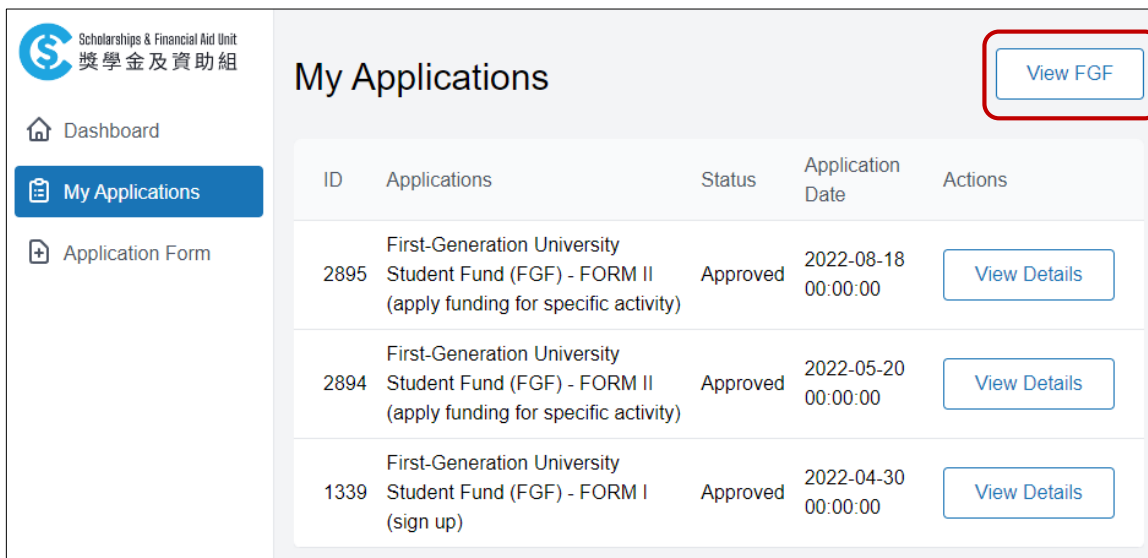
Advisor Ms. Angelina Chan (angelina@hkbu.edu.hk)

Remarks from SFA

[View My Application](#)

3. You will find the approved amount, advisor assigned (if applicable), comments/remarks from SFA, etc. You may also view the application form you submitted by clicking “View My Application”.

f) Check your FGF application summary



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獎學金及資助組

Dashboard

My Applications

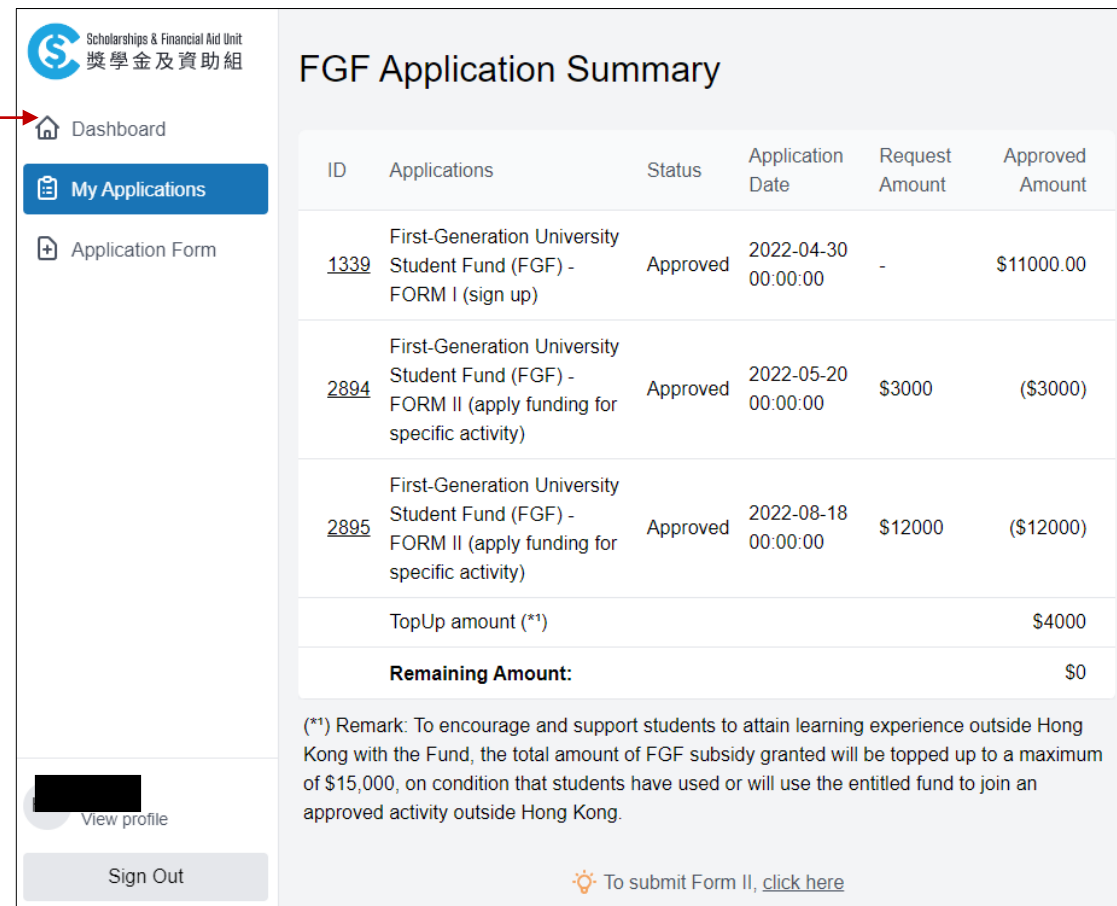
Application Form

My Applications

ID	Applications	Status	Application Date	Actions
2895	First-Generation University Student Fund (FGF) - FORM II (apply funding for specific activity)	Approved	2022-08-18 00:00:00	View Details
2894	First-Generation University Student Fund (FGF) - FORM II (apply funding for specific activity)	Approved	2022-05-20 00:00:00	View Details
1339	First-Generation University Student Fund (FGF) - FORM I (sign up)	Approved	2022-04-30 00:00:00	View Details

[View FGF](#)

1. Click “My Applications” in the menu
2. Click “View FGF” button for your FGF application summary
3. In the “FGF Application Summary”, you will see the approved amount for each Form II application and the remaining balance of your FGF. Top-up fund amount, if applicable, will be displayed as well.



Scholarships & Financial Aid Unit
獎學金及資助組

Dashboard

My Applications

Application Form

FGF Application Summary

ID	Applications	Status	Application Date	Request Amount	Approved Amount
1339	First-Generation University Student Fund (FGF) - FORM I (sign up)	Approved	2022-04-30 00:00:00	-	\$11000.00
2894	First-Generation University Student Fund (FGF) - FORM II (apply funding for specific activity)	Approved	2022-05-20 00:00:00	\$3000	(\$3000)
2895	First-Generation University Student Fund (FGF) - FORM II (apply funding for specific activity)	Approved	2022-08-18 00:00:00	\$12000	(\$12000)
TopUp amount (**)					\$4000
Remaining Amount:					\$0

(**) Remark: To encourage and support students to attain learning experience outside Hong Kong with the Fund, the total amount of FGF subsidy granted will be topped up to a maximum of \$15,000, on condition that students have used or will use the entitled fund to join an approved activity outside Hong Kong.

[To submit Form II, click here](#)

View profile

Sign Out

More functions will be added to the system! Stay tuned!

 Scholarships & Financial Aid Unit
獎學金及資助組

 WLB401  firstgen@hkbu.edu.hk

 [hkbusfa](#)  3411 2307

  3411 5912

Scan Me!

