

Office of student Affairs
Application for University General Scholarships 2026-27

Guidance notes

The University General Scholarships application provides a streamlined process for eligible students to apply for **over 50 scholarships using a single online form**. Interested students must submit the completed application form with all required supporting documents by **5:30 pm of 30 September 2026 (Wednesday)**.

Please note that late or incomplete applications, including missing supporting documents, will not be considered.
Note:

- There is **only one application round** for University General Scholarships in each academic year. Applicants are not required to indicate specific scholarships they wish to apply for.
- Individual scholarship schemes that require separate applications and scholarships through Faculty/School or Department nominations are **not** included in this general scholarship application process.

ELIGIBILITY

- For Full-time UGC-funded undergraduates who studied on campus at HKBU in either or both Semesters 1 and 2 in 2025-26 with a cumulative GPA (cGPA) of 3.00 or above.
- Both local and non-local students are eligible.

The following students will normally **NOT** be considered:

- ***Students who have been selected for scholarships or awards totaling HK\$50,000 or above in the 2026/27 academic year, such as HKBU admission scholarships, Belt & Road Scholarships, HKSAR Government Scholarship (Outstanding Performance, SOP), Hong Kong Jockey Club Scholarships, AIA Scholarships, Scholarship for Prospective English Teachers.***
- ***Students who were admitted to HKBU in 2026 with no GPA obtained in their current undergraduate UGC-funded programmes at HKBU.***
- ***Students who do not have a GPA for 2025-26 due to participating in a one-year exchange program, internship, leave of absence (LoA), or other circumstances.***
- ***Students who have already graduated or are expected to graduate very soon (i.e., those who will not be enrolled in courses during the 2026-27 academic year).***

Online application

IMPORTANT:

Please go through the following instructions carefully before your online application.

• For best user experience, **use a desktop or laptop** (not a mobile device) to complete the form. Save the finished application as a **PDF** for later submission with the supporting documents.

Step 1. Complete the online application form:

Please have the following information ready:

1. **GPA scores:** Semester 1 and 2 of 2025-26 academic year & your cumulative GPA (cGPA)
2. **Record of your extra-curricular activities in the past 3 years, from August 2023 to August 2026** (a letter or certificate issued by the organizer)
3. **Record of your community services/volunteer work in the past 3 years, from August 2023 to August 2026** (a letter or certificate issued by the organizer)
4. **Record of Scholarships / Awards in the past 3 years, from August 2023 to August 2026** (a letter or certificate issued by the donor/organizer)
5. **Essay in English** (maximum 500 words).
Topic: Describe how you plan to use your HKBU studies to positively contribute to the society of Hong Kong
6. ***Optional, but highly recommended: Financial situation documents in the past 1 year (August 2025 to August 2026):***
 - Record of your income (full-time or part-time job),
 - Record of full-time job income of each family member living with you,
 - Record of Government Grant and Loan received in 2025-26,
 - Record of Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT) in 2025-26,
 - Record of HKBU Bursaries and Loans received in 2025-26.

Most scholarship donors now considers both strong academic performance and financial needs of applicants. If you submit financial documents with your application, it will enhance your opportunity for being selected. Without these documents, you will **not** be considered for scholarships that consider financial needs in the selection process.

When you start your application on the website:

1. Complete the application form accurately; errors or false information may seriously affect your application result.
2. Save your progress on the website every 10 minutes to avoid timeouts. You can log out and continue your application later.
3. All required fields in the application form must be completed. For questions which do not fit your situation, enter **"N/A"** for non-applicable fields and **"0"** for amounts.
4. Review all your answers carefully before submitting. Click **"SUBMIT APPLICATION"** once you have finished checking. **No changes can be made after submission.**

5. **VERY IMPORTANT** Print or save your application form as a PDF.
6. You will receive an automatic confirmation email at your HKBU email account.

Step 2. Prepare your supporting documents before uploading to HKBU Moodle:

1. Please ensure that all required documents are scanned **clearly and are easy to read**. Any documents that are incomplete, unclear, or difficult to understand will not be accepted.
2. **Combine** your completed online application form and all supporting documents into **ONE PDF file**. Please organize the documents in the following order:
1. Application Form → 2. Record of extra-curricular activities → 3. Record of community service → 4. Record of scholarship/awards → 5. Financial documents (Optional but highly recommended).
3. Please keep the PDF file size **below 15 MB**. **Standard scanning quality** is sufficient; you do not need to use the highest resolution.
4. Please **name your PDF file** using the following format:
"Scholarship_Student ID number_Your full name"
(Example: scholarship_21222122_Chan Tai Man).

Upload the PDF document on HKBU Moodle:

5. **Log in to HKBU Moodle**.
Input "**SFA0001**" in [**Search courses**] to search for "**SFA0001 University General Scholarships [2026-27]**".
Click on the course and go to the bottom, click [**Self-enrolment**].
Input the Enrolment key "**GenScho202627**" and click [**Enrol me**].
6. **Upload** your PDF file to the SFA0001 course, similar to submitting an assignment for a course. **The file can be uploaded ONCE only. No re-submission is allowed. Please select the correct pdf file.**
7. Make sure you have **pressed [Submit assignment] to confirm your submission**. You will receive an auto-email from "Moodle" upon you completed the above steps successfully. Please note that your application is incomplete and will NOT be considered if the "Submission status" of the file showed as "Draft (not submitted)".

DO NOT unenroll from the course "SFA0001" during 2026-27. If you do, your submission will be deleted and your application will be withdrawn from the selection process.

Important Reminders:

1. All applicants must submit complete and relevant supporting documents to ensure fair competition. The selection panel will not consider any activities, service, scholarships, or financial situation without proper supporting documents.
2. Attach only relevant supporting documents to your application. Submitting irrelevant items (e.g., supporting documents dated before September 2023) or duplicate supporting documents may negatively affect your application.
3. You may print or scan your SLES record as proof for HKBU internal activities, service, scholarships, or financial assistance. Circle or highlight the relevant information (用原子筆圈起相關資料). Submit only ONE proof for each item.
4. Most scholarship donors consider both academic performance and financial need. To be eligible for need-based scholarships, you must submit complete financial documents and official income proofs, such as employer statements, tax return summaries, bank statements, or a self-prepared income statement (收入自述書). You may circle or highlight the relevant information (用原子筆圈起相關資料).
5. To prevent last-minute issues or technical problems that might need extra time to resolve, please prepare and upload your PDF file well before the deadline. The official submission time is based on the HKBU Moodle timer, which may differ from your device's clock. The Office of Student Affairs will make the final decision on late submissions.

Notes:

1. Application results will be emailed to your HKBU account by March/April or upon donor confirmation. If you do not receive a notification by the end of the second semester 2026/27, your application could be regarded as unsuccessful.
2. For security reasons, the University has strengthened its firewall. If you experience errors filling out the online form off campus (i.e. outside HKBU), try logging out, closing your browser, and logging in again, or using a different browser.
3. If you continue to experience errors after trying these steps, please take a screenshot of the error message along with the date and time, and report the issue to [scholarship@hkbu.edu.hk]. Please note that technical issues may take time to resolve, so it is advisable to start your application early.
4. Closing date of online application and submission of supporting documents: **5:30 pm of 30 September 2026 (Wednesday)**.
You MUST upload a PDF copy of your completed online application form.
5. Enquiries:
Scholarships and Financial Aid Unit
Office of Student Affairs,

Hong Kong Baptist University,
WLB 401E, The Wing Lung Bank Building for Business Studies, Shaw Campus
T: 3411 6713| E: scholarship@hkbu.edu.hk
[Website](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

Personal Data Collection Statement

1. Please provide the personal data as requested and ensure that the data are complete and accurate.
2. The data collected will be used for the purpose of scholarship allocation for the academic year 2026-27, and any related purposes. The data will be stored until the relevant exercise has been completed and document review requirement is fulfilled.
3. Your personal data held by our Office will be kept confidential but they may be shared with appropriate parties and personnel of the University, and other parties including scholarship donors for meeting the above purpose.
4. Under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data held by our Office. Requests for such access and correction can be made to our Office in writing via email to scholarship@hkbu.edu.hk or by post. We may charge you a fee to cover the administrative cost.
5. For more details, please refer to the “Privacy Policy Statement and Personal Information Collection Statement” (PPS/PICS) (<https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>) of the University.