

# *Scholarship Application Guidelines*

Tips on Completing Application Forms



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY



學生事務處  
Office of Student Affairs

# *Importance of the Application Form*

- Make a Great First Impression
- Convince the Selection Panel that you Deserve to be Awarded
- Earn the Opportunity to Further Elaborate your Strengths at the Selection Interview

Remember: The form represents you as a potential scholarship recipient, so Take It Seriously!

# *General Tips and Hints*

- Read the Selection Criteria
- Pay Attention to the Instructions
- Include only the Most Relevant Achievements
- Be Clear & Concise
- Eliminate Excessive Details
- Be Specific
- Be Honest
- Be Accurate in Grammar & Spellings
- Type Unless Otherwise Specified
- Ask in Advance if you have Any Concerns or Questions

# *Presentation of Achievements*

- Present your Achievements in Reverse Chronological Order Unless Otherwise Specified
- Use Action Verbs to Summarize your Achievements e.g., organized, publicized, promoted, coordinated, held, contributed, achieved, etc.
- Quantify & Prioritize your Major Achievements
- Illustrate any Skills you have Developed

# *Presentation of Achievements - Examples*

mm-yy to mm-yy

Extra-curricular Activities in the past 3 years

- 09-11 to 06-12

XXX Society

Chairman

- » Organized XXX event with 10 Committee Members for 250 students
- » Coordinated with XXX organization to hold a seminar on issue XXX for 100 members

- 01-11 to 05-11

XXX Club

Member

- » Assisted in arrangement of decorations and venue set up for XXX festival 2011

## *Essay Writing (if required)*

- Study the Essay Topic
- Brainstorm Using the 5 Ws & 1 H  
i.e., Who, What, When, Where, Why & How
- Plan your Essay before you Start
- Begin with an Introduction, then Main Bodies & Close with a Conclusion
- Give Evidence to Support & Justify your Views
- Write within the Word Limit

## *Reference Letters (if required)*

- Invite your Professors/Department to be your referees as soon as possible to ensure they have a reasonable amount of time (i.e., at least 1 week) to prepare your reference letters

Remember: Your Professors/Department are not responsible for your application, so Ask Politely and Be Thankful for their Help!

## *Before Submission*

- Proofread As Many Times As Possible
- Check for Grammar & Spelling Mistakes
- Sign with a Pen by Yourself (Not by Parents or Friends)
- Submit the Actual Form (No Scanned Copy)
- Ensure all Supporting Documents are Attached as Required
- Keep a Copy of the Form for Future Reference

Remember: Do NOT submit the form at the last minute. Be sure to Leave Adequate Time to fix problems in case there are any!



# Contact Us

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