

APPLICATION PROCEDURES:

Step 1: Complete online application

Step 2: Download the submitted online application form (in MS WORD .docx format)

Step 3: Sign the form by you and your parent(s) with a pen or stylus, to declare the information provided is complete and true

Step 4: Submit the signed application form (all pages of the form) with all relevant supporting documents in person or by online upload

SUPPORTING DOCUMENTS

- **Before you start filling in the online application, please prepare all the relevant supporting documents first** according to the list below, since you will need all the information on hand in order to fill in the online application accurately. Once you have submitted the online application (after clicking the “Submit” button), no further modifications can be made through the system. Applicants have the responsibility to submit complete and true information. **Filling in accurate information on the online application is essential because your input recorded in our system will affect the vetting procedures and thus our consideration.**
- Applications with incomplete information and/or supporting documents will **not** be considered.
- **No matter which submission method you opt for (soft or hard copy), you should arrange all documents with dates (e.g. bank records, receipts, letters) in chronological order for each account.**

No.	Photocopies of: #
1	Student ID Cards or handbooks (if any) of household members who are full-time students (Group A and B)
2	Latest academic result/transcript if you are a new student in academic year 2024-25
3	Income proofs of household members (Group A and B) for the period 2023-04-01 to 2024-03-31 . * In chronological order for each job * If unemployed, please provide documentary proof (examples in Item 10 below) * Employment contract cannot be served as income proof * If received/receiving CSSA during or beyond the period, please provide both the list of CSSA recipients on the medical waivers arrangement [綜援受助人豁免醫療費用安排上的受助人名單] and the Social Welfare Department Notification Letter [申請獲准通知書/調整通知書] which advised the amount of CSSA approved throughout the period from 2023-04-01 to application date
4	All pages of bank passbooks or statements of applicant and Group A household members showing all the transactions from 2023-04-01 to 2024-03-31 (both dates inclusive) . * Bank accounts include all saving, current and time deposit accounts in HK, China and overseas in any currency. * Include the page showing the account holder’s name and bank account no. * Request the bank(s) to re-issue the transaction records if the remarks “Net Back Items”/ “CBC” etc appear on the bank passbook(s) or there are missing pages of the bank passbooks or statements. * In all bank transaction records, deposits without remarks will be counted as income. Make remarks on ALL withdrawals of over HK\$10,000 stating the use of each item. * Arrange all bank records in chronological order for each account .
5	Certificate(s) or monthly statement(s) showing the type(s) and quantity(ies) of investment items as at 2024-03-31 , e.g. stocks, shares, warrants, bonds, funds, saving-/investment-related insurance plans (Group A)
6	Documents related to properties and residence (Group A) *For owned property: Sales & Purchase Assignment/Agreement/rates bill and mortgage repayment schedule *For rent residence: Tenancy agreement (preferable), if cannot provide, at least a rent receipt.
7	Documents related to vehicles and other assets of applicant and household members, showing value as at 2024-03-31 (if applicable) (Group A)
8	Achievements and co-curricular/extra-curricular activities participation records: HKBU SLES (Student Learning Experience System) full-version e-certificate " All records are verified by the University " and other valid proofs for those cannot be shown on the certificate " All records are verified by the University "

If the following description(s) fit(s) your situation(s), the document(s) listed below is(are) the required supporting document(s) for your application. Below are some suggested documents. You may attach other documents which you consider appropriate.

No.	Photocopies of:
9	Loss of breadwinners (e.g. death, separation / divorce of parents) - Death certificates issued by the Births and Deaths Registry / documentary proofs from hospitals / divorce decree issued by the Hong Kong Family Court Registry / other legal documents
10	Self-running business close or loss / Unemployment of a household member - Profit and loss statements and balance sheets produced by accountants / Business Registration Certificate / documentary proofs confirming termination of employment / self-declared statement with the family member’s signature
11	Drastic decrease of family income (e.g. salary cut / temporary job or unstable income / under-employment / close of employer’s business) - Salary payment advice / bank records showing salary cut / revised employment contracts / profit and loss statements and balance sheets produced by accountants / self-declared statement with the family member’s signature
12	Medical expenses incurred due to permanent incapacity / chronic sickness of family members stated in Part 3(f) - Medical certificates / receipts / documentary proofs from doctors or hospitals
13	High debts / Bankruptcy / Negative assets with high mortgage repayments - Loan reminders / warning letters / statements from the financial companies or banks / copy of legal documents of bankruptcy / other legal documents / mortgage repayment schedule
14	Others. Please specify:

- If you have difficult/complicated situations that cannot be presented in the data requested on the application form, please state them clearly in **Part (9)** of the application form and attach relevant supporting documents as proof for our consideration.
- If there are required supporting documents that are unavailable upon application submission, please list them out and state the expected date for submission of these documents, which must be within one month since your application date. You should take the initiative to submit the documents to us once available.
- In case of doubts regarding the application, applicant may be invited for an interview.

Group A: Applicant and parent(s); if married: applicant and spouse

Group B: Other household members (e.g. unmarried brothers and sisters, grandparents) who live with applicant; if married: applicant’s children and household parent(s)