

## **Guidelines on using the online application platform**

The link: [https://sfa.hkbu.edu.hk/supporting\\_docs/](https://sfa.hkbu.edu.hk/supporting_docs/)

1. If the application form is fillable. Please **TYPE** in the form. Before submission, please check carefully if you have completed ALL parts and the spelling and grammar are correct.
2. You can submit **ONE PDF file** only. Please put together the completed application form *AND* your scanned copies of supporting documents, e.g. certificates of awards, proof of extra-curricular activities or community services.
3. Name the PDF file as "**Scholarship name\_student ID\_Your full name**", e.g. XYZ Scholarship\_20241111\_Chan Tai Man.
4. Please ensure all scanned documents are clear. **Your PDF file should NOT exceed 25MB.**
5. To avoid late submission, you should reserve extra time to upload your PDF file to the online application platform. There may be unexpected technical issues/errors in the submission process. Kindly note that the submission time is subject to our clock at the system, which may or may not be the same as on your watch/clock/electronic device. The Office of Student Affairs has the discretion to make final judgments on whether the application is considered late.

**Partial submissions/late applications will NOT be considered.** You should **ONLY** attach relevant supporting documents with your application form.

Thank you and good luck!