

Scholarship Application Guidelines

Tips on Completing Application Forms

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

<u>mm-yy to mm-yy</u>	<u>Extra-curricular Activities in the past 3 years</u>
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

Scholarships and Financial Aid Unit, Office of Student Affairs

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