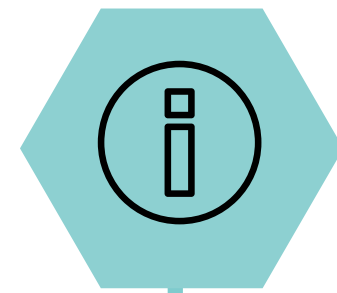


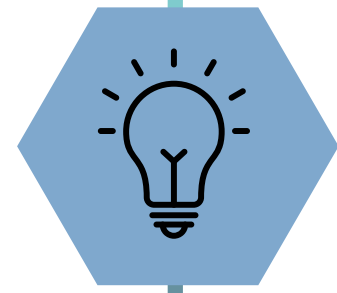
# Scholarship Application Guidelines

7

Tips on  
Completing  
Application  
Forms



■ Importance of the Application Form



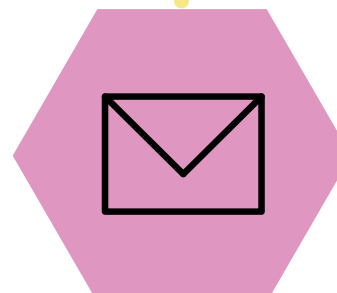
■ General Tips and Hints



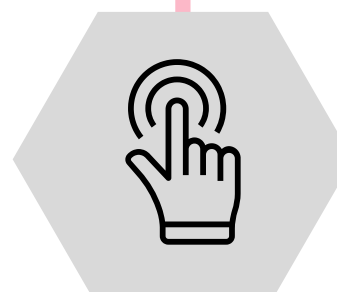
■ Presentation of Achievements



■ Essay Writing (if required)



■ Reference Letters (if required)

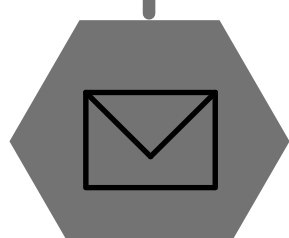
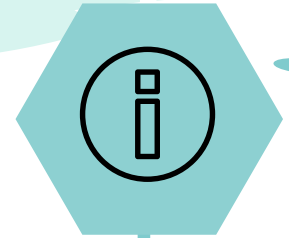


■ Before Submission

# 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!**



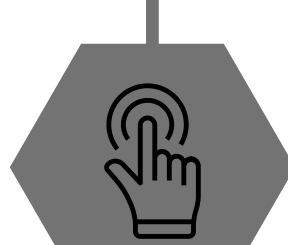
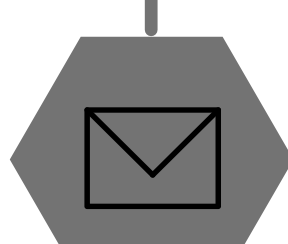
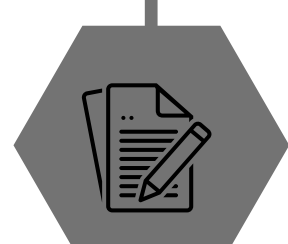
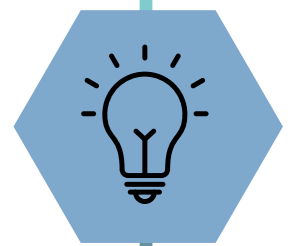
# General Tips and Hints

- Read the selection criteria
- Pay attention to the instructions
- Be specific
- Be honest
- Be clear and concise
- Eliminate excessive details
- Be accurate to avoid misinformation/errors by mistakes
- Check the grammar & spelling
- Type unless otherwise specified
- Include only the most relevant achievements
- Ask in advance if you have any concerns or questions



# Presentation of Achievements

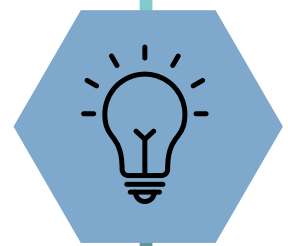
- Present your achievements in reverse chronological order unless otherwise specified
- Use action verbs to summarize your achievements (e.g., organized, publicized, promoted, coordinated, held, contributed, achieved, etc.)
- Quantify & prioritize your major achievements
- Illustrate any skills you have developed



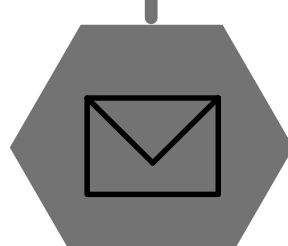
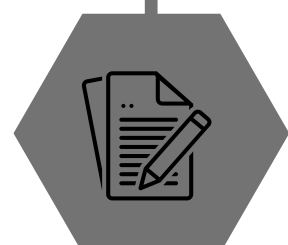
# Examples



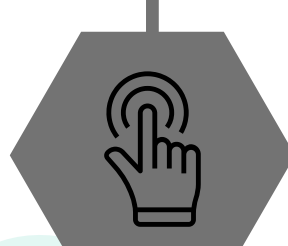
mm-yy to mm-yy



- 09-11 to 06-12



- 01-11 to 05-11



Extra-curricular activities in the past 3 years

**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

**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, and close with a conclusion
- Give evidence to support and justify your views
- Write within the word limit

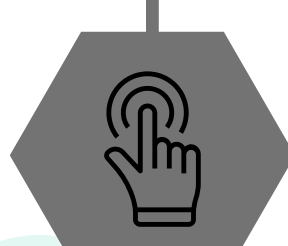
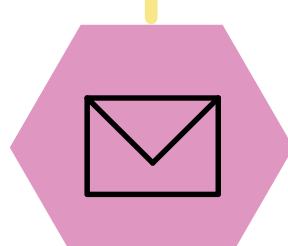
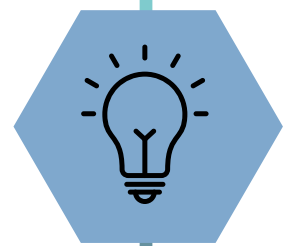




# Reference Letters (if required)

- 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
- Ensure all required supporting documents are arranged in the specified order
- Ensure the file name is following the requested format
- 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



<https://sa.hkbu.edu.hk/sfa>



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WLB 401E, The Wing Lung Bank Building for  
Business Studies, Shaw Campus

(Opening hours: Mon to Fri, 9am-1pm; 2pm-5:30pm)