



Tips for Applying Scholarships

Office of Student Affairs

How to get the scholarship information?

Visit the OSA website and check any notices of scholarship applications
(<http://www.hksyu.edu/notices/osa/>)
REGULARLY.



Download the application guidelines and application forms from the OSA website.



Check the OSA notices and your HKSYU email account for any updates or results REGULARLY.

Check Your Eligibility

- Check the eligibility requirements
- Each scholarship has its own eligibility requirements
- Only apply for those scholarships you are eligible

Read the Application Guidelines **CAREFULLY**

- Understand what kind of information is required
- Strictly follow the application procedures

Organize Your Application Materials

- Prepare your application materials or supplementary documents in advance, e.g.
 - Your colour **RECENT** photo
 - Documentary proof of your extra-curriculum activities/awards
 - Letter(s) of Recommendation
 - Essay
 - Transcripts
- The **OFFICIAL** transcripts can be applied at the Information Counter (G/F, Academic Building), if necessary.

Complete the application form **SERIOUSLY**

- Convince the Selection Committee that you **DESERVE** to be awarded
- Be **HONEST** and **ACCURATE** in the information provided
- **CONCISE, SPECIFIC** and **CONSISTENT** in format
- Use additional sheets if necessary

List Relevant Activities, Community Services & Achievements

- Present your activities, community services and achievements according to the instructions (either in descending chronological / chronological order)
- Use bullet points whenever possible
- Use action words to describe, e.g.
Organized XXX event ...
- State clearly your position in the society/association, your areas of responsibilities and the duration of your involvement, e.g.
 - ❑ Vice President of the HKSYU Business and Investment Society, September 2016 – March 2017 ✓
 - ❑ VP of Bus. & Investment Society, 2017 ✗

Letter(s) of Recommendation

- Invite your professors or other relevant personnel to be your referees **POLITELY**
- Ensure your referees have a plenty of time to prepare your recommendation letters
- Remind your referees that the letters should address your full name, Student ID number and the qualifications sought

Write an essay

- Type unless specified
- **DON'T** print on any used papers (環保紙)
- Print on A4 white papers
- Plan your essay before you write

Write an essay (con't)

- Avoid any **IRRELEVANT** content, e.g.

◆ Describe how you plan to use the scholarship:

I apply for this scholarship because of financial difficulties... ✗

I will work hard if I win this award... ✗

If I am granted this scholarship, I can concentrate on my study and do not need to do part time job... ✓

I will be able to participate in the XXX summer exchange programme ... ✓

Write an essay (con't)

- Avoid any **IRRELEVANT** content, e.g.

◆ **Your commitment to Hong Kong**

If one of the selection criteria is that the student should be willing to contribute to Hong Kong, you should:

- Demonstrate how you are committed to Hong Kong with some examples
- Explain to the Selection Committee how you apply the knowledge for Hong Kong's future development

Write an essay (con't)

- Begin with an introduction, then the main content and close with a conclusion
- Be **ACCURATE** in grammar and spelling
- Write within the word limit

Check Before Submission

- Beware of the **DEADLINE**
 - ❑ **DON'T** submit your applications at the last minute
 - ❑ Leave enough time in case of any supplements
- Beware of **WHERE** to submit your applications
- Proofread your applications
- Ensure all supporting documents are attached

Only the best, well-prepared and on-time students will be granted the scholarships or awards. You should try your best to impress the Selection Committee.

If you have any concerns or questions about the scholarship applications, you are always welcome to seek advice from the Office of Student Affairs.

For Enquiry:

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