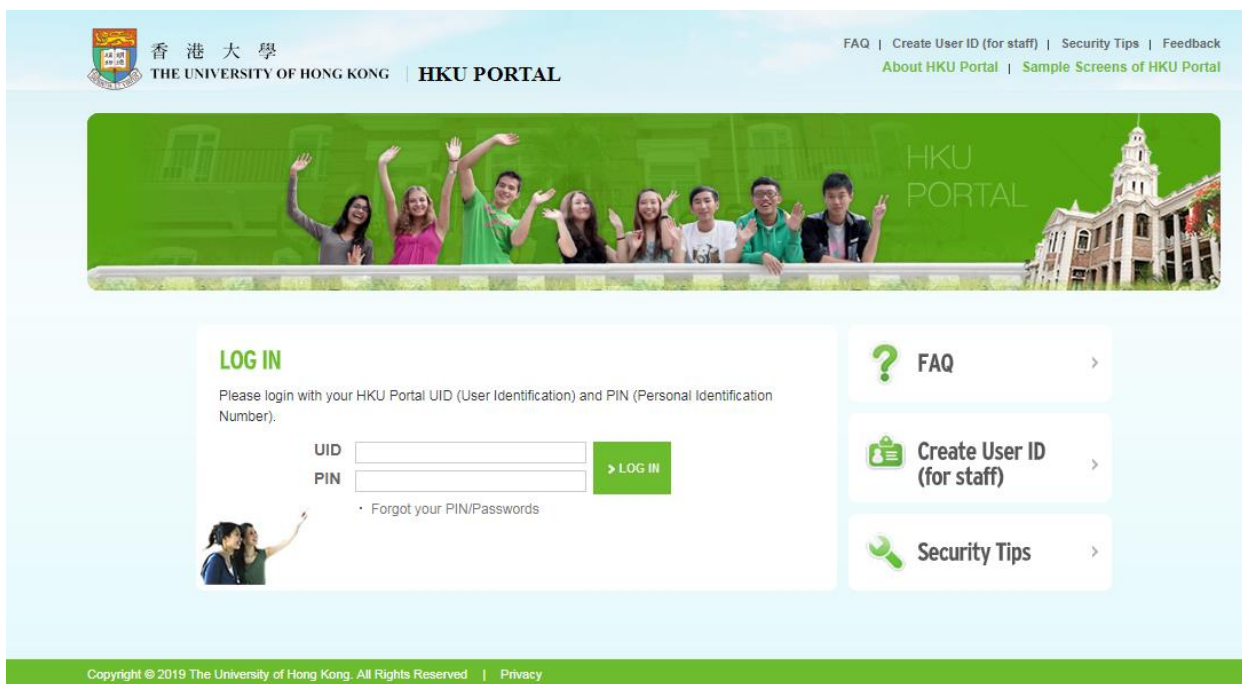


Online Application of University Financial Assistance Main Exercise 2020-2021 Instructions

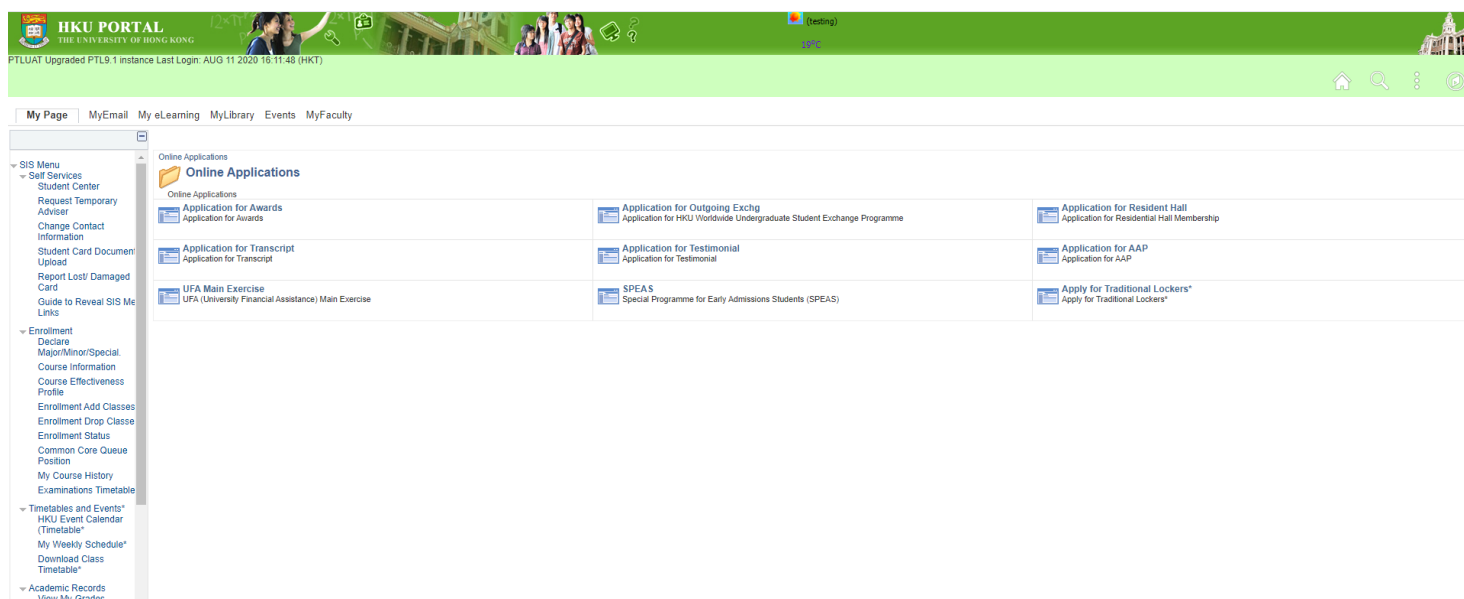
The system is compatible with Microsoft IE11, Mozilla Firefox and Google Chrome.

A) Step by step instructions

1. Open HKU Portal homepage [http://hkuportal.hku.hk]. Enter 'HKU Portal' login UID (e.g. h0912345) and password, and then click the 'login' button.



2. If you can login successfully, the 'Student Information System' Main Menu will be opened. Under 'Online Applications', you can then find an item labeled 'UFA Main Exercise'. Please click that item to start the on line application of 'University Financial Assistance – Main Exercise'. Please note that each student can only apply once per year.



Instructions on using Online Application of University Financial Assistance

3. The following page will be shown, please click the appropriate button to start the application.

The screenshot shows the 'UFA Main Exercise Application Procedures' page from the University of Hong Kong. The page title is 'Application Procedures of University Financial Assistance Main Exercise 2020-2021 (1 September 2020 00:00 to 23 September 2020 23:59)'. It instructs users to follow three steps: 1. Submit information online, 2. Print out the completed application form, and 3. Return the signed application form with supporting documents to the Centre of Development and Resources for Students by email to cedarsufa@hku.hk within 2 days. At the bottom, there are two buttons: 'Please click here to start your application' and 'back'.

4. The first page of the application form is an 'Introduction to the Application of University Financial Assistance Main Exercise'. Please read through it carefully. If you want to proceed, please click the 'Continue' button, otherwise, please click the 'Back' button to quit the application.

The screenshot shows the 'Introduction to the Application of University Financial Assistance Main Exercise' page. The page title is 'Application for University Financial Assistance (Main Exercise) 2020-2021'. It contains several sections: 'Nature of UFA', 'Funding of UFA (Main Exercise)', 'Target Groups', 'Assessment Criteria', and 'Results'. The 'Assessment Criteria' section lists points for applicants with demonstrated hardship, including expenses not covered by government schemes, accommodation, special academic expenses, and transportation costs. At the bottom, there are two buttons: 'Continue' and 'Back'.

5. Once you have clicked the 'Continue' button, the application form is loaded. This is a long form, please scroll down the bar to enter your information. Please complete the form as accurate as possible.

Instructions on using Online Application of University Financial Assistance

6. Once you have completed the form, please check carefully what you have just entered before you click the 'Submit Form' button. Your application serial no. will then be displayed for confirmation. Please click the 'Print Form' button to **print** out your completed application form.

If you wish to quit the application, you can click the 'Close' button.

The screenshot shows the 'UFA Main Exercise Application Procedures (Continue)' page. At the top, it says 'The University of Hong Kong 香港大學' and 'CEDARS Student Finance'. Below the header, there are fields for 'University No.' and 'Your Application Serial Number:'. A yellow banner contains the text: 'Please follow all the steps listed below in order to complete this application:'. Step 2 is 'Sign and print your completed application form by pressing the following button' with a 'Print Your Completed Application Form' button. Step 3 is 'Attach the following documents with the signed form to the Centre of Development and Resources for Students by email to cedarsufa@hku.hk within 2 days or in any case not later than the deadline.' A list of required documents follows, including a copy of the TSFS/FASP application, Supplementary Information Sheet, supporting documents, budget sheet, ECA Record Sheet, travel budget sheet, payment receipt, and other documents. A 'Back to UFA Main Exercise Online Application' button is at the bottom.

7. **Return the signed application form, together with the copy of the TSFS/FASP or Supplementary Information Sheet and all the required supporting documents to Centre of Development and Resources for Students by email to cedarsufa@hku.hk within 2 days.**

Checklist of supporting documents to be submitted to CEDARS together with the application form:

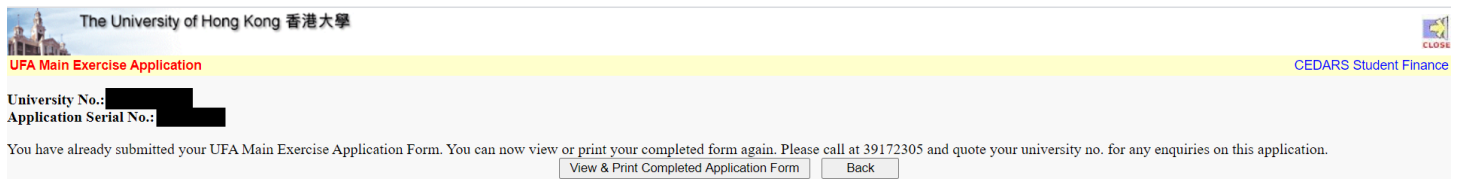
- A copy of TSFS/FASP application 2020-2021 (Application Summary: [sample](#)).
- Those who have not applied for TSFS/FASP 2020-2021 should complete a [Supplementary Information Sheet](#) on the financial circumstances of the family.
- Supporting documents on the financial circumstances of the family should there be changes after 31 March 2020.
- Students living in privately-rented accommodation should submit supporting documents such as rental receipts and namelists of roommates/flat-mates.
- For applicants whose families are in receipt of CSSA, please complete an [Additional Information Sheet](#) and provide a copy of the Social Welfare Department Notification Letter which stated the amount of CSSA approved for the applicant's family throughout the assessment period from 1.4.2019 to 31.3.2020 or for the current time.
- Completed [budget sheet](#).
- Completed [ECA Record Sheet](#).
- [Travel budget sheet](#) and confirmation letter for overseas exchange/placement in 2020-2021.
- A copy of payment receipt for the recently purchased PC/notebook.

Instructions on using Online Application of University Financial Assistance

- For applicants of Muslim faith born in Penang/HK, provide a copy of birth certificate and religion documents.
 - Any other documents that may be useful in support of the application.
 - **Your application will be cancelled if you do not return the signed application form and supporting documents to CEDARS by email to cedarsufa@hku.hk within two days.**
8. For security reason, after completing the whole application process, always remember to close the web browser or logout the Student Information System.

B) Enquiries

1. After you have submitted your application, you can always view it on line or print the completed form again by entering the system in the same sequence as mentioned before. The following screen will be displayed.



The screenshot shows the 'UFA Main Exercise Application' page from The University of Hong Kong. The page header includes the university's name in English and Chinese, and a 'CLOSE' button. Below the header, the user's 'University No.' and 'Application Serial No.' are displayed as redacted black boxes. A message states: 'You have already submitted your UFA Main Exercise Application Form. You can now view or print your completed form again. Please call at 39172305 and quote your university no. for any enquiries on this application.' At the bottom of the message, there are two buttons: 'View & Print Completed Application Form' and 'Back'.

2. Further queries could be directed to Centre of Development and Resources for Students (CEDARS) (3/F., Meng Wah Complex) at 39172305 or email to cedarsufa@hku.hk .

(ONLINE-UFA 24-8-20)