Instructions on using Online Application of University Financial Assistance

Online Application of University Financial Assistance
Main Exercise 2018-2019
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 online application of ‘University Financial Assistance – Main Exercise’. Please note that each student can only apply once per year.

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

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.
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 ‘Cancel’ button.

7. Return the printed application form, together with the supporting documents listed below to the Centre of Development and Resources for Students (CEDARS) (3/F., Meng Wah Complex) within two days. The following is a checklist of supporting documents to be submitted to Centre of Development and Resources for Students (CEDARS) by hand:

- Those who have not applied for TSFS/FASP 2018-2019 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 March 31, 2018.
- 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.
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- Completed budget sheet.
- Completed ECA Record Sheet.
- A copy of payment receipt for the recently purchased PC/notebook.
- 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 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.

   ![Application Screen](image)

   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 serial number for any enquiries on this application.

   - [View & Print Completed Application Form]
   - [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 cedars@hku.hk.

(ONLINE-UFA 20-8-18)