Instructions on using Online Application of University Financial Assistance

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.

La a Rera Res	
LOG IN Please login with your HKU Portal UID (User Identification) and PIN (Personal Identification	? FAQ >
Number). UID PIN LOG IN	Create User ID (for staff)
Forgot your PIN/Passwords	🔍 Security Tips >

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.

UAT Upgraded PTL9.1 instanc	e Last Login: AUG 11 2020 16:11:48 (HKT)		
My Page MyEmail My	eLearning MyLibrary Events MyFaculty		
Ξ			
IS Menu Self Services Student Center	Online Applications Online Applications		
Request Temporary Adviser Change Contact	Online Applications Application for Awards Application for Awards	Application for Outgoing Exchg Application for HKU Worldwide Undergraduate Student Exchange Programme	Application for Resident Hall
Information Student Card Document Upload	Application for Transcript Application for Transcript	Application for Testimonial	Application for AAP
Report Lost/ Damaged Card Guide to Reveal SIS Me Links	UFA Main Exercise UFA (University Financial Assistance) Main Exercise	SPEAS Special Programme for Early Admissions Students (SPEAS)	Apply for Traditional Lockers* Apply for Traditional Lockers*
Enroliment Declare Major/Minor/Special.			
Course Information			
Course Effectiveness Profile			
Enrollment Add Classes			
Enrollment Drop Classe Enrollment Status			
Common Core Queue			
My Course History			
Examinations Timetable			
Timetables and Events* HKU Event Calendar (Timetable*			
My Weekly Schedule*			
Download Class Timetable*			
Academic Records			

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

	The University of Hong Kong 香港大學	
UFA Main	Exercise Application Procedures CEDARS Student Finance	
Application Procedures of University Financial Assistance Main Exercise 2020-2021 (1 September 2020 00:00 to 23 September 2020 23:59)		
Please follow all the steps listed below in order to complete this application:		
Step 1:	Submit your information online.	
Step 2:	Print out your completed application form.	
Step 3:	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 <u>cedarsufa@hku.hk</u> within 2 days.	
Please clic	ck here to start your application 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 University of Hong Kong 著港大學	CLOSE			
Application for University Financial Assistance (Main Exercise)	CEDARS Student Finance			
Application for University Financial Assistance (Main Exercise) 2020-2021				
Nature of UEA:				
Supplementing Government financial assistance schemes, there are a number of burnaries and interest-free loans managed by the University to assist students with financial hardship. These awards, donated by private organisations and individuals, are allocated primarily for full-time local students on the basis of their financial assess.				
• Funding of UFA (Main Exercise):				
Over 90% of the University burnaries and loan finds to be disbursed in the Main Exercise include the following: • Control Station Find • Durati S Lion Find • Or Station Lion Fund • Or Station L & Shape Find • Or Station Find				
• Target Groups:				
Students anticipating difficulties in balancing their budgets for the academic year. This application exercise is not for students with urgent needs should apply for Emergency Assistance.				
 Assessment Criteria: The scheme operates on a point system. Fonts are grean to applicants with demonstrated hardship arising from, expense nat covered or duly covered by the Government financial assistance scheme, e.g. accommodation expenses for living array from home spical assistance expenses (personal computer, nuby risk), leager academic year, clerkship, placement, expenses relating to specific programme of studies, etc.) transportation costs from the oscielable for Shuder Tirred Shudy inadequate finandig outly thouse costs source to cost of while to year studies. transportation costs for science of While green estimates or special family circumstances Deto to limited finading, outly thousers studies. 				
Renth:				
Results of application will be available from November 2020 onwards.				
Continue 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.

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 University of Hong Kong 香港大學	CLOSE		
UFA Main Exercise Application Procedures (Continue)	EDARS Student Finance		
University No.: Your Application Serial Number:			
Please follow all the steps listed below in order to complete this application:			
Step 2: Sign and print your completed application form by pressing the following button [Print Your Completed Application Form]			
Step 3: 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 copy of TSFS/FASP application 2020-2021 (Application Summary: sample).			
 Those who have not applied for TSFS/FASP 2020-2021 should complete a <u>Supplementary Information Sheet</u> 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 <u>Additional Information Sheet</u> 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 <u>budget sheet</u>			
Completed ECA Record Sheet.			
<u>Travel budget sheet</u> and confirmation letter for overseas exchange/placement in 2020-2021.	Travel budget sheet and confirmation letter for overseas exchange/placement in 2020-2021.		
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 by email to cedarsufa@hku.hk within two days.			
You may be required to attend interview at the CEDARS. Please call at 39172305 and quote your university no. for any enquiries on this application.			
Results of your application are available as follows:			
 Successful applicants being avarded loans - notified by November onwards by post'telephone. Applicants being recommended for bursaries interim notification by enail post by late November. avards will be credited automatically into your bank account from December onward upon receipt of your thank you letters. Tunuccessful applicants - notified by enail post by late November. 			
Result status of all applications will be available for online viewing from CEDARS Student Financial Information on 30 November 2020.			
After completing all the necessary procedures, please click the button below to go back to UFA Main Exercise Online Application, or close the web browser. Back to UFA Main Exercise Online Application			

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 <u>Supplementary</u> <u>Information Sheet</u> 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 <u>Additional Information</u> <u>Sheet</u> 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 <u>budget sheet</u>.
- Completed <u>ECA Record Sheet</u>.
- <u>Travel budget sheet</u> and confirmation letter for overseas exchange/placement in 2020-2021.
- A copy of payment receipt for the recently purchased PC/notebook.

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- 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 University of Hong Kong 香港大學	
UFA Main Exercise Application	CEDARS Student Finance
University No.: Application Serial No.:	
You have already submitted your UFA Main Exercise Application Form. You can now view or	rint your completed form again. Please call at 39172305 and quote your university no. for any enquiries on this application.
V	w & 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 <u>cedarsufa@hku.hk</u>.

(ONLINE-UFA 24-8-20)