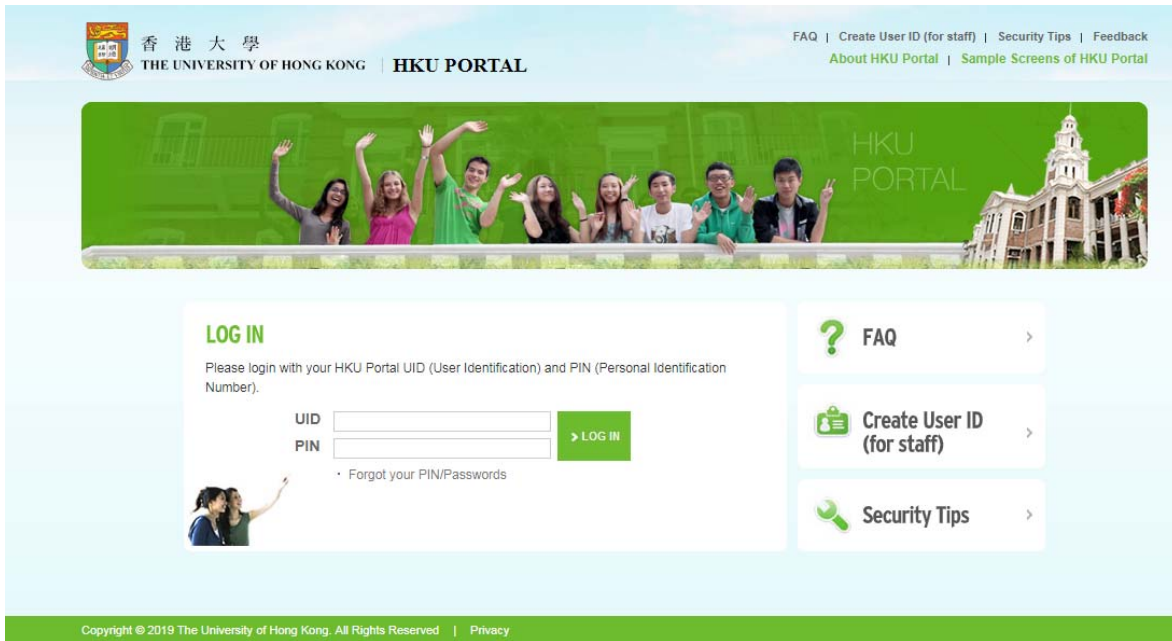


## Online Application of University Financial Assistance Main Exercise 2019-2020 Instructions

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

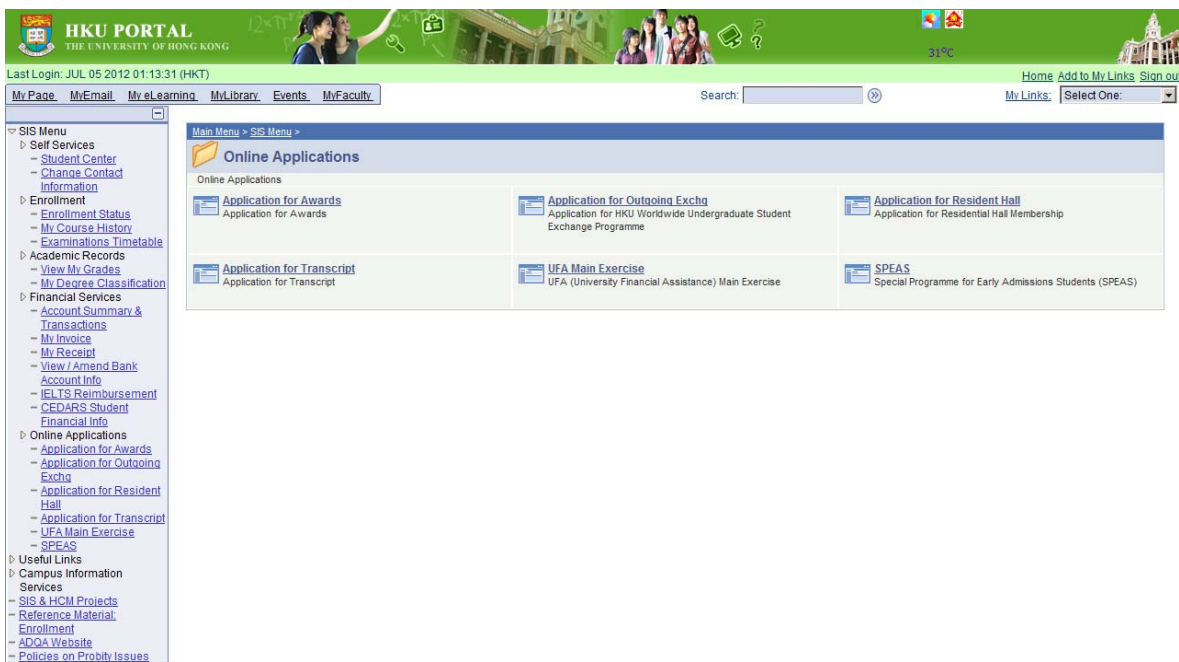
A) **Step by step instructions**

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.



## Instructions on using Online Application of University Financial Assistance

- 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.



The screenshot shows the HKU Portal SIS Menu. The 'Online Applications' section is expanded, displaying a grid of application options:

Online Applications		
<a href="#">Application for Awards</a> Application for Awards	<a href="#">Application for Outgoing Excha</a> Application for HKU Worldwide Undergraduate Student Exchange Programme	<a href="#">Application for Resident Hall</a> Application for Residential Hall Membership
<a href="#">Application for Transcript</a> Application for Transcript	<a href="#">UFA Main Exercise</a> UFA (University Financial Assistance) Main Exercise	<a href="#">SPEAS</a> Special Programme for Early Admissions Students (SPEAS)

- 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. The page title is 'Application Procedures of University Financial Assistance Main Exercise 2019-2020 (2 September 2019 00:00 to 27 September 2019 23:59)'. The page content includes the following steps:

**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 (3/F., Meng Wah Complex)** within 2 days.

At the bottom of the page, there are two buttons: 'Please click here to start your application' and 'back'.

- 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 application form interface. At the top left is the University of Hong Kong logo and name. The page title is 'Application for University Financial Assistance (Main Exercise) 2019-2020'. The content is organized into sections:

- Nature of UFA:** Supplementing Government financial assistance schemes, there are a number of bursaries 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 needs.
- Funding of UFA (Main Exercise):** Over 90% of the University bursaries and loan funds are available for disbursement in the Main Exercise and about 10% are retained for application by students with emergency needs throughout the year. Major bursaries and loan funds to be disbursed in the Main Exercise include the following:
  - Civil Engineering Loan Fund
  - Dental 85 Loan Fund
  - Engineering Society & Engineering Alumni Association Loan Fund
  - Evergreen Bursaries
  - Foo-man Li & Shang Jen Wong Bursary
  - Hong Kong Institute of Certified Public Accountants (HKICPA) Bursaries
  - Hong Kong Rotary Club Students' Loan Fund
  - Hsin Chong - K.N. Godfrey Yeh Education Fund
  - Joyce M. Kuok Foundation Bursaries
  - Ko Ho Ning Bursaries
  - Mrs. Felicia Young Charitable Foundation Bursaries
  - S.K. Yee Medical Foundation Bursaries
  - Sing Tao Charitable Foundation Students' Loan Fund
  - Taufik Ali Memorial Bursaries
  - The CI Stapleton Scholarship
  - The K.K. Ho Bursary
  - Winsor Education Foundation Loan Fund
  - Yung Foundation Earth Sciences Loan Fund
  - Other Need-based Loans/Bursaries
- The Centre of Development and Resources for Students (CEDARS) is responsible for the assessment of all applications but final decisions will be made by the respective Selection Committees of the funding bodies.
- Target Groups:** Students anticipating difficulties in balancing their budgets for the academic year. This application exercise is not for students with urgent needs. Students with urgent needs should apply for **Emergency Assistance**.
- Assessment Criteria:**
  - The scheme operates on a point system.
  - Points are given to applicants with demonstrated hardship arising from:
    - expenses not covered or duly covered by the Government financial assistance scheme, e.g.
      - accommodation expenses for living away from home
      - special academic expenses (personal computer, study aids, longer academic year, clerkship, placement, expenses relating to specific programme of studies, etc.)
    - transportation costs for those not eligible for Student Travel Subsidy
    - inadequate family support arising from changes in family financial circumstances or special family circumstances
- Due to limited funding, only those applicants with point scores above the cut off will be given assistance.
- Results:** Results of application will be available from November 2019 onwards.

At the bottom of the page, there are two buttons: 'Continue...' and 'Back'.

- 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

- 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.

The University of Hong Kong 香港大學

UFA Main Exercise Application Procedures (Continue) CEDARS Student Finance

University No.: [REDACTED]  
Your Application Serial Number: [REDACTED]

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 printed form to the **Centre of Development and Resources for Students (3/F Meng Wah Complex)** within 2 days or in any case not later than the deadline.

- A copy of TSFS/FASP application 2019-2020.
- Those who have not applied for TSFS/FASP 2019-2020 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 2019.
- 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](#).
- Completed [budget sheet](#).
- Completed [ECA Record Sheet](#).
- [Travel budget sheet](#) and confirmation letter for overseas exchange placement in 2019-2020.
- 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.

You may be required to attend interview at the CEDARS. Please call at 39172305 and quote your serial number for any enquiries on this application.

Results of your application are available as follows:

- Successful applicants being awarded loans - notified by November onwards by post/telephone.
- Applicants being recommended for bursaries
  - interim notification by email/post by late November.
  - awards will be credited automatically into your bank account from December onward upon receipt of your thank you letters.
- Unsuccessful applicants - notified by email/post by late November/early December.

Result status of all applications will be available for online viewing from CEDARS Student Financial Information on 29 November 2019.

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](#)

- 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**:

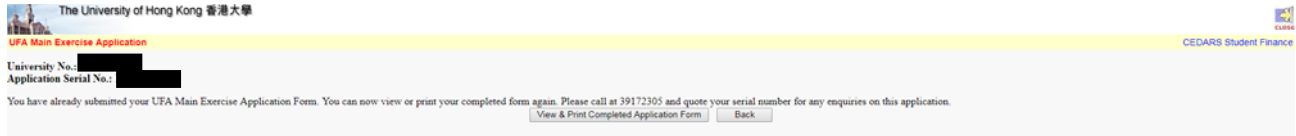
- A copy of TSFS/FASP application 2019-2020.
- Those who have not applied for TSFS/FASP 2019-2020 should complete a Supplementary Information Sheet on the financial circumstances of the family.
- Supporting documents on the financial circumstances of the family should there be changes after 31 March 2019.
- 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.
- Completed budget sheet.

## Instructions on using Online Application of University Financial Assistance

- Completed ECA Record Sheet.
  - Travel budget sheet and confirmation letter for overseas exchange/placement in 2019-2020.
  - 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.



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](mailto:cedars@hku.hk).

(ONLINE-UFA 14-8-19)