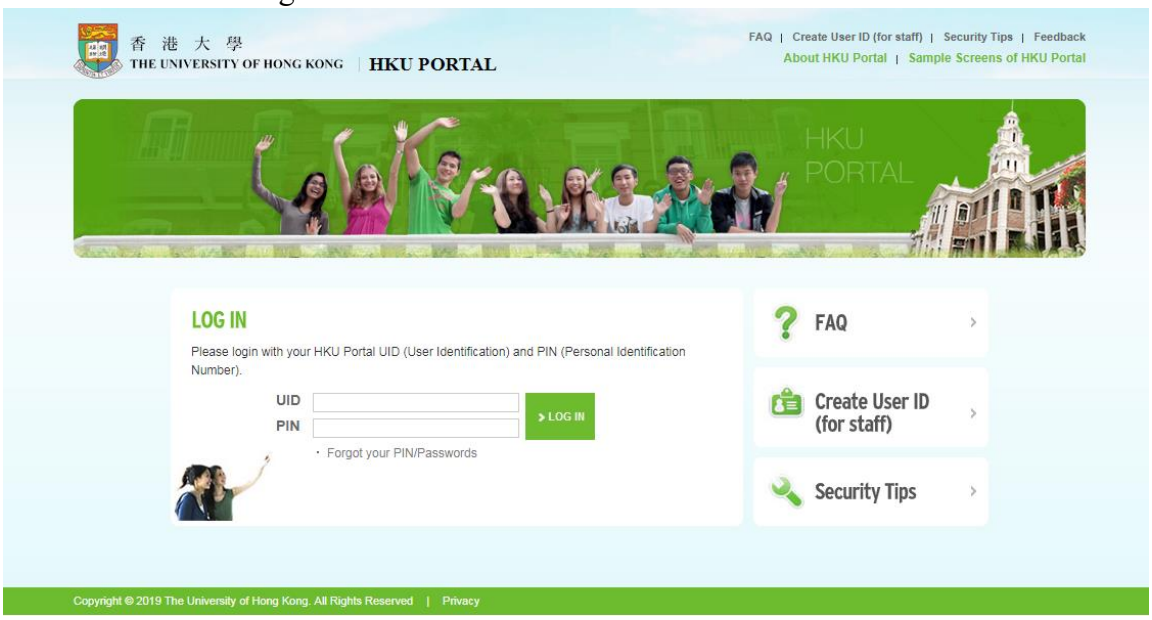
Online Application of University Financial Assistance
Main Exercise 2024-2025
Instruction

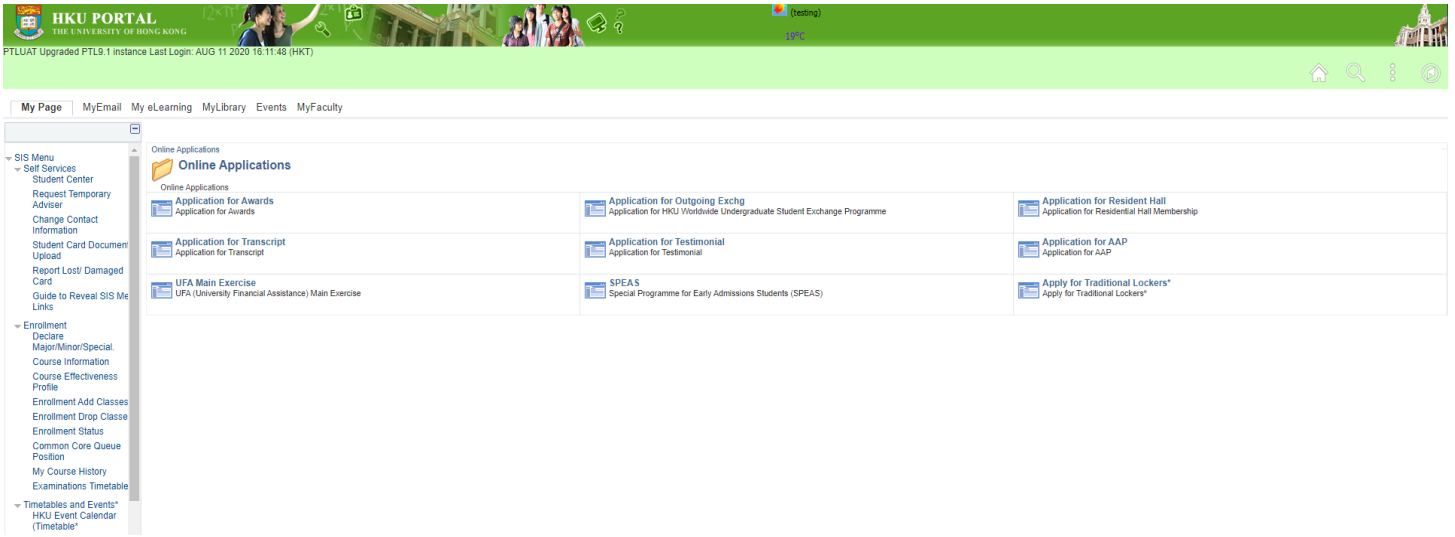
The system is compatible with Microsoft Edge, Mozilla Firefox and Google Chrome.

A) Step by step instructions

1. Open HKU Portal homepage [http://hkuportal.hku.hk]. Enter 'HKU Portal' login UID (e.g. 3036123456) and password, and then click the 'login' button.

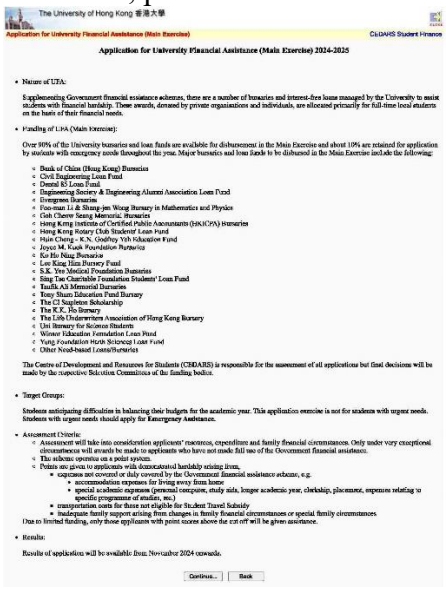


2. If you can login successfully, the 'Student Information System' Main Menu will be opened. Under 'Online Applications', you can then find an item labeled 'UFA Main Exercise'. Please click that item to start the online application of 'University Financial Assistance – Main Exercise'. Please note that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

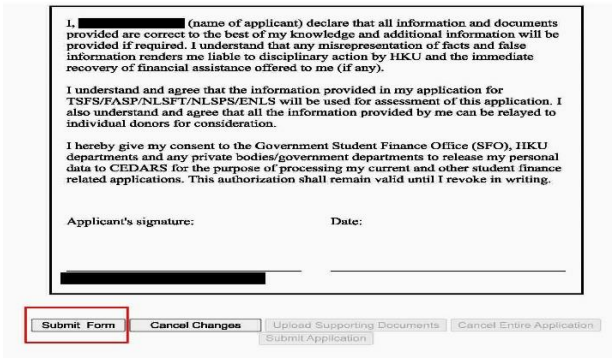


3. The following page will be shown, please click the appropriate button to start the application.

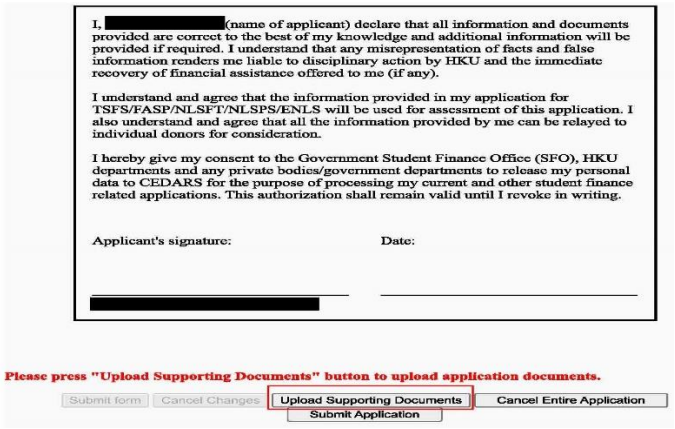
4. The first page of the application form is an 'Introduction to the Application of University Financial Assistance Main Exercise'. Please read through it carefully. If you want to proceed, please click the 'Continue' button, otherwise, please click the 'Back' button to quit the application.



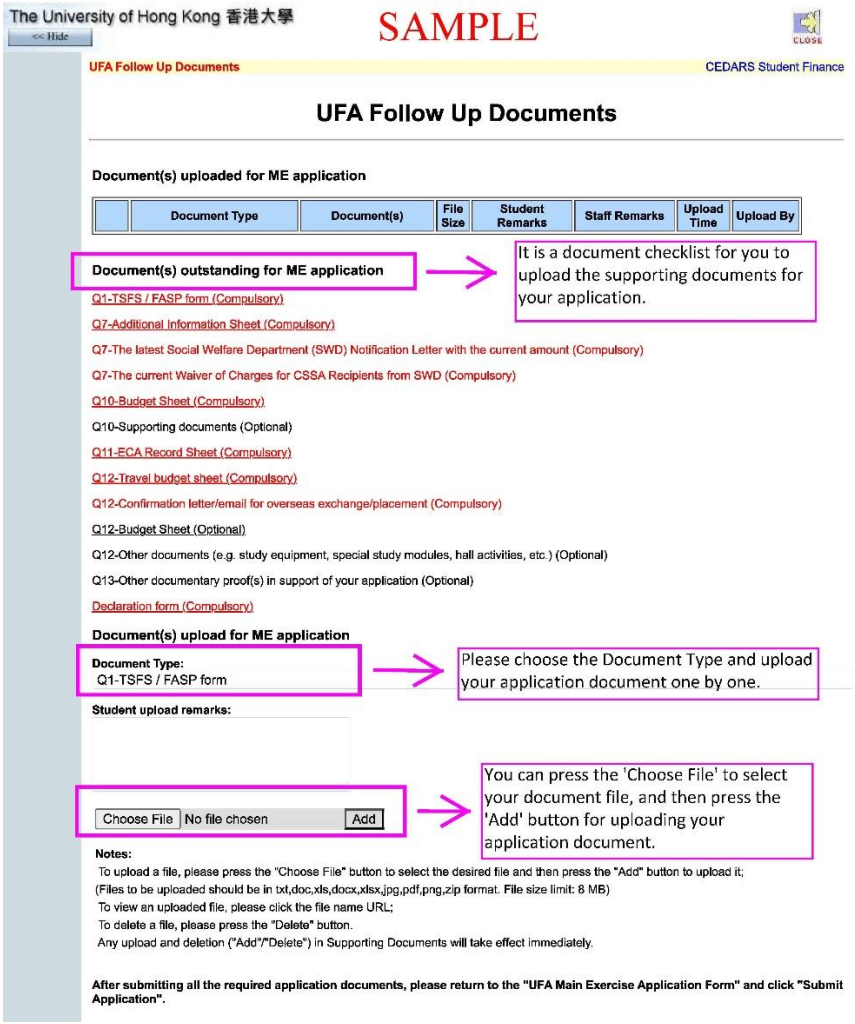
5. Once you have clicked the 'Continue' button, the application form is loaded. This is a long form, please scroll down the bar to enter your information and upload the supporting documents. Please complete the form as accurate as possible. Once you have completed the form, please check carefully what you have just entered before you click the 'Submit Form' button.



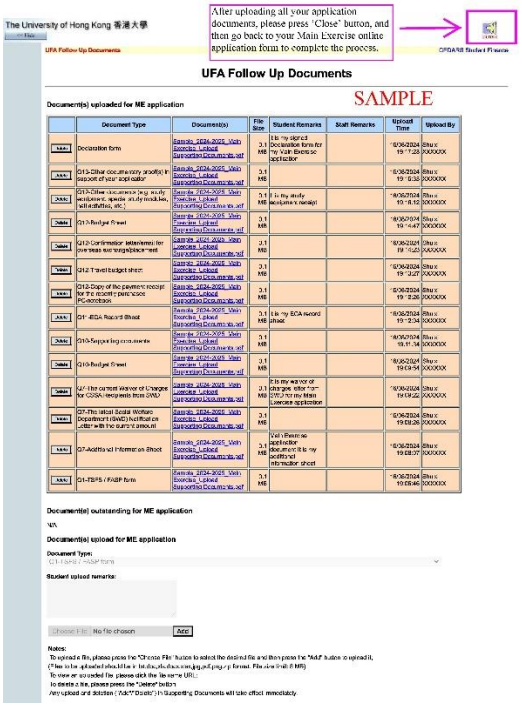
6. You need to click the "Upload Supporting Documents" button to upload your application documents.



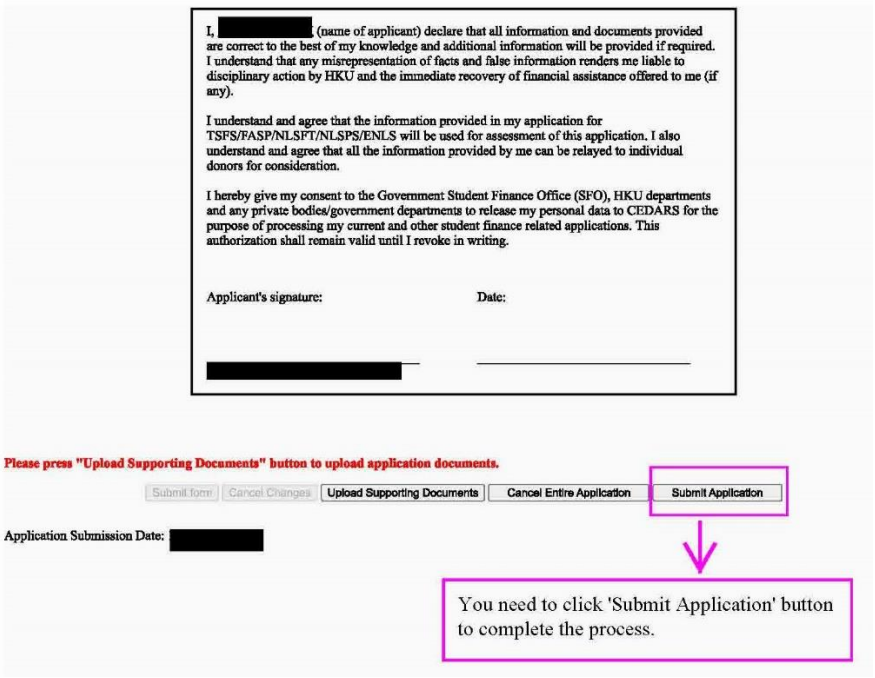
7. You need to upload the application documents one by one.
   - Documents printed in red are compulsory.
   - Documents printed in black are optional.



8. After uploading your application documents, please click 'Close' button to go back to your Main Exercise application form to complete the next process.



9. You need to click the 'Submit Application' button in order to complete the whole application process.



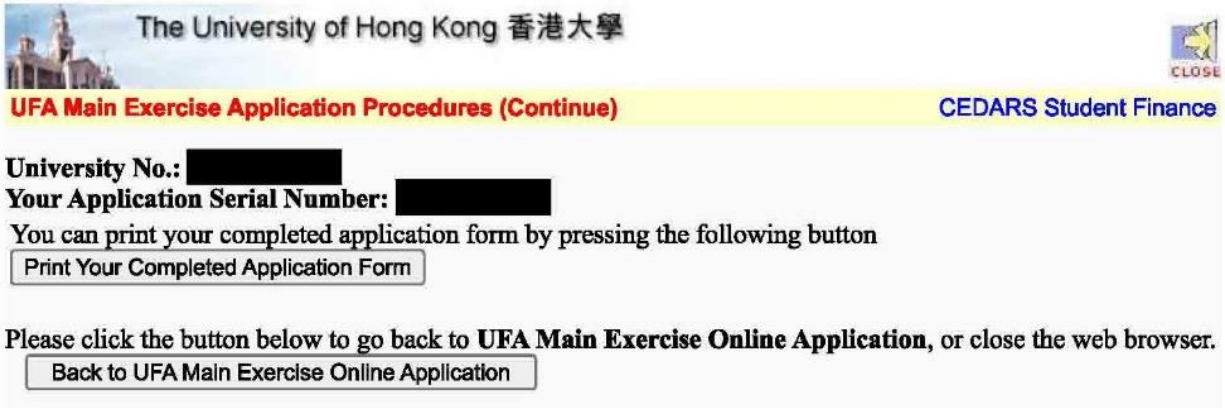
10. Once you have completed the whole application process, your application serial no. will then be displayed for confirmation. Please click the 'Print Your Completed Application Form' button to **print** out your completed application form for reference.

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

11. 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 cedarsufa@hku.hk .

C) Reference Materials:

Checklist of supporting documents to be uploaded along with this online application form:

- A copy of TSFS/FASP application 2024-2025 (Application Summary: sample).
- Those who have not applied for TSFS/FASP 2024-2025 should complete a Supplementary Information Sheet on the financial circumstances of the family.
- Supporting documents on the financial circumstances of family should there be changes after 31 March 2024.
- 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 provide:
    - Completed Additional Information Sheet
    - A copy of the Social Welfare Department Notification Letter stating the amount of CSSA approved for the applicant's family
    - A copy of the Waiver of Charges for CSSA Recipients
- Signed declaration form
- Completed budget sheet.
- Completed ECA Record Sheet.
- Travel budget sheet and confirmation letter for overseas exchange/placement in 2024-2025.
- A copy of payment receipt for the recently purchased PC/notebook.
- For graduates of DBS, DGS and ESF, please provide a copy of your graduation/leaving certificate and HKU transcript (if any).
- 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 upload a complete set of supporting documents.

(ONLINE-UFA 26-9-24)