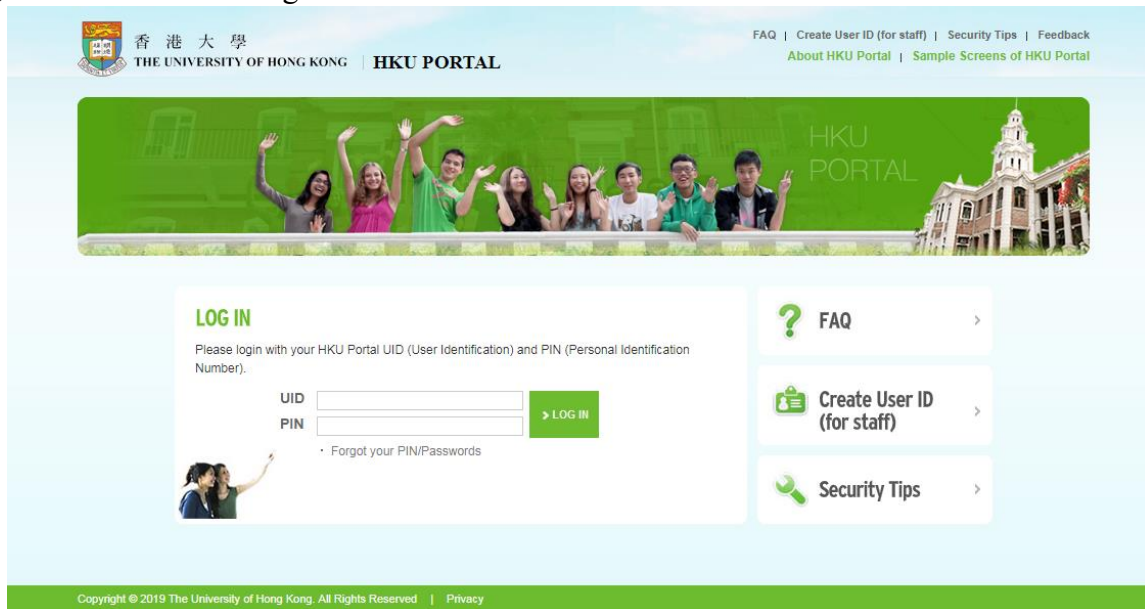


## Online Application of University Financial Assistance Main Exercise 2024-2025 Instruction

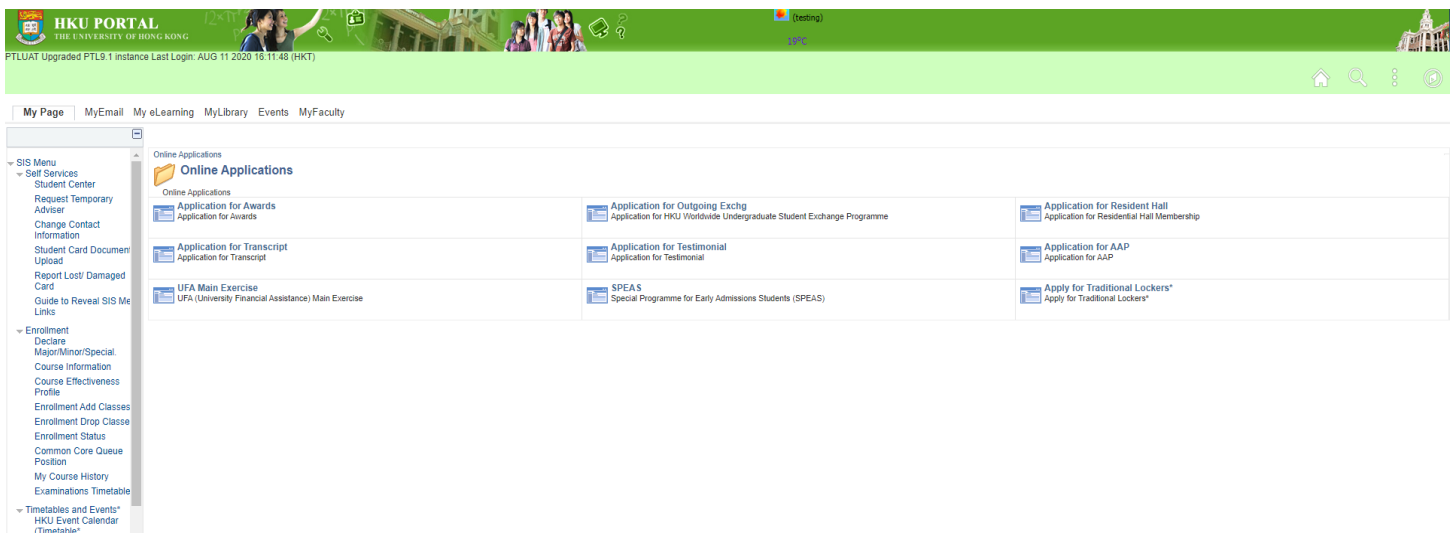
The system is compatible with Microsoft Edge, Mozilla Firefox and Google Chrome.

### 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.



## 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 University of Hong Kong 香港大學

UFA Main Exercise Application Procedures CEDARS Student Finance

### Application Procedures of University Financial Assistance Main Exercise 2024-2025

2 September 2024 00:00 to 19 September 2024 23:59

**Please follow all the steps listed below in order to complete this application:**

Step 1: Submit your information online.  
Step 2: Upload the supporting documents for the online application.  
Step 3: Print out your completed application form for your own record.

[Please click here to start your application](#) [back](#) [View & Print Completed Form](#)

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 香港大學

Application for University Financial Assistance (Main Exercise) CEDARS Student Finance

### Application for University Financial Assistance (Main Exercise) 2024-2025

- **Means of UFA:**
  - Application of Government financial assistance schemes, there are a number of benefits 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.
- **Priority of UFA (Main Exercise):**
  - Over 90% of the University financial aid 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 benefits and loan funds to be disbursed in the Main Exercise include the following:
    - Bank of China (Hong Kong) Bursaries
    - Citic Engineering Loan Fund
    - Dental BS Loans Fund
    - Engineering Society & Engineering Alumni Association Loan Fund
    - Gregynog Bursaries
    - Professor L. S. Sheng Lee Young Bursary in Mathematics and Physics
    - Cuh (Chow) Sang Memorial Bursaries
    - Hong Kong Institute of Certified Public Accountants (HKICPA) bursaries
    - Hong Kong Rotary Club Students' Loan Fund
    - Hui Chung K.C. Godfrey Yeh Education Fund
    - Joyce M. Leach Foundation Bursaries
    - Lee Ho Wing Bursaries
    - Lee Keng Hing Bursary Fund
    - S.K. Yee Medical Foundation Bursaries
    - Sing Tin Charitable Foundation Students' Loan Fund
    - Faith AS Memorial Bursaries
    - Tony Hsueh Education Fund Bursary
    - The CS Students Scholarship
    - The H.K. To Bursary
    - The ICS Entrepreneurs Association of Hong Kong Bursary
    - Uchi Bursary for Science Students
    - Wilson Education Foundation Loan Fund
    - Yang Foundation Health Sciences Loan Fund
    - Other Non-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:**
  - Assessment will take into consideration applicants' academic, extracurricular and family financial circumstances. Only under very exceptional circumstances will awards be made to applicants who have not made full use of the Government financial assistance.
  - The scheme operates on a point system.
    - Points are given to applicants with documented hardship relating items:
      - expenses not covered or fully covered by the Government financial assistance scheme, e.g.
        - accommodation expenses for living away from home
        - special academic expenses (general expenses, study aids, longer academic year, clerkship, placement, expenses relating to specific programmes or studies, etc.)
        - transportation costs for those not eligible for Student Travel Subsidy
      - inadequate family support arising from changes in family financial circumstance 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 2024 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 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.

I, [redacted] (name of applicant) declare that all information and documents provided are correct to the best of my knowledge and additional information will be provided if required. I understand that any misrepresentation of facts and false information renders me liable to disciplinary action by HKU and the immediate recovery of financial assistance offered to me (if any).

I understand and agree that the information provided in my application for TSFS/FASP/NLSFT/NLSPS/ENLS will be used for assessment of this application. I also understand and agree that all the information provided by me can be relayed to individual donors for consideration.

I hereby give my consent to the Government Student Finance Office (SFO), HKU departments and any private bodies/government departments to release my personal data to CEDARS for the purpose of processing my current and other student finance related applications. This authorization shall remain valid until I revoke in writing.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Submit Form](#) [Cancel Changes](#) [Upload Supporting Documents](#) [Cancel Entire Application / Submit Application](#)

Instructions on using Online Application of University Financial Assistance

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

I, [REDACTED] (name of applicant) declare that all information and documents provided are correct to the best of my knowledge and additional information will be provided if required. I understand that any misrepresentation of facts and false information renders me liable to disciplinary action by HKU and the immediate recovery of financial assistance offered to me (if any).

I understand and agree that the information provided in my application for TSFS/FASP/NLSFT/NLSPS/ENLS will be used for assessment of this application. I also understand and agree that all the information provided by me can be relayed to individual donors for consideration.

I hereby give my consent to the Government Student Finance Office (SFO), HKU departments and any private bodies/government departments to release my personal data to CEDARS for the purpose of processing my current and other student finance related applications. This authorization shall remain valid until I revoke in writing.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please press "Upload Supporting Documents" button to upload application documents.

Submit form
Cancel Changes
Upload Supporting Documents
Cancel Entire Application

Submit Application

7. You need to upload the application documents one by one.

- Documents printed in red are compulsory.
- Documents printed in black are optional.

The University of Hong Kong 香港大學 SAMPLE

**UFA Follow Up Documents**

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**Document(s) uploaded for ME application**

Document Type	Document(s)	File Size	Student Remarks	Staff Remarks	Upload Time	Upload By
<b>Document(s) outstanding for ME application</b>						
	Q1-TSFS / FASP form (Compulsory)					
	Q7-Additional Information Sheet (Compulsory)					
	Q7-The latest Social Welfare Department (SWD) Notification Letter with the current amount (Compulsory)					
	Q7-The current Waiver of Charges for CSSA Recipients from SWD (Compulsory)					
	Q10-Budget Sheet (Compulsory)					
	Q10-Supporting documents (Optional)					
	Q11-ECA Record Sheet (Compulsory)					
	Q12-Travel budget sheet (Compulsory)					
	Q12-Confirmation letter/email for overseas exchange/placement (Compulsory)					
	Q12-Budget Sheet (Optional)					
	Q12-Other documents (e.g. study equipment, special study modules, hall activities, etc.) (Optional)					
	Q13-Other documentary proof(s) in support of your application (Optional)					
	Declaration form (Compulsory)					
<b>Document(s) upload for ME application</b>						
<b>Document Type:</b> Q1-TSFS / FASP form						
<b>Student upload remarks:</b> _____						
<div style="border: 1px solid gray; padding: 5px; display: flex; align-items: center;"> <span style="border: 1px solid gray; padding: 2px 5px;">Choose File</span> <span style="margin: 0 5px;">No file chosen</span> <span style="border: 1px solid gray; padding: 2px 5px;">Add</span> </div>						

**Notes:**  
 To upload a file, please press the "Choose File" button to select the desired file and then press the "Add" button to upload it;  
 (Files to be uploaded should be in txt,doc,xls,docx,xlsx,jpg,pdf,png,zip format. File size limit: 8 MB)  
 To view an uploaded file, please click the file name URL;  
 To delete a file, please press the "Delete" button.  
 Any upload and deletion ("Add"/"Delete") in Supporting Documents will take effect immediately.

After submitting all the required application documents, please return to the "UFA Main Exercise Application Form" and click "Submit Application".

It is a document checklist for you to upload the supporting documents for your application.

Please choose the Document Type and upload your application document one by one.

You can press the 'Choose File' to select your document file, and then press the 'Add' button for uploading your application document.

## Instructions on using Online Application of University Financial Assistance

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

Document Type	Document(s)	File Size	Student Remarks	Staff Remarks	Upload Time	Upload By
Documentation Form	Sample_UFA2024_CEDARS.docx	3.11 MB	Is my NSFAS Declaration form for my UFA Electronic Declaration?		19/06/2024 19:12:00	XXXXXXXX
21-3 Other documents providing support of your institution	Sample_UFA2024_21-3.docx	3.11 MB			19/06/2024 19:13:00	XXXXXXXX
21-4 Other documents providing support of your institution (with address, etc.)	Sample_UFA2024_21-4.docx	3.11 MB	Is my study location in Hong Kong?		19/06/2024 19:13:12	XXXXXXXX
21-5 Budget Form	Sample_UFA2024_21-5.docx	3.11 MB			19/06/2024 19:14:47	XXXXXXXX
21-6 Confirmation statement for your institution	Sample_UFA2024_21-6.docx	3.11 MB			19/06/2024 19:15:02	XXXXXXXX
21-7 Transfer sheet	Sample_UFA2024_21-7.docx	3.11 MB			19/06/2024 19:21:07	XXXXXXXX
21-8 Copy of the payment receipt for the student bank account	Sample_UFA2024_21-8.docx	3.11 MB			19/06/2024 19:23:00	XXXXXXXX
21-9 IDCA Health Report	Sample_UFA2024_21-9.docx	3.11 MB	Is my IDCA report intact?		19/06/2024 19:23:34	XXXXXXXX
21-10 Support documents	Sample_UFA2024_21-10.docx	3.11 MB			19/06/2024 19:24:16	XXXXXXXX
21-11 Budget Form	Sample_UFA2024_21-11.docx	3.11 MB			19/06/2024 19:24:54	XXXXXXXX
21-12 The current version of Change for Change Request Form (CDF)	Sample_UFA2024_21-12.docx	3.11 MB	Is the name of the donor after the 2023/24 financial year?		19/06/2024 19:25:22	XXXXXXXX
21-13 The latest Student Declaration Form (PDF) (with the letter with the student's photo)	Sample_UFA2024_21-13.docx	3.11 MB			19/06/2024 19:25:30	XXXXXXXX
21-14 Address of Home on School	Sample_UFA2024_21-14.docx	3.11 MB	Is my Home on School form correct?		19/06/2024 19:27:00	XXXXXXXX
21-15 TSPS / FASP Form	Sample_UFA2024_21-15.docx	3.11 MB			19/06/2024 19:28:06	XXXXXXXX

Document(s) outstanding for ME application

Document(s) pending for ME application

Document Type: CDF / NSFAS / FASP Form

Student remark remarks:

Notes:

- To upload files, please press the "Choose File" button to select the desired file and then press the "Add" button to upload.
- Please check the file size and the number of files to upload.
- To use an uploaded file, please click the file name (URL).
- To delete the given files, please click the "Delete" button.
- Uploaded files will be deleted automatically.

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

I, [REDACTED] (name of applicant) declare that all information and documents provided are correct to the best of my knowledge and additional information will be provided if required. I understand that any misrepresentation of facts and false information renders me liable to disciplinary action by HKU and the immediate recovery of financial assistance offered to me (if any).

I understand and agree that the information provided in my application for TSPS/FASP/NLSP/ENLS will be used for assessment of this application. I also understand and agree that all the information provided by me can be relayed to individual donors for consideration.

I hereby give my consent to the Government Student Finance Office (SFO), HKU departments and any private bodies/government departments to release my personal data to CEDARS for the purpose of processing my current and other student finance related applications. This authorization shall remain valid until I revoke in writing.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please press "Upload Supporting Documents" button to upload application documents.

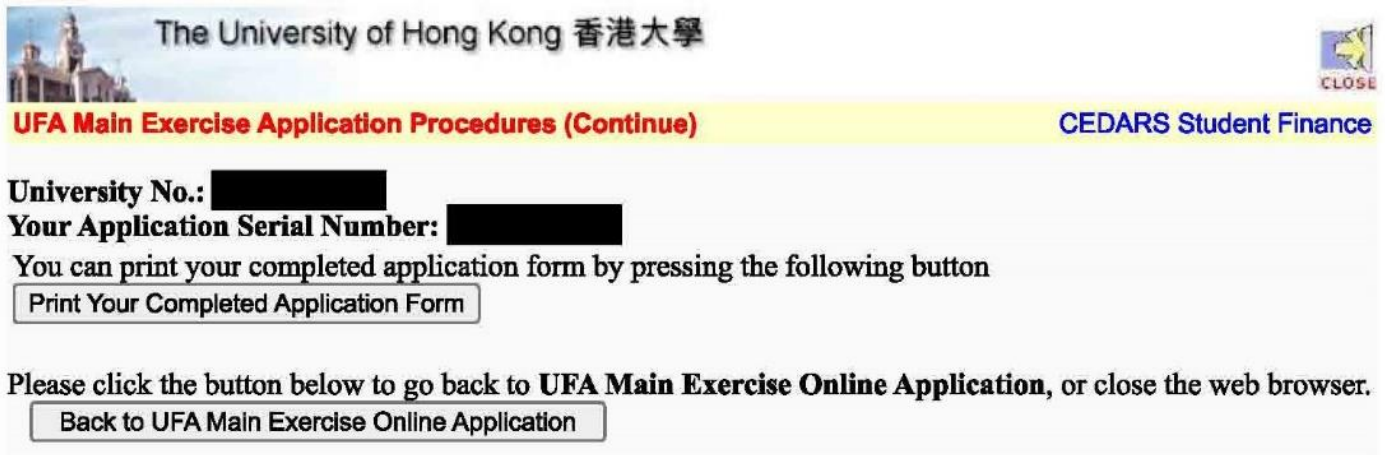
Submit Form Cancel Changes Upload Supporting Documents Cancel Entire Application Submit Application

Application Submission Date: [REDACTED]

You need to click 'Submit Application' button to complete the 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.



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]

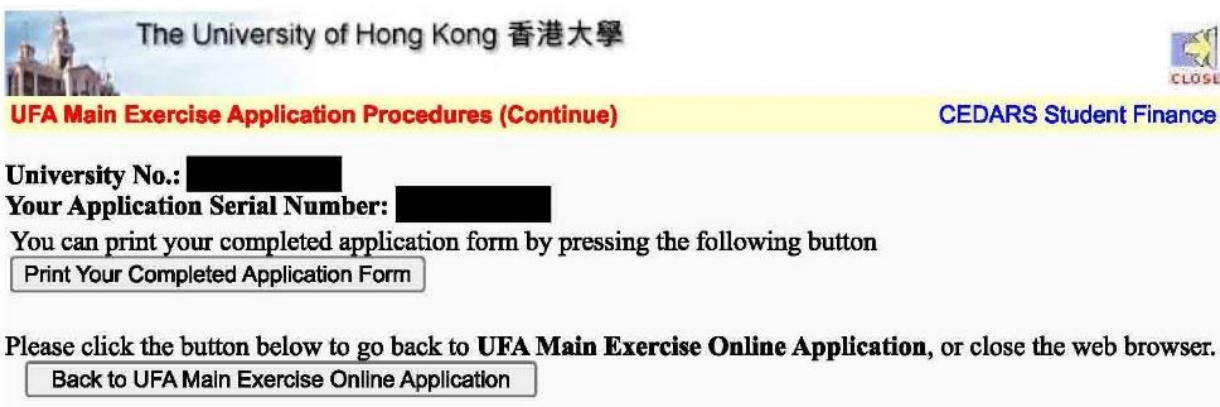
You can print your completed application form by pressing the following button

Please click the button below to go back to **UFA Main Exercise Online Application**, or close the web browser.

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.



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]

You can print your completed application form by pressing the following button

Please click the button below to go back to **UFA Main Exercise Online Application**, or close the web browser.

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](mailto: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)