

City University of Hong Kong Student Development Services

How to fill in an application form for scholarships

I. Essence of an application

- An interview is not an entitlement for candidates. You have to show your sincerity and earn this opportunity by submitting an impressive application!
- Demonstrate in the application why you are qualified for the scholarship.

II. Tips and Hints:

1. *Study the selection criteria and be analytical*

- If you are applying for a scholarship rewarding students with active participation in and /or contribution to community services, you should explicitly include relevant track record and show evidence of enthusiasm.
- If you are applying for a scholarship targeting at outbound exchange students, you should include your activities or experience that demonstrate your maturity, independent personality, and transferable skills gained, e.g. communication and problem solving skills.

2. *Justification*

- Don't just say "I have always wanted to study overseas, so I would like to apply for a scholarship for outbound exchange." Motive does not justify that you deserve the valuable opportunity and resources given by the donor. Do give evidence to justify why you are the suitable student.

3. **Use Action Verbs to summarize what you have done.** Don't just quote a post title or project name which the reader/donor may not be familiar with.

Example 1:

Student Ambassador

Promoted university images ...

Held school talks ...

Achieved

Example 2:

Chairman of XXX Club

Led a club with XXX members

Organized XXX activities which **served** XXX (targets)

4. List out and quantify your achievements

Examples:

GMAT : 750 (**98th** Percentile)

Academic Performance: GPA **4.0** (Ranking: **1/ XXX**)

Dean's Scholarship : Top **XX%** of the students in the college

5. Illustrate any skills your have developed:

Example 1

Work Experience : Summer Internship, PCCW, Hong Kong

Period : From mm to mm 20XX

Duties : XXXX

Skills developed : **become** highly **organized** in order to meet all deadlines successfully; **understand** different customers' needs and expectation

6. General Points

- Meet the application deadline! There is no excuse for you to miss the deadline.
- In case any reference letters are required from teaching departments, you should submit your request as soon as possible and ensure your department/teacher has adequate time to prepare the reference letter for you. Your teachers are not responsible for your application.
- Be honest.
- Be specific.
- Type unless otherwise specified.
- Be accurate in grammar and spelling. Don't rely on spell checker. Proofread as many times as possible.
- Ensure all supporting documents are attached as required.
- Make a copy before you submit the application.