

Drs. Richard Charles and Esther Yewpick Lee Charitable Foundation

THE R C LEE CENTENARY SCHOLARSHIP

CHECKLIST OF SUPPORTING DOCUMENTS

Before submission of application, please check and make sure that you have:

- completed **ALL** parts of the application form and signed the form.
- provided full contact details of 3 referees.
- pasted a recent passport photograph with your name in block letters on the back of the photograph
- a **handwritten** statement, not exceeding 1,000 words in length on one side of the paper, with left margin in 2.5cm and with page numbers.
- a copy of birth certificate or, failing that, any other evidence of the date of birth, e.g. Hong Kong Identity Card or Passport.
- a copy of the admission letter of your proposed course of study issued by the chosen university (if any).
- evidence of your entire course of undergraduate study as a full-time student in Hong Kong e.g. a student status certification letter issued by the University Registrar or other responsible officer.
- copies of supporting documents certifying your first class honours degree obtained in Hong Kong.
- copy of **official** academic transcript(s) issued by the University Registrar or other responsible officer for undergraduate and/or postgraduate studies.
- copies of academic transcripts from the Undergraduate Year 1 to the last term, including Exchange Programme and overseas summer course.
- copies of score results of HKCEE and HKALE or equivalent.
- copies of score results of IELTS/TOEFL/GMAT/GRE (if any).
- copies of all award certificates mentioned in item 4 of the application form.
- evidence of extra curricular activities undertaken mentioned in items 5 and 6 of the application form, e.g. copies of testimonials/certification letter/photographs of trophies or medals.
- evidence of the current employment, e.g. a copy of the appointment letter/name card.