

The Chinese University of Hong Kong
Department of Linguistics and Modern Languages

Application Form for Sponsorship of Overseas Exchange and Study
For B.A. in Linguistics and B.A. in Bimodal Bilingual Studies (2025 Entry and after)

Notes:

- (1) Please **READ** the points for attention and document checklist on page 3 before completing this form.
- (2) The application must be made (via Sections A) **at least 60 days prior to the commencement** of the overseas programme/activity the applicant intends to attend. The approved application should be kept by the applicant properly.
- (3) Upon successful completion of the programme/activity, applicants may arrange for the completion of Section C, Part I-II and submit the form to the Department **within 60 days after the programme/activity completion** together with relevant supporting documents, such as certificates and original receipt(s).
- (4) Enquiries: Please contact Ms. Grace Chan of the General Office at 3943 3219 or by email to grace-chan@cuhk.edu.hk.

Section A – Application for Sponsorship (To be completed by the applicant at least 60 days BEFORE the commencement date of the programme/activity.)			
Part I - Personal particulars			
1) Name:	2) Student ID:	3) Major programme: <input type="checkbox"/> LINGN <input type="checkbox"/> BMBLN	4) Year of study (Normative Study Period): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
5) E-mail address:	6) Telephone no.:	7) Expected year of graduation:	
8) Is it the first application for this sponsorship during your normative study period? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Part II – Details of the Overseas Programme/Activity			
9) Name of the overseas programme/activity:			
10) Name of the offering university/ institution and country:			
11) Date of programme/activity period (DD/MM/YYYY) from		to	(Total no. of calendar day(s):)
12) Destination of travel (From Hong Kong/To):	13) Total tuition fee (in HKD/other applicable currency):	14) Estimated price of return air passage (in HKD):	
Part III – Declaration			
15) Have you applied for OTHER financial support (e.g. scholarship/subsidy/sponsorship from your affiliated college/other university units/external parties)? <input type="checkbox"/> Yes (please go to question 15a & b) / <input type="checkbox"/> No (please go to question 16)			
15a) Source of the financial support source(s):		15b) Subsidized item(s) and Amount:	
16) <input type="checkbox"/> Yes / <input type="checkbox"/> No I declare that all information and supporting documents provided herein are correct and genuine. I understand that the Department will check the information provided in the application, and false claims or withholding any material information may lead to disqualification of my application. The case may further be referred to the Department and proper authorities for possible disciplinary action.			
Date:		Signature:	
(Applicant)			

Personal Information Collection Statement

- 1) The information provided in this application form will be used for the application for sponsorship. The information collected will be kept confidential and will be destroyed when it is no longer required. The Department may not be able to process applications with insufficient personal data.
- 2) The information provided in this application form may be transferred to other units within CUHK for consideration and granting approval, where applicable.
- 3) The photos and video to be submitted upon completion of the programme/activity may be used for promotion on the department's website and social media channels. If the applicants prefer not show the materials they submit, please indicate your preference clearly when submitting the application for reimbursement.
- 4) For correction or updating of the personal data provided, please contact Ms. Grace Chan of the General Office by email (grace-chan@cuhk.edu.hk).

Part I – Checking by the General Office of the Department

Remarks (if any):

Date: _____

☐ Application approved ☐ Application rejected

Remarks (if any):

Date: _____

Part I – Declaration (to be completed by the applicant)

☐ The following required supporting documents are attached herewith:

- a) Receipt(s) of the full tuition fees of the programme
- b) Receipt(s) of the round-trip air ticket and a copy of the boarding passes
- c) A copy of the certificate or proofs indicating the successful completion of the approved programme/activity
- d) 3–5 photos featuring the applicant, showcasing the learning experience, each photo accompanied by a description of at least 50 words in Chinese/English. **OR**
A video featuring the applicant of up to 60 seconds, with captions in Chinese/English and/or a voiceover in Cantonese/Mandarin/English. The descriptions and content of photos/video must include observations, reflections, and/or appreciation for the Department's support.
- e) For cases with other financial support, a copy of the reimbursement receipt from the internal/external source (if any).

☐ The reimbursement amount of HK\$ _____ has not been/ will not be reimbursed from other sources, or otherwise I should report it fully for the Department's consideration.

Part II – Bank Details for Reimbursement (To be completed by:
Note: The bank account should be a personal local bank account of the applicant.

- Full Name of Account Holder:

Signature: _____
(Applicant)

☐ Application endorsed, with a reimbursement of HK\$ _____ ☐ Application rejected

Remarks (if any):

Date: _____

☐ Application approved ☐ Application rejected

Remarks (if any):

Date: _____

Points for Attention and Document Checklist for Application for Sponsorship for Overseas Exchange and Study For B.A. in Linguistics and B.A. in Bimodal Bilingual Studies (2025 Entry and after)

Part I - Points for Attention (Applicants)

1. Eligibility

- Full-time major students admitted in 2025-26 onwards to the B.A. programme in Linguistics and the B.A. programme in Bimodal Bilingual Studies.
- Each eligible student could only apply for the scholarship **ONCE** for **ONE** overseas exchange and study programme/activity within the normative study period.
- The overseas exchange and study programme/activity should be participated **IN PERSON**. Online/hybrid mode is not acceptable.

2. Type of Support

A one-off reimbursement of **up to HK\$10,000** for **air tickets** and/or **tuition fees** for the following types of overseas activities:

- Term-time/summer term international exchange;
- Summer study programme offered by a tertiary institution in overseas countries with academic accreditations (e.g., certificates of attendance, certificates of completion, credit-bearing);
- Non-credit-bearing field trips/internships in overseas countries with relevant supporting documents (e.g., certificates of participation, certification letter by employer).

3. Submission Deadline for Application

Application form and supporting document (if any) **MUST** be submitted at least 60 days in advance of the commencement date of the overseas programme/activity to seek prior approval from the Department. Late submission will not be considered.

4. Stages of Application

Applicants should

- complete Section A of the application form **at least 60 days prior to programme/activity commencement** and submit for approval from Department (Submission link: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13713823>);
- Department will review the application, notify the successful applicants, fill Section B and return the approved application form;
- keep the approved application and other related documents properly; and
- complete Section C, Part I-II of the application form **within 60 days upon programme/activity completion**, then submit the full set of reimbursement documents, with the photos/video & descriptions for review and disbursement. Late submission will not be considered.
(Submission link: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13713838>)

5. Disbursement remarks

- The funding only supports air tickets and/or tuition fees on a reimbursement basis. Other expenses (i.e., visa fee, accommodation fee, local transportation fee, meals, insurance) will not be considered.
- The duration of the round-trip air ticket **MUST** cover the whole period of study/activity in the overseas countries.
- Reimbursement will be made by bank transfer to the local personal bank account of the applicant in HKD.
- Please submit the original/true/carbon copy of all supporting documents. The submitted application form and supporting documents are not returnable.

6. Document Checklist for Application & Disbursement

Application	Disbursement
<ol style="list-style-type: none"> The application form with <u>Section A</u> completed Relevant overseas programme/activity brochure with information on programme dates and tuition fee Document(s) showing the registration/application/offer acceptance for the programme of study/activity For cases with other financial support, a copy of the offer letter/reimbursement receipt from the internal/external source (if any) 	<ol style="list-style-type: none"> The application form with <u>Section A, B, C Part I-II</u> completed Original/true/carbon copy of the receipt(s) of full tuition fees Original/true/carbon copy of the receipt(s) of the round-trip air ticket and the boarding passes Copy of certificate or other proof indicating successful completion of the approved programme/activity <u>3–5 photos</u> featuring the applicant, showcasing the learning experience, each photo accompanied by a description of at least 50 words in Chinese/English OR <u>A video</u> featuring the applicant of up to 60 seconds, with captions in Chinese/English and/or a voiceover in Cantonese/Mandarin/English The descriptions and content of photos/video must include observations, reflections, and/or appreciation for the Department's support For cases with other financial support, a copy of the offer letter/reimbursement receipt from the internal/ external source (if any)