

Scholarship for Prospective English Teachers (2024/25)

Note for e-Form Submission

1. Read the information on the Education Bureau (EDB) website (<http://www.edb.gov.hk/scholarship>) carefully before completing the application form through the on-line application system.
2. Provision of all the personal data requested in the application form is obligatory, except those items clearly marked as optional. Application will not be considered if applicants fail to provide all information as requested.
3. An application number will be generated after applicants have completed the application form. Please quote this number in all future correspondence.
4. Applicants are advised to keep a copy of the entire application form which is downloadable upon submission in Step (8) “Confirmation” for reference.
5. Applicants are required to upload the relevant supporting information online and submit the hard copy of the relevant document by post or in person.

Uploading of Supporting Information Online

During the application, applicants are required to upload the following pieces of information. Please prepare the files in electronic copies¹ before completing the application form and retain the original copies for verification at a later stage.

- Hong Kong Identity (HKID) Card or Passport / Travel Document
- Public examination(s) result slip(s) / certificate(s)
- IELTS Test Report Form(s) / TOEFL Score Report(s) (if applicable)
- Graduation certificate(s) / Transcript(s) / Testimonial(s) issued by the secondary school(s) attended
- Transcript(s) / Testimonial(s) issued by the higher education institution attended (For PGDE applicants only)
- Offer letter / Supporting document to prove the admission to the higher education institution

Submission of Hard Copy

Applicants should make arrangements for the Recommendation Form to be completed and sent to the EDB (Language Teacher Qualifications Team, Room 1107, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong) by the deadline. Otherwise, the applications may not be processed and the applicants concerned will not be shortlisted for the selection interviews even if they have met the shortlisting criteria.

Late application will not be accepted. For application submitted by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery of application.

The Recommendation Form is available on the EDB website: <http://www.edb.gov.hk/scholarship>

¹ Accepted document file types: .pdf, .png, .jpg

Screenshots of the e-Form are provided below for reference:

Step 2 Personal Particulars

*: mandatory fields

Personal Particulars

Name in English (Surname):* surname	Name in English (Other Names):* Other Names
Name in Chinese: If applicable	Chinese Name in Chinese Commercial Code: If applicable
Date of Birth:* DD/MM/YYYY	Place of Birth:*
Sex:*	Nationality:*
Do you need a student visa / an entry permit for the purpose of study in HK:* No	Hong Kong Identity Card No.: X999999 (X)*
Passport / Travel Document No.:	Issuing Authority for Passport / Travel Document:
Date of Issue: DD/MM/YYYY	Date of Expiry: DD/MM/YYYY
Permanent Address:* A residential address in home country or normal place of residence	Correspondence Address in Hong Kong: If different from the address given above
Contact Telephone No. ⓘ information:*	Residential Telephone No. ⓘ information(optional):
Email Address ⓘ information:*	

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Step 3 Academic Attainment & Participation in Activities / Services

*: mandatory fields

Public examination results obtained (in chronological order)

Public Examination:*	Issuing Authority:*
Date Issued:*	All Subjects Passed and Grade / Level Attained: *
MMYYYY	
ADD	

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Step 3 Academic Attainment & Participation in Activities / Services

*: mandatory fields

Results of IELTS and TOEFL

Results of IELTS and TOEFL:

IELTS TOEFL

Date Issued:

DD/MM/YYYY

Result(s) Attained:

ADD

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Step 3 Academic Attainment & Participation in Activities / Services

*: mandatory fields

Record of participation in activities / services in Senior Secondary School and / or Higher Education Institution

School Year:

20XX/XX

Name of Activities / Services:

Award / Achievement / Post:

Name of Organisation:

ADD

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Step 4 Education

*: mandatory fields

Study programmes attended

School(s), College(s), Higher Education Institution(s), etc. Attended: *

Class Attended:*

Qualification Obtained:*

From:*

MM/YYYY

To:*

MM/YYYY

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Step 4 Education

* mandatory fields

Study programme to be pursued in the 2024/25 school year

Name of Higher Education Institution:*	Title of Programme:*
<input type="text"/>	<input type="text"/>
Major Subject:*	Year of Study: * Information
<input type="text"/>	<input type="checkbox"/> Year 1
Specialisation:*	
<input type="text"/>	

Full employment record in school(s) to date (for PGDE applicants only)

Name of School(s):	Position Held:
<input type="text"/>	<input type="text"/>
Nature of Work:	
<input type="text"/>	
From: <input type="text" value="MM/YYYY"/>	To: <input type="text" value="MM/YYYY"/>
<input type="button" value="ADD"/>	

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Step 5 Supporting Information

* mandatory fields

Personal Statement

Give a brief account of your aspirations for a career as a teacher of English:*


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Step 6 File Upload

*: mandatory fields

Upload Hong Kong Identity(HKID) Card or Passport / Travel Document of the applicant *

Choose File

 Upload Rules


Upload the public examination(s) result slip(s) / certificate(s) *

Choose File

 Upload Rules

Upload the IELTS Test Report Form(s) / TOEFL Score Report(s) (if applicable)

Choose File

 Upload Rules

Upload the graduation certificate(s) / transcript(s) / testimonial(s) issued by the secondary school(s) attended*

Choose File

 Upload Rules

Upload the transcript(s) / testimonial(s) issued by the higher education institution attended (as appropriate).

Choose File

 Upload Rules

Upload the offer letter / supporting document to prove the admission to the higher education institution *

Choose File

 Upload Rules

Declaration

I declare that all the information provided in this Form is accurate and true. I understand that if I willfully give any false information or withhold any material information in this Application Form, or fail to notify the office concerned of any subsequent change of information provided, it will render me liable to disqualification for selection for the Scholarship for Prospective English Teachers (2024/25). If the Scholarship has already been awarded to me, it may be terminated and I may be required to reimburse the scholarship monies received. I understand that my application should be supported by relevant documents / evidence. If I fail to do so, my application may not be processed.

I consent to the HKSAR Government making any necessary enquiries as required in matters relating to the Scholarship and for the verification of the information given in my application. I understand that the personal data provided in the Application Form will be provided to the Student Finance Office, Working Family and Student Financial Assistance Agency for purposes relating to the award of the Scholarship for Prospective English Teachers (2024/25) if my application is successful.

I have read and agree to these terms and conditions.

Date:*

Name of Applicant: *

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Step 7 Hard Copy Submission Required

*: mandatory fields

Hard Copy Submission Required (*The document should be returned by the Principal or a teacher of the secondary school the applicant attended or a member of the academic staff of the higher education institution the applicant attended)

- Send the following document by post or in person to the Language Teacher Qualifications Team, EDB (Office Address: Room 1107, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong).

Duly completed the Recommendation Form with the signature of the Principal / the teacher of the secondary school the applicant attended or a member of the academic staff of the higher education institution the applicant attended and the school chop or the chop of the department / faculty of the higher education institution.

- The Recommendation Form is available on the EDB website (<https://www.edb.gov.hk/scholarship>)
- Mark "Application for the Scholarship for Prospective English Teachers" clearly on the envelope.

Arrangement will be made for the completion and submission of Recommendation Form to the Education Bureau by the deadline.

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