



Are you going to apply for grant and loan under TSFS in 2025/26?

Please submit your application according to the recommended submission schedule and submit the documentary proofs as soon as practicable. Early submission of application with complete information will facilitate smooth processing and early disbursement of financial assistance, if any, to you.

Checklist of Documentary Proofs Required

A Copies of Identity Proof

- Unmarried applicant – the student card of your unmarried sibling(s) residing with you and / or your parent(s)
- Married (including divorced / separated / windowed) applicant – marriage certificate, and the birth certificate of your child(ren) if he / she / they does / do not possess a HKID card
- Applicants without the right of abode in Hong Kong (i.e. without the alphabet “A” beneath the Date of Birth field of the Hong Kong Identity (HKID) card) – a copy of the entry permit to Hong Kong, e.g. “Permit for Proceeding to Hong Kong and Macao” (commonly known as the “One-way Permit”), dependant visa, etc.

B Copies of Family Income Proof

- Unmarried applicant – income proof of your parent(s) and unmarried sibling(s) residing with you and / or your parent(s) for the period from 1/4/2024 to 31/3/2025
- Married applicant – income proof of yourself and your spouse for the abovementioned period
Examples of income proof include –
- Employees – salary statement, Employer’s Return of Remuneration and Pensions [IR56B] / Notification by an employer of an employee who is about to cease to be employed [IR56F] / Return of payroll emoluments for civil servant [IR56C] / Notification of remuneration paid to persons other than employees [IR56M], etc.
- Self-employed persons / business operators – Self-written Income Statement or Profit & Loss Account. Persons who own a limited company are required to submit a Profit & Loss Account verified by a Certified Public Accountant
- Applicant and / or family members who earn incomes in the form of studentship or incomes derived from appointment by institution in the 2025/26 academic year (including the summer months of 2025) – a copy of the employment letter, contract, certification letter from the employer, written proof issued by the institution or other income proof

C Copies of Family Assets Proof

- Unmarried applicant – documentary proof(s) on assets owned by yourself and your parent(s)
- Married applicant – documentary proof(s) on assets owned by yourself and your spouse
Examples of assets proof include –
- All types of bank accounts – passbooks and monthly statements, including the pages indicating the account holder’s name, account number and all transactions from 1/4/2024 to 31/3/2025. Please obtain detailed transaction records from bank(s) if the remarks “**Net Back Items**” / “**CBC**”, etc. appear on the bank passbook(s), i.e. the transactions from the last entry up to the specified date are consolidated and shown as one transaction
- Time deposit – certificate(s) / receipt(s) / notice(s) showing the balance as at 31/3/2025
- Properties / lands / carparks / vehicles / vessels and Taxi / Public Light Bus Licence – agreement for sale and purchase, Demand for Rates and annual mortgage repayment schedule, etc.
- Investment items (such as shares / warrants / bonds / funds / annuity plans / savings or investment-linked insurance policies with cash value or dividends) – certificate(s), annual statement(s) or monthly statement(s) showing the types and quantities / values of investment items as at 31/3/2025
- Business of yourself and / or your parent(s) / spouse – Business Registration Certificate, Balance Sheet, company account statements, etc. Those who own a limited company are required to submit a Balance Sheet verified by a Certified Public Accountant

Important Points to Note

- According to the TSFS Guidance Notes, if you fail to report the required information in the application form or provide the required supporting documents at the time of submitting the application, and the information / supporting document is / are only reported / provided upon enquiry of the Student Finance Office (SFO), this would be treated as a misrepresentation or omission in the application which may lead to rejection of application and / or full recovery of financial assistance disbursed. Hence, you should provide true and complete information at the time of submitting application and list out in Step 12 “Additional Information” of the application form the details of all information / supporting documents which is / are not yet available. You should take the initiative to prepare and submit it / them to SFO as soon as practicable.
- All bank records should show the position as at 31/3/2025.
- If you have not kept the original copies of passbooks and statements, the bank may charge handling fees for replacement copies.
- All supporting documents should be printed on blank A4 white paper and should be clear and readable. Documents printed in reduced size or on used paper are not accepted.
- The above checklist is for general reference only and not exhaustive. SFO may request you to provide other documentary proofs if necessary. You should refer to the TSFS Guidance Notes for more details. For enquiries, please contact SFO’s hotline at 2152 9000 or visit the following website - <http://www.wfsfaa.gov.hk/en/sfo/index.htm>.

