

## **2019/20 Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)**

### **Checklist of Supporting Documents**

This checklist is for reference only. Please submit the following documents to the Student Finance Office (SFO), Working Family and Student Financial Assistance Agency in support of your online application. For enquiries, please contact the SFO at 2150 6222.

#### **(A) All Applicants**

- 1. The duly signed declaration form (if the online declaration form is not digitally signed);
- 2. a photocopy of your Hong Kong Identity (HKID) card;
- 3. a photocopy of your course proof for the 2019/20 academic year (e.g. Student Identity card or debit note for tuition fee, which can show **(i) your student number, (ii) the name of your institution** and **(iii) the name / course code of your study programme**);
- 4. a photocopy of the first page of the bank passbook of your savings account or the bank statement or bank ATM card showing your name and bank account number; and
- 5. a **photocopy**\* of the transaction advice or account deposit form for the administrative fee paid (\$180) (please refer to the Points to Note for Paying Administrative Fee).

\*Note: If you submit the documents to the SFO in person or through your authorised person during the application stage, you may submit the **original copy** of the administrative fee receipt in one go.

#### **(B) Applicants Without the Right of Abode in Hong Kong Special Administrative Region (Hong Kong)**

- Photocopies of documentary evidence proving that you (a) have resided or have had your home in Hong Kong continuously for three complete years prior to the commencement of the course in the 2019/20 academic year (e.g. Permit for Proceeding to Hong Kong and Macau (One-way Permit)); and (b) are not (i) those holding student visas, (ii) those holding visas under the Immigration Arrangements for Non-local Graduates, or (iii) those who were 18 years old or above when they were issued with the dependant visas/entry permits.

#### **ATTENTION**

1. If you submit a photocopy of the transaction advice/receipt for the administrative fee paid at application processing stage only, please **keep the original copy** and **produce it to SFO upon acceptance of the NLSPS loan**. If you fail to produce the original transaction advice/receipt, you have to apply to the relevant bank for a documentary proof showing the transaction concerned. Please consider making an extra photocopy of the administrative fee receipt for your own record.
2. Your application will not be processed further unless the SFO has received your declaration and supporting documents.
3. If the supporting documents you provided are incomplete or inconsistent with the information provided in the online application, the SFO will contact you to obtain additional information and the processing time of your application will be longer.
4. Please consider carefully about your need and repayment ability before you accept any loan.
5. Early repayment may save interest.