

2024/25 Academic Year
Non-means-tested Loan Scheme for Post-secondary Students (“NLSPS”)
Checklist of Supporting Documents

- The application will be processed further when the Student Finance Office (“SFO”) has received the following documents.
- If the information provided in the application is incomplete or discrepancies in the supporting documents are found, the SFO may contact the applicant, the respective institution, other bureaux / departments of the Government of the Hong Kong Special Administrative Region (“Hong Kong”), or other organisations to obtain the information required and the processing time of the application will be extended correspondingly. **The SFO bears no responsibility for the delay so caused.**
- This checklist is for reference only and not exhaustive.
- For enquiries, please browse [the website of the Working Family and Student Financial Assistance Agency](#) or call the hotline of the Application Processing Unit at 2150 6222 during office hours ^{Note 1}.

During the Online Application

Applicants can pay the administrative fee through the credit card, the Faster Payment System, the Automated Teller Machine (“ATM”) or in person at any branch of the Hongkong and Shanghai Banking Corporation (“HSBC”). Please refer to the [“Points to Note for Paying Administrative Fee”](#) for details.

- ☐ (If the administrative fee is paid through the ATM or the HSBC branch) please upload the softcopy of the transaction advice, account deposit form or ATM transaction advice for administrative fee paid at “Step 5”.

(Please keep the original copy of the administrative fee payment proof properly and consider making a photocopy for record. The SFO may request applicants to submit the administrative fee payment proof in original. In case of any disputes, the decision of the SFO will be final.)

After the Online Application

Applicants should submit the following documents through online upload, by mail or using the SFO drop-in boxes, within **seven calendar days** from the date of successful submission of the application.

- ☐ 1. (If signed on paper) the duly signed **“Declaration Form”**: The “Declaration Form” could be downloaded from “Step 7” of the online application or from “Application Form(s) Submitted” page under the “SFO E-link – My Applications” online platform. The document is password protected. The password is **the first 6 characters** of your Hong Kong Identity (“HKID”) Card number. If your HKID Card number is “A123456(7)”, the password should be “A12345”;
- ☐ 2. a copy of the HKID Card ^{Note 2};
- ☐ 3. a copy of bank account proof ^{Note 2}: Such proof should bear the applicant’s name (same as the name shown on the HKID Card) and bank account number, for example, the first page of the bank passbook of the savings account, a bank ATM card or a bank statement issued within the last three months. The relevant bank account should be a **personal savings / current account** of the applicants who must be the **sole holder** of the account. Time deposit account, credit card account, foreign currency account, personal loan account and security / investment account will **not** be accepted; and
- ☐ 4. (For applicants without the right of abode in Hong Kong) a copy of documentary evidence proving that the applicants or their families have resided in Hong Kong continuously for three complete years prior to the commencement of the programme in the current academic year (“AY”): Such as the “Permit for Proceeding to Hong Kong and Macao” (commonly known as the “One-way Permit”), but **not** covering the following visas / entry permits:
 - (i) student visas / entry permits;
 - (ii) visas / entry permits under the Immigration Arrangements for Non-local Graduates; or
 - (iii) dependant visas / entry permits which were issued by the Director of Immigration when the relevant students have reached 18 years old.

Note 1

The SFO's office hours are 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:45 p.m. from Monday to Friday, except public holidays. Please enter the CSWGOs through the side entrance near the security counter outside office hours.

Note 2

If the following requirements are met, applicants **are not required to submit** a copy of the relevant supporting document(s). If necessary, applicants may still be requested to submit a copy of the relevant supporting document(s). **In case of any disputes, the decision of the SFO will be final.**

Criteria for exempting provision of a copy of the HKID Card:

1. having a successful application over the past 3 AYs under the Financial Assistance Scheme for Post-secondary Students ("FASP") / NLSPS / Tertiary Student Finance Scheme - Publicly-funded Programmes ("TSFS") / Non-means-tested Loan Scheme for Full-time Tertiary Students ("NLSFT") / Extended Non-means-tested Loan Scheme ("ENLS"); and
2. a copy of the Permanent HKID Card has been submitted together with the above application and there is no change in personal particulars on the Permanent HKID Card.

Criteria for exempting provision of a copy of the bank account proof:

1. having a successful application over the past 3 AYs under the NLSPS / FASP / TSFS / ENLS / Working Family Allowance Scheme and payment of grant and/or loan and/or allowance has been made and disbursed to the applicant's bank account; and
2. the bank account number of the above application is the same as that of the application for the current AY.