

# China Oxford Scholarship Fund Awards Application

## Frequently Asked Questions

### ELIGIBILITY

**1. Who is eligible to apply?**

An applicant must be a national of the People's Republic of China who is ordinarily resident in Mainland China, Hong Kong or Macau. An applicant must have an official or conditional offer to pursue a postgraduate degree at Oxford University.

**2. I am a Chinese PRC national who has been studying abroad. Can I apply?**

Yes.

**3. I am currently studying at Oxford University. Am I eligible?**

Yes.

**4. I graduated several years ago and just won a postgraduate place at Oxford. Am I eligible?**

Yes.

**5. I am a visiting scholar from China and am doing coursework at Oxford. Am I eligible?**

No.

### APPLICATION FORM

**6. Must all the information provided on the form be in English?**

Yes. It must be in English otherwise your application will not be accepted.

**7. Can my application form be completed hand-written?**

Yes. Please ensure you complete the form by print that it is legible. We recommend the form is completed by word processing as the application form is available for download in the Word Document format.

**8. Should I put down my personal email address and my current university email address on the application form? Will a work email address be acceptable?**

Please ensure you provide a personal email address along with another address as a back-up. The back-up email address can be your current university or alumni email address or even a work email address. We ask for 2 email addresses to ensure smooth and prompt communication with applicants.

**9. I don't know if I have been accepted to the college of my choice yet at Oxford? Should I leave that part on the application form blank?**

Please state which college you have applied to and note that it is to be confirmed with "TBC". You must inform us as soon as possible once you know to which college you have been accepted.

**10. Some of the awards have a preference for certain areas of study or college. Does this mean I am not eligible for those awards?**

No. These are preferences and not conditions unless otherwise stated.

**11. Why do you need to know about my scholarships or awards?**

This is to allow the Awards Panel the ability to gauge a candidate's propensity to secure recognition of

academic achievement as well as funding for his or her studies. It also assists in assessing any funding needs for an applicant's postgraduate studies as COSF provides only partial funding and is a one-year award.

**12. Do I need to specify which award I am interested in?**

No. The Awards Panel will decide the award that is best suited for successful candidates.

## **PERSONAL STATEMENT**

**13. How long should my personal statement be?**

We prefer personal statements to be one page only (500 word count). Statements cannot exceed two pages.

**14. What should be included in the personal statement?**

The statement should explain clearly and succinctly in laymen terms the focus of an applicant's academic research. Applicants should highlight the importance and impact of their research. This might involve expanding the world's academic boundaries and / or in improving the human condition for intended users. The statement is an opportunity for applicants to explain clearly why they need funding support if this is applicable to them. If applicants wish to disclose personal financial information about themselves or their family as part of their case for funding support, they may do so. The statement might also highlight any personal, academic and/or career objectives upon completion of their studies at Oxford. Applicants should briefly state how their future plans will benefit China, whether they are working in the country or overseas.

## **REFERENCE LETTERS**

**15. How many references do I have to provide and are they part of the application?**

You must provide information for two academic references on the application form. Reference letters are not required at the application stage.

**16. When should my references send their letters of support?**

If you are short-listed to be interviewed by the Awards Panel, you will then need to contact your two references as soon as possible and ask them to send their letters of support directly to us by email. We must receive the letters before the actual interview takes place.

**17. To whom should my academic referees address their letters?**

They should address their letters to the Awards Panel of the China Oxford Scholarship Fund.

## **OFFER LETTERS**

**18. Do I have to have an official offer letter before applying?**

Yes. You must have an official offer from the University of Oxford at the time of application. If you do not have an official offer, you are ineligible to apply.

**19. Which offer letter is required to support my application?**

We require a copy of the official offer letter from either Oxford University or the relevant Department which has offered you a place. If you are already attending Oxford, an official letter from your department to confirm your status will be required.

**20. I have a conditional offer from my department at Oxford and am worried I won't receive my official offer before the application deadline. Can I send a copy of the official letter after my application has been posted?**

Yes. Please send the copy of your official offer to us as soon as possible and ensure you note that the document is part of your application.

## **SUPPORTING DOCUMENTS**

### **21. What are the supporting documents that need to go with my application?**

The official offer letter from Oxford University, the personal statement, a passport-style photo which should be attached to the application form, transcripts from your undergraduate studies, copies of any scholarships and certificates or financial aid awarded.

### **22. I am already attending Oxford University as a graduate student. Do you still need my transcripts for my undergraduate studies??**

No. Existing graduate students at Oxford University are exempt from this requirement.

### **23. Should I include my actual research proposal and resume with the application?**

No. Do not include your resume or research proposal with your application. You can briefly expand on either of these in your personal statement if you wish to do so or during your interview if you are shortlisted.

### **24. My transcripts are in Chinese. Is this a problem?**

No.

## **FINANCIAL-RELATED MATTERS**

### **25. Do those with greater financial receive preference over those who have less need?**

No. We will make the selection based on the merit of each application. Financial need is one of the factors for consideration. Other criteria are academic excellence, field of study, leadership qualities and the commitment to contribute to development in China

### **26. I have been short-listed for funding from another scholarship. Will this jeopardise my chances of securing a China Oxford Scholarship Fund award?**

No. The Awards Panel will make its selection based upon the merit of each applicant. The financial status of each student and their access to other scholarships are taken into consideration. Please ensure that you provide an accurate reflection of the scholarships that you have won.

### **27. Your awards are listed as up to £20,000. Does this mean I have a chance to receive an actual award of that amount?**

We state the maximum that may be offered in one year. The exact amount for the various awards depends on funding availability during a given year and the circumstances of each successful applicant.

### **28. What is the duration of the scholarship funding?**

The awards provide one-year of funding.

## **SUBMITTING YOUR APPLICATION**

### **29. Can I send my application in very early before the opening date of January 1<sup>st</sup>? Will my application be accepted and would this mean I would have an advantage over others who apply later than me?**

No. We will only accept applications from January 1<sup>st</sup> onwards. Applications that are submitted before this date will not be accepted. Applications submitted online or received in Hong Kong from January 1<sup>st</sup> to April 15<sup>th</sup> will be treated equally.

**30. Should I post my application form as well as submitting it online?**

No. You must choose either posting it to our Hong Kong address at: G.P.O. Box 2755, Central, Hong Kong or submitting it online by the deadline of 15th April 23:59 Hong Kong time (or 16:59 UK time).

**31. If I post my application to Hong Kong, is the closing date the postmark date?**

No. All applications must be received by the closing date at the Hong Kong postal address.

**32. My postal application submission will arrive in Hong Kong after the closing date. Will it still be accepted?**

Your application will be marked as “late” and arriving after the closing date. It will then be up to the Awards Panel whether it will consider your late application.

**33. How will I know that you received my postal application in Hong Kong?**

We will confirm receipt of your application by email as soon as it is possible.

**34. Is there a postal code for the G.P.O. Box address in Hong Kong?**

No.

**35. Can I send my application by using a private express or courier mail service?**

No. We are unable to accept private express courier mail services such as DHL, Federal Express or UPS. However, we can accept express mail from China via its local postal offices with its EMS service. We also are able to accept express mail service provided by Royal Mail in the United Kingdom and any express mail service provided by a local postal office service in any given country.

**36. The EMS service in China requires a contact telephone number for the G.P.O. Box address in Hong Kong. What is the telephone number?**

The Hong Kong General Post Office’s general number is (852) 2921-2222.

**37. I have sent my application packet using EMS. I have tracked the EMS package online but it says it hasn’t been collected at your Hong Kong address. Does this mean my application has not arrived or received?**

No. This means your application has been delivered to our G.P.O. Box 2755 address in Hong Kong and is awaiting collection from COSF staff.

**38. Can I personally drop off my application form at your office in Hong Kong?**

No. All applications submitted by post must be sent to: COSF, G.P.O. Box 2755, Central, Hong Kong.

## **RECEIPT OF YOUR APPLICATION**

**39. I submitted my application already but want to make changes to my application and personal statement. Can I do this?**

No. All submissions are final. Please review your application and all documents carefully before submission.

**40. How will I know that you have received my application?**

If you have submitted your application online or by postal service to our Hong Kong address, we will confirm receipt of your application as soon as possible.

**41. If I don’t hear from you after I have sent my application, should I follow-up with an email?**

We ask applicants not to contact us as this impedes the whole awards process. We receive a high number of applications and examine each application with due care. This requires time. We ask for your patience and will confirm receipt as soon as possible.

## INTERVIEWS

### **42. If I am short-listed but am unable to attend the interview, what can I do?**

A video interview will be arranged if this situation arises for a short-listed candidate.

### **43. When do applicants find out if they have been short-listed?**

Short-listed candidates will be informed as soon as possible.

### **44. When do the interviews take place?**

Interview dates will vary according to the location. They normally take place from late May to late July.

## ANNOUNCEMENT OF RESULTS

### **45. When will I find out if I am a successful scholarship recipient?**

Successful award applicants will normally be informed in August.

### **46. Does COSF require the funds to be used in a specific manner?**

We expect the awards to help defray a student's tuition and/or assist with living costs.

### **47. Will the scholarship cover all my living expenses in Oxford?**

This is unlikely. Students are expected to have other resources to support their studies at Oxford.

### **48. Are successful award winners required to return to China immediately after their studies at Oxford?**

We expect award winners to gain work experience overseas and that Scholars will eventually return to China to make a meaningful contribution.

### **49. If I am unsuccessful, can I find out the reasons why I didn't get an award?**

No. This will not be possible as the assessments of applicants are confidential.

### **50. If I am an award winner, how do I receive the funds?**

A cheque will be issued to you in your name and sent addressed to you at your college at Oxford. You will then be required to sign a receipt of confirmation letter of the payment and return the form to us by email.

### **51. If I am an award winner, do I have to deposit my cheque right away?**

Your award cheque should be deposited within 60 days of your receipt of the payment.

### **52. How long do you keep on file the personal information that I provided on my application form?**

Your application will be destroyed as soon as the successful candidates are announced. Your contact details will be kept on file for one year.

### **53. Are we expected to stay in contact with COSF when we are at Oxford?**

During and after your studies at Oxford, it is hoped that COSF Scholars will attend our events in the UK and in China as well as joining our international network of alumni.