

**2022/23 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**

**(When completing** online application: **You should upload the relevant supporting document at Step 5.)**

- The transaction advice or account deposit form for administrative fee paid (HK\$180)\* (please refer to the Points to Note for Paying Administrative Fee).

**(After completion** of online application: **You should submit the following documents through online upload, mail or drop-in boxes.)**

- 1. The duly signed declaration form (for paper signing);
- 2. a photocopy of your Hong Kong Identity (HKID) Card <sup>Note 1</sup>;
- 3. a photocopy of your course proof for the 2022/23 academic year (remarks: photocopy of Student Identity Card is required for continuing students; photocopy of payment proof for registration fee or tuition fee issued by your institution can be accepted for new students) <sup>Note 2</sup>; and
- 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 <sup>Note 3</sup>.

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

- A photocopy of documentary evidence proving that you have resided or have had your home in Hong Kong continuously for three complete years prior to the commencement of the course in the 2022/23 academic year (e.g. Permit for Proceeding to Hong Kong and Macau (One-way Permit)). (Remarks: The following students are not eligible to apply for the assistance even if they meet the “3-year residence” criterion –
  - (i) holding student visas/entry permits;
  - (ii) holding visas/entry permits under the Immigration Arrangements for Non-local Graduates; or
  - (iii) holding dependant visas/entry permits which were issued to them by the Director of Immigration when they were 18 years old or above.)

## **ATTENTION**

1. Please **keep the original copy of the transaction advice/account deposit form for the administrative fee paid properly** and consider making an extra photocopy 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.

### **Notes 1 – 3**

If you meet the following requirements for one or more than one items of the corresponding supporting document(s), you may not be required to submit the supporting document(s) as specified. If necessary, you may still be required to resubmit the relevant document(s). In case of any disputes, the decision of the SFO will be final.

#### **Note 1:**

1. You have a **successful application** over the past 3 academic years 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. You have submitted a copy of your **Permanent HKID Card** together with the above application and there is no change in personal particulars on your Permanent HKID Card.

#### **Note 2:**

1. You have a **successful application** over the past 3 academic years under the FASP/ NLSPS; and
2. The **Institution Course Code** of the above application is the same as that of your application in the 2022/23 AY; and
3. You have submitted a copy of your **course proof** together with the above application and there is no change on your course proof.

#### **Note 3:**

1. You have a **successful application** over the past 3 academic years under the FASP/ NLSPS/ TSFS/ ENLS/ Working Family Allowance Scheme and **payment** of grant and/or loan and/or allowance has been made to you and disbursed to **your bank account**; and
2. The **bank account number** of the above application is the same as that of your application in the 2022/23 AY.