

RESEARCH GRANTS COUNCIL

Hong Kong PhD Fellowship Scheme

Guidelines for File Submission via the On-line Application System (OAS)

Important Notes:

It is the obligation of the applicant to ensure all files to be uploaded fully comply with the requirement set out in the "Explanatory Notes for Completing Application Form". Files which do not meet the requirement **WILL NOT BE ACCEPTED**.

Other than the situation mentioned in Item I. Section H of the Explanatory Notes, the RGC Secretariat **DOES NOT ASSIST IN CHANGING OF ENTRIES AND UPLOADING DOCUMENT**. All requests in the aforementioned nature will be ignored and the relevant application will be regarded as does not comply with the requirements in the Explanatory Notes and may not be processed.

I. General Requirements

- a. The file size of each of the PDF documents attached to the applications **should not exceed 500kb**.
- b. The uploaded file must be a scanned copy in **PDF image format** or a PDF file that does not contain any cross-referencing such as hyperlinks and special features other than text.
- c. We only allow **ONE PDF file per academic result entry** inputted into the system. If you have two separate files as supporting documents for one academic entry, for example, a transcript and certificate, you need to merge the two files together as one to be inputted into our system.
- d. If possible, please save the PDF file in a lower version (Adobe Acrobat version 5) to avoid possible problems when uploading your PDF documents to the OAS.
- e. Please use a filename that contains only alpha numeric characters (A-Z,a-z,0-9) and **DO NOT USE additional periods (.)** and special characters in the filename.

II. Guidelines for Uploading PDF Files

Section A - General Information

Applicants are required to upload a copy of their passport or national identity document in Item I. Personal Particulars of Section A.

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A - General Information

[Go back to Explanatory Notes of "Section A - General Information"](#)

I. Personal Particulars

* mandatory fields

Family Name	<input type="text"/>
Given Names	<input type="text"/>
Name in Chinese (if applicable)	<input type="text"/>
Date of Birth (dd/mm/yyyy)	<input type="text"/>
*Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
*Passport number OR national identity document number (if passport is not available)	<input type="text"/>
*Please upload a copy of your passport or national identity document (if passport is not available) in PDF format.	<input type="text"/> <input type="button" value="Browse..."/>
Hong Kong Identity Card number (if applicable)	<input type="text"/>

To upload a scanned PDF file to the system, click "Browse..." to select a file to attach.

Attention: If problems are encountered when viewing a PDF document, please refer to item (e) of "GENERAL" for possible solution.

If the file was successfully uploaded to the system, applicants can view the attachment by clicking this button.

The above instructions are also applicable to **Section C – Research Proposal Summary** and status page **“Payment of Application Fee for Admission to Institution”**.

Section E: Academic Qualifications and Test Results

Applicants are required to upload all credential to support the qualifications/ test results reported in this section.

Step 1:

Date/Proposed Date of Test (mm/yyyy)

Result (Score achieved/Highest Score or % below for GRE Subject Tests)

(Expected) Result Receipt Date (mm/yyyy)

(maximum 13 records)

Name	Organization
a	asdf
A	B

Attention: To prevent data loss, please s

To upload the scanned copies of credential, click "Upload Documents" to open a new page for uploading files to the system.

Research Grants Council
7/F., Shui On Centre, 6-8 Harbour Road, Wanchai, Hong Kong SAR, China.
Fax: (852) 2845 1183 E-mail : HKPF@ugc.edu.hk

Step 2:

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E - Academic Qualifications and Test Results

Document Upload

Please upload soft copies of each certificate / official transcript/ qualification. Applicants should upload both the front and back sides of the transcript so as to indicate the grading system. There is only one PDF file per entry. If you have two files belonging to the same entry, you must merge the two files to one PDF file. Please note that files sharing the same name will overwrite each other in this section.

I. Academic Qualifications

Attention: If problems are encountered when viewing a PDF document, please refer to item (e) of "GENERAL" for possible solution.

(Current Studies)

(Previous Studies)

asdf

asdf

sadf

[Attachment](#)

Only **ONE** PDF file is allowed per entry. If you have two documents belonging to the same entry, for example, a transcript and certificate, you must merge the two files as a single PDF file.

If the file was successfully uploaded to the system, applicants can view the attachment by clicking this button.

II. Test Results

III. Problems in viewing PDF file

If problems are encountered when viewing a PDF document, applicants may try the following steps to disable the "View In Browser" or "Web Browser Integration" feature in the Adobe Acrobat viewer:

For Adobe Acrobat 5.0

- 1) Open Adobe Acrobat Reader
- 2) Go to <Edit><Preferences>
- 3) Remove "Check Mark" for "Display PDF in Browser"
- 4) Press <OK>
- 5) Close window
- 6) Go to browser and try again to view the PDF

For Adobe Acrobat 6.0/7.0/8.0

- 1) Go to <Edit> <Preferences>
- 2) Go to <Internet>
- 3) Remove "Check Mark" for "Display PDF in Browser"
- 4) Press <OK>
- 5) Close window
- 6) Go to browser and try again to view the PDF

RGC Secretariat
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