



聖若瑟大學  
UNIVERSITY OF  
SAINT JOSEPH

## USJ COMMUNITY FELLOWSHIPS

*As an international university, USJ is committed to providing equal opportunities to all its students, and this is reflected in the scholarship principles and operations.*

The USJ Community Fellowships serve the mission and vision of the University to enable all its students to fulfil their potential in learning and achievement; Fellowships are part of the process of accomplishing these. Fellowships are a mechanism for assisting and supporting students who are experiencing financial hardship. Fellowships are normally considered once applications from or on behalf of students have been received by the Scholarship Committee.

### **ELIGIBILITY:**

Applicants must be regular active USJ students with no overdue balance in current academic year.

#### **1. Rules and guidelines in applying for USJ Community Fellowships are:**

- 1.1 Applications are set in the beginning of the First Semester of each academic year. Official application period is announced by the Office for Student and Alumni Affairs and sent to all students via USJ email. All applications must be submitted before the end of the official application period. Applications which are incomplete after the deadline will not be considered.
- 1.2 Applicants should have a cumulative GPA of 14/20 or above or 70/100 in their high school grade for Year 1 students, in the past year of study along with an attendance above 80% in all modules, and meet the requirements stated by the donors.
- 1.3. Students must apply for scholarships or student loans from Education and Youth Affairs Bureau (DSEJ) and provide the copies of all documents submitted to DSEJ before apply for USJ Community Fellowships. If students do not receive DSEJ Loan for any reason, they are also eligible to apply for USJ fellowship. DSEJ scholarships will be considered as part of the applicant's income as preceding cases.
- 1.4 The monthly family income is calculated by adding all amounts received by parents, where the student is directly dependent, and the student's own income including any other scholarships or subsidies. If both parents are not employed, additional document to justify the financial situation will be required.
- 1.5 Fellowships will be awarded by candidate ranking rate (please refer to the below formula) and are subject to the values and purposes defined by the donors.

### **APPLICATION PROCEDURE:**

- 1.6 Complete the USJ Community Fellowship Application Form and provide the required supporting documents.
- 1.7 A selected number of qualified applicants will be invited for interviews (optional).



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- 1.8 The USJ Scholarship and Fellowship Committee will decide upon the result of the applicants based on academic merit and financial situation.
- 1.9 USJ will announce the results through USJ media. Official application period is announced by the Office for Student and Alumni Affairs (OSAA) and sent to all students via USJ email.

## 2. REQUIRED DOCUMENTS:

- 2.1 USJ Community Fellowships Application Form;
- 2.2 Copy of valid ID Cards/Passport of all Family members (**all in ONE A4 paper**)
- 2.3 Copy of Student card(s) if any of the family member(s) is/are student(s) (**all in ONE A4 paper**)
- 2.4 Copy of Transcript of Records for the past Academic Year (**Year 1 Students Only**)
- 2.5 Professional Tax: Application for Certificate of Income, Imposto Profissional Pedido de Certidao Rendimentos in Portuguese, 收益證明書 in Chinese (former fiscal year) of family members (from **Finance Department**)
- 2.6. To simplify the submission procedure, for those who are DSEJ scholarships or loan applicants, they can simply submit the copies to DSEJ to you. However, If the students are unable to provide the copies, students are required to submit the same documents as:
  - A. Income Statement (full- time and part-time) of the family members from employer(s).
  - B. Rental or mortgage contract of the applicant's family (for owned property, provide
  - C. **Property Registration Certificate**)
  - D. Documents related to the history of financial assistance/scholarship include the total amount received by any family member in the past academic year offered by any organization/institution/school
  - E. Evidence of students' contribution to the university or recommendation letters from the faculties is a plus // can consider requesting applicants to submit a resume.
  - F. Application Letter

## USJ COMMUNITY FELLOWSHIPS SELECTION CRITERIA:

- We will only consider income, expense and net value of assets owned.
- Family means members living together including parents, where the student is
- directly dependent, student and non-working siblings.
- A minimum GPA of 14 is required.

**Income** includes all kinds of family income, including salary & wages, interest & investment income, rental income.  
**Expenses** include tuition fees, rental payment, loan interest and utilities payments for the family. Special consideration will be given to family with member requiring long term medical expenses.

**Net worth of family asset** including savings, property owned, stocks and investments etc. together valued over 3 million or 1 million per person (which ever is higher) should not apply, considering that the market value of a 1-bedroom apartment is around 2.5 million now in Macau.



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Applicants will be queued up according to the result of:

**(income - expenses) / number of family members living together**

If two or more candidates are having the same result, final decisions will be made by the USJ Scholarships and Fellowship Committee according to their cumulative GPA.

**Announcement:**

The result will be announced through USJ media by the Office for Student and Alumni Affairs in the first semester.

**3. DUTIES FOR USJ COMMUNITY FELLOWSHIPS RECIPIENTS:**

- 3.1 Students who are granted a Fellowship must attend the USJ Scholarships and Fellowships Award Ceremony unless justified and approved by the related Committee.
- 3.2 Students must sign the Fellowship Agreement & Acceptance/Decline Form within 15 days of receiving the official notice from the Office for Student and Alumni Affairs that they have been awarded a USJ Community Fellowship.
- 3.3 Students are expected to comply with all USJ polices and guidelines (refer to the Student Handbook); students who retake their courses, irregular students and students with an outstanding balance are not eligible to receive the Fellowships.
- 3.4 Fellowships are given on the basis of the full academic year. Recipients request to change programmes, suspend or withdraw from studies, the amount of fellowships entitled will be adjusted proportionally.
- 3.5 Students who make false declaration on any of the required information or documents are liable to the termination of the fellowships immediately.

**Payment Method:**

The fellowships received will be deducted from the tuition fee.

**Author:** USJ Scholarship and Fellowship Committee

**Approved by:** USJ Scholarship and Fellowship Committee

**Approval date:** 30 August 2019

**Operational commencement date:** 9 September 2019

**Version number:** USJ Community Fellowships information 001