

TSFS E-form Guide / Q&A

I) TSFS E-form

- “Tertiary Student Finance Scheme — Publicly-funded Programmes” (TSFS) / 「資助專上課程學生資助計劃」 applicants are required to submit E-forms.

- The 2009/10 TSFS E-forms include Form G (表格 G) and Form S (表格 S).
2009/10 TSFS E-forms can be downloaded from the SFAA websites:
 - <http://www.sfaa.gov.hk/tc/index.htm> (Chinese)
 - <http://www.sfaa.gov.hk/eng/index.htm> (English)
 - <http://www.sfaa.gov.hk/tc/public/index.htm#tsfs> (Chinese)
 - <http://www.sfaa.gov.hk/eng/public/index.htm#tsfs> (English)

- The downloaded E-form is allowed to be saved for future use.

- To open/use/save/print the E-form, the computer should have installed:

Adobe Reader (version 7.0.5 or higher) and Asian Fonts Packs (Chinese Traditional fonts)*; the download websites are:

http://www.adobe.com/products/acrobat/readstep2_allversions.html and

<http://www.adobe.com/products/acrobat/acrrasianfontpack.html>

* If Chinese characters cannot be displayed.

For system requirement of **Adobe Reader**, please visit website <http://www.adobe.com/products/reader/productinfo/systemreqs>.

- In case of enquiries, TSFS applicants may call the TSFS hotline 2150 6000.

II) TSFS E-form Q&A

(1) What software should be installed in the computer to use the E-form?

To use the E-form, the computer in use should have **Adobe Reader (version 7.0.5 or higher)*** installed.

* **Adobe Reader** is downloadable from website

http://www.adobe.com/products/acrobat/readstep2_allversions.html.



If Chinese characters cannot be displayed, **Adobe Asian Fonts Pack** * should be installed too.

***Adobe Asian Fonts Pack** is downloadable from website

<http://www.adobe.com/products/acrobat/acrrasianfontpack.html>.



(2) What will happen if an incorrect version of Adobe Reader or a third party PDF Reader is used to open the E-form?

If you use an incorrect version of **Adobe Reader** or a third party PDF Reader, such as **Adobe Reader 6.0**, you will encounter problem in form opening/display/printing, and you will not be able to use all the form functions. Given that, please use **Adobe Reader (7.0.5 or higher)** to open the E-form.

(3) Where can I download the E-form?

E-forms (Form G / Form S) can be downloaded from SFAA website <http://www.sfaa.gov.hk/eng/public/index.htm#tsfs> .



to next page

..... from previous page (**Where can I download the E-form?**)



(4) Do I need to submit the E-form via the Internet?

You do not have to submit the E-form via the Internet. When you have completed the E-form, you should print and submit the E-form. To prevent any loss of form page(s), the completed E-form and supporting document(s) should be stapled together tightly. Please be reminded that you/your parent(s)/your spouse/your sibling(s) should sign on the E-form. At last, the completed E-form and supporting document(s) should be submitted to your institution.

(5) **What should be paid attention to when I save the E-form?**

You should pay attention to the followings when saving the E-form:

- You should save the downloaded E-form for future use.
- It might take several minutes to save the E-form.
- When you are using a computer for shared-use by the public and/or other person(s) to amend/print your E-form file, you are advised to consider if it is necessary to save the E-form file to that computer / delete the saved E-form file from that computer, so as to protect personal information.
- If you use **Adobe Reader 8.0** to save the E-form, size of the saved file will be smaller.

(6) **What should be paid attention to when I print the E-form?**

You should pay attention to the following(s) when printing the E-form:

- You should use white color A4 size paper and plain paper; no lined paper is allowed.
- You should print the E-form on one side of the paper only, and the form printed should not consist of half lines leaving the other half lines to be matched from another page.
- Your name will be printed on the top right-hand corner of Page 1 automatically.
- Your identity card number will be printed on the bottom centre of every page automatically; and the saving / printing time of the E-form will be printed on the bottom right of each page.
- You can choose to print either one page of the E-form; but you should complete all the **mandatory fields** to print the Page 1 and Page 3 of Form G / Form S.

(7) **What is 2D Barcode?**

- '**2D Barcode**' is printed on Page 1 of the E-form.
- Whenever you save / print the E-form, your (applicant) basic information which has been inserted in **Part A to F of Form G (Page 3 to Page 4) / Section I and Section II Part A to F of Form S (Page 3 to Page 4)** with computer, will be stored in the **2D Barcode**.
- When SFAA receives the **2D Barcode Page**, the basic information stores in the **2D Barcode** will be transferred to SFAA's computer system through computer scanning.
- For this reason, you should ensure that **Page 1 / 3 / 4** of the E-form are submitted with your application.

- Please ensure that the information contains in the **2D Barcode on Page 1, Page 3 and Page 4** is consistent. For example, if you find that it is necessary to amend information in **Page 3 / Page 4** after you have printed **Page 1 / 3 / 4**, you have to amend and save the E-form file with computer, then you should re-print **Page 1 / 3 / 4** and submit these latest print-outs.
- (8) **What are mandatory fields?**
- **Mandatory fields** are E-form fields that must be completed.
 - **Mandatory fields** are circled by red borders.
 - The basic group of **mandatory fields** can be found in **Page 3, 4, 6, 14, 16** of **Form G / Page 3, 4, 6, 8, 10, 11** of **Form S**.
 - The remaining **mandatory fields** will be displayed when you have inserted some of the information with computer. This group of **mandatory fields** can be found in **Page 4, 5, 6, 17** of **Form G / Page 4, 5, 6, 11** of **Form S**.
 - **Page 1** and **Page 3** of E-form can only be printed when you have completed all the **mandatory fields**.
- (9) **What is the use of ‘Add Page’ button?**
- When the space for data entry is insufficient, you may click the **‘Add Page’** button (at the bottom of the E-form), an additional page will be added to provide additional data entry space.
 - **‘Add Page’** buttons are available at **Page 2**, from **Page 7 to 15** of **Form G**. Page numbers of the additional pages are **2A/7A/8A/9A/10A/11A/12A/13A/14A/15A**.
 - **‘Add Page’** buttons are also available from **Page 7 to 9** of **Form S**. Page numbers of the additional pages are **7A / 8A / 9A**.
- (10) **What is the use of ‘Clear this page’ button?**
- The **‘Clear this page’** button is to clear all the information inserted in the current selected page. The button is available at the top of all E-form pages.