



The Dragon Foundation
Dragon 100 2018
Application Guideline



Privacy Policy Statement

We respect personal data and are committed to fully implementing and complying with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance in Hong Kong. All the personal data and information provided by applicants in this application form will be used solely for selection purposes and programme promotion. All data will be kept strictly confidential.

Application Guideline

1. Applicants should submit
 - i. **The Online Application Form** available at: <https://dragonfoundation.net/2018dragon100/>
 - ii. **A Completed Nomination Form** with the signature and chop of nominating organization/institution
 - iii. Copies of documentary evidence as appropriate
 - iv. A 300dpi passport photo (in JPEG or TIF format)
2. Please ensure that all information is accurate.
3. Please save a copy of the completed application for future reference.
4. Documentary evidence should be provided to support information in Parts I, V, VI& VII of the nomination form. Label the relevant evidence clearly. Upload all documents in ONE package at Part X of the online application form on or before **28 June 2018**:
5. Complete the nomination form to the best of your knowledge. The Selection Office will check data with documentary evidence supplied. Please pay particular attention to the following when completing the form:

Part IV Education Background and Work Experience

For Part IV, please begin with the institution last attended or highest educational level to be attained/attained up to and including secondary/high schools attended.

e.g.

Year	Name of Institution	Level to be attained/attained
2017-Current	ABC University	PhD in Physics
2015-2017	ABC University	Master of Science in Physics
2010-2015	ABC University	Bachelor of Science
2004-2009	JK High School	Certificate

If the transcript is based on a language other than English or Chinese, you have to translate the relevant parts on the transcript into English.

Part V & VI Academic & Non-Academic Attainments

Regarding information on “Level of achievement”, applicants should choose “International”, “National/Statewide” or “Regional/University”. The appropriate Level of achievement should be based on the scale of the “Awarding Authority” and/or the pool of competitors. For example, applicants should select “International”, if the Scholarship/Award is granted by an international organization and a pool of international competitors is involved.

e.g. Academic Attainments

Name of scholarship/award	Level of achievement	Awarding authority
International Mathematics Olympiad (Silver)	International	International Mathematics Olympiad
National Merit Scholarship	National / Statewide	National Merit Scholarship Corporation
Essay Contest Winner	Regional / University	Boston Public Library Foundation
Subject Prize	High School	HJ High School

e.g. Non-Academic Attainments

1. Competition

Area of competence	Prize/award received	Level of achievement	Awarding authority
Music	International Music Award	International	International Youth Music Festival
Sports	US Sports Stars Award	Naitonal/ Statewide	US Sports Federation
Chess	University Championship	Local/ University	ABC University

2. Skills

Area of skill	Prize/award received	Level of achievement
Music	Diploma in Music Performance	Excellent
Sports	TaeKwonDo 4th Black-Belt	Good
Music	Piano Grade 6	Skillful
Sports	Karate Green Belt	Average

Part VII Extra Curricular Activities/Community Service

For Part VII (1), applicants should enter a leadership position for that particular organization serving for at least ONE year. For Part VII (2), applicants should enter an event that they serve as members of the organizing committee and not duplicate with those within the leadership/service capacity in Part VII (1). Applicants have to provide information regarding the level of scale of organization in Part VII (1) and the scale of event in Part VII (2).

e.g. Part VII (1) Extra Curricular Activities

Year/Duration	Organizations	Position held	Level of scale
Feb 17 – Jan 18	University Student Union	Chairperson	Local/ University
Feb 16– June 17	Youth Volunteer League	President	National/ Statewide

e.g. Part VII (2) Community Service

Year	Event	Position held	Level of scale	Duration
03/2017	Inter Hall Drama Competition	Chairperson	Local/ University	1 Year
22/4/2017	All-State Walkathon	Campaign Officer	National/ Statewide	Single Event
01/2016	Asia-Pacific Student Leadership Conference	Organizing Committee Member	International	3 months

6. Fill in the information to the best of your understanding. The Secretariat will verify if the data being entered are correct based on copies of your documentary evidence.

Part X Upload Documents

1) Recent Passport Photo

Your recent passport photo should show a full frontal face with clear facial features, street attire without a hat or dark glasses. Photograph should be in colour and its size should be 40mm (W) x 50mm (H) with 300dpi in JPEG or TIF format. The photo will be published in the delegation booklet.

2) Nomination Form / Recommendation Letter

To complete the application, a valid nomination from a person who can attest to your ability and qualifications is required. Your nominator could be your university professor, employer, mentor or community leader, from any Hong Kong or overseas university, business corporation, non-profit organisation, educational institution, professional body, or registered community group.

Nomination Form at <https://dragonfoundation.net/wp-content/uploads/sites/94/2018/05/2018-Nonimation-form.pdf> must be completed with signed consent of the nominator with chop of nominating organisation / institution / company. Nominator may choose to write a recommendation letter instead. The letter should be written on an official organisational / institutional / company letterhead paper and submitted with nominator's business card. In exceptional cases where this is not possible (e.g. if the nominator has retired), contact information and details of nominator's current and/or previous relevant position should be included in the letter. The letter can be addressed to Mr Gary Tang, Secretary-General of The Dragon Foundation.

Please note that nomination form or recommendation letter must be submitted online by the Programme's application deadline, i.e. **28 June 2018 (HKT23:59)**.