

**Lingnan University**  
**Office of Global Education**  
**Application for Student Exchange Programme**  
**User Guides for Applicants**

**PART A – IMPORTANT NOTES FOR APPLICANT .....2**

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## Part A – Important Notes for Applicant

**Please read the following carefully before you fill in the application.**

### 1 Use of Information in the Application

The information provided by an applicant will be used for the following purposes:

- (a) As a basis for selection for admission to undergraduate programmes offered by Lingnan University and for other relevant purposes;
- (b) For transferring the relevant part of the applicant's personal data to the student record system of Lingnan University upon successful application.

### 2 Basic Admission Requirements

Application will be processed only through the nomination submitted by partner institutions. A recommendation letter from partner institution (in English, either from a Faculty Member of student's home institution or the International Office) for each applicant is required. The applicants must be full-time students other than first-year or final-year-final-semester students.

For those whose native languages are not English, are generally required to have a TOFEL score of 213 (computer-based), 550 (paper-based) or 79 (internet-based), or an IELTS score of 6. We also accept a TOEIC score of 750 with a supporting letter# from partner institution or a TOEFL ITP score of 550 with a supporting letter# from partner institution.

#the support letter can be issued by your office/faculty members covering that the student is able to follow classes to be conducted in English

A cumulative Grade Point Average of 2.5 (on a 4-point scale) or above is generally required.

### 3 Deadlines for Application

A completed set of application should reach the Office of Global Education (OGE) on or before the deadline listed below:

**Deadline for Application for the 1st (Fall) Term / entire academic year: 30 April**

**Deadline for Application for the 2nd (Spring) Term: 31 October**

**Deadline for Application for the Summer Term: Early March**

### 4 Student Visa Application (to be submitted together with your application for student exchange programme)

**All applicants should make sure that they are eligible to apply for a proper student visa to study in Hong Kong.** The University is not responsible for obtaining visas for non-local students but will render all necessary support to admitted students.

The form and guidance notes on application for visa/entry permit for Hong Kong can be downloaded from the Immigration Department website, respectively, at:

Application Form: <http://www.immd.gov.hk/pdforms/ID995A.pdf>

Guidance Notes (for English version): [http://www.immd.gov.hk/pdforms/ID\(E\)996.pdf](http://www.immd.gov.hk/pdforms/ID(E)996.pdf)

Guidance Notes (for Chinese version): [http://www.immd.gov.hk/pdforms/ID\(C\)996.pdf](http://www.immd.gov.hk/pdforms/ID(C)996.pdf)

Applicants should complete only Part "A" (Page 1 to 4) of the visa application form. Please provide the evidence of your financial standing as stated in section 7 of Part A of the visa application (e.g. latest bank statement, certificate of deposits or payroll slip of the applicants or their supporting family members, documentation of financial aids), and a clear copy of your travel document (the page containing personal particulars and issuance and expiry dates), as we need to make sure that the passport/travel document is valid for at least 6 months beyond the intended stay in Hong Kong.

For students from the Mainland China, please provide a clear copy of your identity card (both front and rear sides).

For students from Taiwan, please also provide a clear copy of your (1) identity card (both front and rear sides) and (2) household registration.

For students from Morocco, please also provide a clear copy of your (1) passport, (2) student ID card, (3) birth certificate (in original language and English translated version) and (4) your personal statement covering the reason why you intend

to study in Hong Kong, your future plan after the completion of study in Hong Kong and how your study in Hong Kong related to your career and future planning.

Please return the student visa application form and the required documents with an amount of HK\$430, covering the non-refundable fee for student visa application (HK\$190) and the postage (HK\$240), either by sending us a bank draft or making credit card payment online (you will be invited to do so upon acceptance). Failure to do so will incur a late fee upon arrival. Lingnan University will submit the visa application to the Immigration Department of Hong Kong as a sponsor. Once the approval is granted, the University will collect it from the same Department and send it to the applicant through international courier. **Please be reminded that the visa processing time may be affected if there are any follow-up questions regarding your visa application, so please complete Part A of the application form with special care.**

## 5 Study Load

To qualify for a full-time status at Lingnan, a student is required to take **at least 12 credits undergraduate courses** (or 4 undergraduate courses, 3 credits each) per term. All students coming to Lingnan as exchange students must enroll for a full time status with reference to the immigration laws of the HKSAR. In general, we encourage students to enroll for 5 undergraduate courses to start with. Please consult with your academic advisors at your home institution regarding your course selection at Lingnan University before submitting your application.

## 6 Accommodation Requirement

All exchange students are required to **live on-campus and share room with a non-exchange student** during the entire period of study at Lingnan University. Rooms are randomly assigned. **Room assigned cannot be changed without justifiable reason and prior approval by the University.** There are ten student hostels (i.e. Hall A-H, WHC Hall and WJY Hall) in Lingnan University in air-conditioned rooms, each of them shared by two students. Please visit <http://www.ln.edu.hk/ssc/hostel> for details of the hostels.

## 7 Payment of Tuition, Accommodation and Other Fees

Depending upon the exchange agreement between Lingnan and the respective home institutions, an exchange student is normally required to pay tuition to his/her home institution. For other fee such as hostel (dorm) fee, please check with your home institution. For students who are required to pay accommodation fee to Lingnan, the fee (approximately HK\$6,260 per term\*, depending on the allocation result), is required to be settled upon offer acceptance and before arrival. However, all students are required to pay HK\$330 per semester\* as air-conditioning fee.

\* The hostel fee and air-conditioning fee are under University's review and subject to change. You will get a refund upon arrival if there is a price discrepancy with the final amount.

## 8 Caution Money

The purpose of this caution money is to cover any expenses, e.g. library fines, key loss, furniture damage, etc., incurred by the students. The actual amount of deduction (if any) is confirmed at the end of the term. Students will be informed by email of the amount to be deducted (if any) within three months after the completion of the exchange. The University may withhold the student's transcript should he/she has any unsettled account due to the University. Therefore, you need not to pay the caution money upon offer acceptance.

If you opt to pay by bank draft, any incurred fee during exchange study at Lingnan University will be settled by posting a bank draft. If you opt to pay by credit card for the fees, you will be asked to complete an online payment upon acceptance.

9 Information on our exchange programme, application and visa application procedures are available at "Incoming Students" of the following website: <http://www.ln.edu.hk/oge>. For enquiries, you may also refer to our Frequently Asked Questions (<http://www.ln.edu.hk/oge/faq/incoming.php>) or email us at [exchange@LN.edu.hk](mailto:exchange@LN.edu.hk).

## Part B –Tentative Schedule for Spring 2019 Semester

➤ <b>Prospective incoming exchange students</b>	<b>Timeline</b>
1) Talk to your study abroad advisor and/ or academic advisor of your home institution on: i) Application procedures for going abroad on exchange ii) Course selection at Lingnan University	Sept 2018
2) Complete the application forms i) Refer to the email from Lingnan University regarding the online application form for Student Exchange Programme, your username and password i. Read carefully the Important Notes to Applicant (in Part A) ii. Read carefully the checklist of supplementary documents (in Part D) ii) Download application form for visa / entry permit for study in Hong Kong from <a href="http://www.immd.gov.hk/pdforms/ID995A.pdf">http://www.immd.gov.hk/pdforms/ID995A.pdf</a> i. Read carefully the Guidance Notes (for English version): <a href="http://www.immd.gov.hk/pdforms/ID(E)996.pdf">http://www.immd.gov.hk/pdforms/ID(E)996.pdf</a> or ii. Read carefully the Guidance Notes (for Chinese version): <a href="http://www.immd.gov.hk/pdforms/ID(C)996.pdf">http://www.immd.gov.hk/pdforms/ID(C)996.pdf</a>	Sept-Oct 2018
3) Submit the printed version of your online application form for Student Exchange Programme (ask your home institution to make endorsement in Part K) and Visa Application with the following documents to Office of Global Education (OGE) via your home institution: i) Official TOEFL/ IELTS Score Report (if English is not your native language) ii) An Official Transcript iii) A Reference Letter from either the International Office or Academic Faculty of your home institution iv) Financial proof (e.g. bank statement) v) Financial supporting letter (if the financial proof is not belongs to the applicant) vi) A copy of passport of the financial sponsor (if the financial proof is not belongs to the applicant) vii) A copy of valid passport (for Overseas students) / Identity Card (for Mainland students) viii) For students from Taiwan, please also provide a clear copy of your (1) identity card (both front and rear sides) and (2) household registration. For students from Morocco, please also provide a clear copy of your (1) passport, (2) student ID card, (3) birth certificate (in original language and English translated version) and (4) your personal statement covering the reason why you intend to study in Hong Kong, your future plan after the completion of study in Hong Kong and how your study in Hong Kong related to your career and future planning.	By 31 Oct 2018
4) Application be approved by senior management of Lingnan University	Nov 2018
➤ <b>Shortlisted inbound exchange students</b>	
5) Receive an e-admission letter from OGE	Nov 2018
6) Confirm acceptance via online application system for Student Exchange Programme	Nov 2018
7) Settle exchange related payment by: i) Online payment via online application system ii) Bank draft* (amount in Hong Kong dollar payable to “Lingnan University”, write your name at the back of the bank draft, post to Office of Global Education, AD208/1, 2/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong) *To save postage cost, you may choose to post your bank draft together with your applications during application stage	Nov-Dec 2018
8) On-line course registration (on a first-come-first-served basis) i) Courses on offer: <a href="http://www.ln.edu.hk/reg/info/timetable/201901courselist.pdf">http://www.ln.edu.hk/reg/info/timetable/201901courselist.pdf</a> ii) Course descriptions: <a href="http://www.ln.edu.hk/reg/course_descriptions4yr.php">http://www.ln.edu.hk/reg/course_descriptions4yr.php</a> iii) Guidelines for on-line registration: <a href="http://www.ln.edu.hk/reg/info/timetable/regprocedure_4yr.pdf">http://www.ln.edu.hk/reg/info/timetable/regprocedure_4yr.pdf</a>	11-13 Dec 2018

9) Receive original admission letter, student visa and student handbook by international courier *It is important for you to provide OGE with your corresponding address for this period in your application form.	* Dec 2018 - Jan 2019
10) Inform OGE of your flight itinerary, arrival details and apply for arrival pick-up service via online application system for Student Exchange Programme	By 1 Jan 2019
11) Submit a proof of insurance covering travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation/ repatriation throughout the entire-period of your study at Lingnan University via online application system for Student Exchange Programme	By 1 Jan 2019
12) Check-in at student hostel	14 Jan 2019
13) Arrival pick-up service i) Hong Kong International Airport: at 12:00, 16:00 and 21:00 ii) Hung Hom Train Station: at 14:30 iii) Fanling Train Station: at 17:00	14-15 Jan 2019
14) Attend orientation programme for new exchange students	16-17 Jan 2019
15) Classes begin	18 Jan 2019
16) Course Add/Drop Period (on a first-come-first-serve basis) i) Courses on offer: <a href="http://www.ln.edu.hk/reg/info/timetable/201901courselist.pdf">http://www.ln.edu.hk/reg/info/timetable/201901courselist.pdf</a> ii) Course descriptions: <a href="http://www.ln.edu.hk/reg/course_descriptions4yr.php">http://www.ln.edu.hk/reg/course_descriptions4yr.php</a> iii) Guidelines for on-line registration: <a href="http://www.ln.edu.hk/reg/info/timetable/regprocedure_4yr.pdf">http://www.ln.edu.hk/reg/info/timetable/regprocedure_4yr.pdf</a>	14-24 Jan 2019
17) Spring Festival It is an annual campus-wide cross-cultural event. All exchange students will be invited to showcase their cultures by giving cultural performances and organizing their country booths in the carnival. Please make sure you bring along some things/ ideas (e.g. your national costumes, music instruments/ snacks/ photos/ traditional games of your country etc.) that you would like to share with us	18 Feb 2019
18) Examination Period Examination Period for Spring term (including the day reserved for examinations postponed due to extenuating circumstance)	9-23 May 2019
19) Check-out from student hostel	12:00nn, 24 May 2019

## Part C – Application Procedures

### Browser Support

Internet Explorer version older than or equal to 7 is not supported. We recommend you to upgrade your browser to the latest Internet Explorer, Google Chrome, or Firefox.

If you are using Internet Explorer 8 or higher, please make sure the "[Compatibility View](#)" feature is turned off.

**Step 1** Refer to the email from Lingnan University for the hyperlink to the Online Application Form for Exchange Programme, your username and your initial password.

**Step 2** Login to the application page.

Exchange Application for Student

User Authentication Service

Username:

Password:

[Sign in](#) [Can't access your account?](#)

Username: your email address  
Password: Your birth date in **DDMMYYYY** format (For example, if your birthday is on 2 January 1988, your password will be "02011988")

Please click this hyperlink if you fail to login your account.

**Step 3** Please select the appropriate exchange period

Exchange Period

You have been nominated for more than exchange period. Please select your desired exchange period below:

[2018-19 Spring Recruitment](#)

Please read the “Important Notes from OGE” carefully and complete the sections in given order (Personal Particulars > Initial Course Plan > Payment Information > Declaration for Insurance Arrangement, Use of Personal Data and Others).

## Application for 2018-19 Spring Recruitment Ref. No. 1000

[Important Notes from OGE](#)

Please complete the below sections in given order to submit your application:

**In-Progress**

### Personal Particulars

[Start](#)

Provide information about yourself such as your personal details, educational background, special needs and emergency contact

### Course Plan

[Start](#)

Provide your initial study plan. This only serves as an indicator of your preferred courses and is different from the online course registration which will be carried out at a later stage.

### Payment Information

[View](#)

Please read the payment information carefully before you proceed to next step of application

### Declaration

[Start](#)

Fill out the declaration form to finalise your provided information

## Section 1 Personal Particulars



My Application for 2015-16 / Personal Particulars

### Personal Particulars

You could save your application progress by clicking this button.  
*\*The application is not yet completed.\**

First name:  Last name / Surname:  Chinese name:   
Optional Chinese name:

Date of Birth:  Place of Birth:

Country of Citizenship:

Postal Address: whole period from November to January (in English)

Street Address 1:   
Street Address 2:   
City / Province:   
Country:   
Postal Code:

[? Help](#) [Save Progress](#) [Back to Previous](#)

Remark: You will be asked to confirm the information provided before proceeding to the next section.

studentone@ln.edu.hk

Please verify that all your information are correct.

Do you want to submit this form?

[Cancel](#) [Submit](#)

The normal study load of a full-time student in a term should be in the range of 13 to 18 credits for all exchange students. The minimum requirement is 12 credits per term.

Course description and timetable are available at "Registration Materials (Undergraduate)" of the following websites:



## Section 2 Initial Course Plan

Lingnan 嶺南大學  
University 香港 Hong Kong

My Application
My Profile

2024-25-01-01

Initial Course Plan
>

? Help
 💾 Save Progress

[← Back to Previous](#)

### Initial Course Plan For University's Reference Only

The normal study load of a full-time student in a term should be in the range of 12-18 credits for all exchange students. The maximum requirement is 12 credits per term.

Course description and timetable are available at "Registration Materials (undergraduate)" of the following website:

- ↳ [http://www.ln.edu.hk/eng/infocentre/initialing\\_req\\_materials.php](http://www.ln.edu.hk/eng/infocentre/initialing_req_materials.php)
- ↳ [http://www.ln.edu.hk/eng/infocentre/initialing\\_req\\_materials\\_4year.php](http://www.ln.edu.hk/eng/infocentre/initialing_req_materials_4year.php)

Exchange students can choose courses from both 3-year and 4-year undergraduate programmes. For list of courses offered in Fall Term, please visit our "Fall Term, 2024-25" under "Courses offering under Fall and 1st Term, 2024-25".

Basically, students are welcome to choose any courses available at Lingnan. However, some courses do have pre-requisite requirements/entry-requirements. You should first check the requirements from the "Course Description" at:

- ↳ [http://www.ln.edu.hk/eng/courses\\_descriptions.php](http://www.ln.edu.hk/eng/courses_descriptions.php) for courses under 3-year programmes, and
- ↳ [http://www.ln.edu.hk/eng/infocentre/initialing\\_req\\_materials\\_4year.php](http://www.ln.edu.hk/eng/infocentre/initialing_req_materials_4year.php) for courses under 4-year programmes.

In such cases, students are required to provide proof of fulfillment of equivalent coursework (e.g. transcript and course syllabus, etc.) and enrolment will be subject to the approval of the course instructor(s) and the availability of the course(s).

In order to increase the flexibility in course selection, we would like to gather your initial study plan at Lingnan. Please indicate 4-8 courses in priority order. You should pass on the details to the relevant departments for their information and consideration. It is important to highlight specific information you provide below will only serve as an indication of your preferred courses, and final course registration will have to be done by yourself online on a first-come-first-served basis. The schedule for online registration will be from 08 to 21 June 2024 (HKT) and all students have to register their courses online and have all the courses confirmed prior to their departure for Hong Kong. The following are my Initial Course Plan.

#	Course Code	Course Title	No. of credits
1	<input type="text" value="Type to search"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="Type to search"/>	<input type="text"/>	<input type="text"/>

Total:

(Minimum 1 course or maximum 2 courses)

Please verify your provided information before proceeding.

Proceed

**Remark:** Again, you will be asked to confirm the information provided before proceeding to the next section.

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University

My Application
My Profile

studentone@ln.edu.hk

Please verify that all your information are correct.

Do you want to submit this form?

Cancel

Submit

### Section 3 Payment Information

You will be charged for the items listed in this section upon offer acceptance.

If you wish to pay by bank draft, you are advised to post a bank draft payable to “Lingnan University” in Hong Kong dollar (with your name at the back of the bank draft) to us along with your application form via your home institution at this stage of application.

**Payment Information** ✕

You will be charged for the following items. If you opt to pay by bank draft, you can choose to post a bank draft to us along with your application via your home institution now or post it separately upon acceptance. If you opt to pay by credit card, you will be asked to complete an on-line payment upon acceptance.

(Please note: The below amounts are under University's review and are subject to change)

Payment by Bank Draft	Payment by Credit Card (Visa/MasterCard)	Payment by Credit Card (UnionPay)																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Student Visa Application Fee and Courier Fee</td> <td style="text-align: right;">HK\$ 400</td> </tr> <tr> <td>2. Air-conditioning Fee for a Term</td> <td style="text-align: right;">HK\$ 200</td> </tr> <tr> <td>3. Hostel Fee for a Term</td> <td style="text-align: right;">HK\$ 8,200</td> </tr> <tr> <td colspan="2"><i>Optional item:</i></td> </tr> <tr> <td>4. Linen Set, include a pillow, a pillow case, a bed sheet and a comforter for living in hostel</td> <td style="text-align: right;">HK\$ 400</td> </tr> </table> <p><b>A bank draft payable to “Lingnan University” in Hong Kong dollar (please write your name at the back of the bank draft) should be posted to Office of Global Education, AD208/1, 2/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong.</b></p>	1. Student Visa Application Fee and Courier Fee	HK\$ 400	2. Air-conditioning Fee for a Term	HK\$ 200	3. Hostel Fee for a Term	HK\$ 8,200	<i>Optional item:</i>		4. Linen Set, include a pillow, a pillow case, a bed sheet and a comforter for living in hostel	HK\$ 400	<div style="text-align: center;"></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Student Visa Application Fee and Courier Fee and Bank Charge (HK\$ 400 + HK\$ 50)</td> <td style="text-align: right;">HK\$ 450</td> </tr> <tr> <td>2. Air-conditioning Fee for a Term and Bank Charge (HK\$ 200 + HK\$ 50)</td> <td style="text-align: right;">HK\$ 250</td> </tr> <tr> <td>3. Hostel Fee for a Term and Bank Charge (HK\$ 8,200 + HK\$ 50)</td> <td style="text-align: right;">HK\$ 8,250</td> </tr> <tr> <td colspan="2"><i>Optional item:</i></td> </tr> <tr> <td>4. Linen Set, include a pillow, a pillow case, a bed sheet and a comforter for living in hostel and Bank Charge (HK\$ 400 + HK\$ 50)</td> <td style="text-align: right;">HK\$ 450</td> </tr> </table>	1. Student Visa Application Fee and Courier Fee and Bank Charge (HK\$ 400 + HK\$ 50)	HK\$ 450	2. Air-conditioning Fee for a Term and Bank Charge (HK\$ 200 + HK\$ 50)	HK\$ 250	3. Hostel Fee for a Term and Bank Charge (HK\$ 8,200 + HK\$ 50)	HK\$ 8,250	<i>Optional item:</i>		4. Linen Set, include a pillow, a pillow case, a bed sheet and a comforter for living in hostel and Bank Charge (HK\$ 400 + HK\$ 50)	HK\$ 450	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Student Visa Application Fee and Courier Fee and Bank Charge (HK\$ 400 + HK\$ 50)</td> <td style="text-align: right;">HK\$ 450</td> </tr> <tr> <td>2. Air-conditioning Fee for a Term and Bank Charge (HK\$ 200 + HK\$ 50)</td> <td style="text-align: right;">HK\$ 250</td> </tr> <tr> <td>3. Hostel Fee for a Term and Bank Charge (HK\$ 8,200 + HK\$ 50)</td> <td style="text-align: right;">HK\$ 8,250</td> </tr> <tr> <td colspan="2"><i>Optional item:</i></td> </tr> <tr> <td>4. Linen Set, include a pillow, a pillow case, a bed sheet and a comforter for living in hostel and Bank Charge (HK\$ 400 + HK\$ 50)</td> <td style="text-align: right;">HK\$ 450</td> </tr> </table>	1. Student Visa Application Fee and Courier Fee and Bank Charge (HK\$ 400 + HK\$ 50)	HK\$ 450	2. Air-conditioning Fee for a Term and Bank Charge (HK\$ 200 + HK\$ 50)	HK\$ 250	3. Hostel Fee for a Term and Bank Charge (HK\$ 8,200 + HK\$ 50)	HK\$ 8,250	<i>Optional item:</i>		4. Linen Set, include a pillow, a pillow case, a bed sheet and a comforter for living in hostel and Bank Charge (HK\$ 400 + HK\$ 50)	HK\$ 450
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Close

## Section 4 Declaration for Insurance Arrangement, Use of Personal Data and Others

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My Application My Profile Help

Insurance >  
Declaration >

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a copy of the insurance policy and coverage to OGE by fax at (852) 2465-9660 or by email ([exchange@LN.edu.hk](mailto:exchange@LN.edu.hk)) prior to their arrival to Hong Kong.) I understand that I will bear my own risk and be responsible for any consequences that may arise for not able to arrange my own insurance, including travel insurance, prior to my departure for exchange at Lingnan University.

### Declaration

I authorise Lingnan University to use my data to carry out checks on records of my studies. I understand that, upon registration in the Student Exchange Programmes, the data will become a part of my student record and may be used for all purposes relating to my study and stay in Hong Kong accordance with the procedures of Lingnan University. I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will result in disqualification of my application for admission and subsequent enrollment in Lingnan University. I understand that if admitted I am responsible for applying to the Immigration Department of Hong Kong (via Lingnan University, Office of Global Education ) for a student visa to study in Hong Kong for the entire period of exchange at Lingnan University. I understand that it is my responsibility to provide evidence of sufficient financial resources to cover my expenses (if any) before I enroll for the courses. I understand that I have to follow the clearance procedures (incl. completing the online e-application) at Lingnan University. I understand that it is also my responsibility to cover myself with appropriate insurance (including travel insurance) as stated above, I am liable for any consequences that may arise. I give my consent for Lingnan University to use my data for the purposes of the institution.

Please provide your account password

Your Password

Declaration Date

September 2019

Sign & Submit your Application

Provide your account password here to confirm your declaration.

Press this button to submit your application.

University

for 2

### Do you want to submit your application?

ⓘ Your application cannot be edited after submission.

Cancel Submit Application

Click this button to submit your application.

Starting from Fall Term 2009-10 academic year and onwards, the University requires all exchange students to have suitable insurance covering travel, personal accident, medical expenses (accident and nonaccident), hospitalization and repatriation throughout the entire period of their study at Lingnan. Students are required to send us their proof

## Step 5 Download Application Form and Endorsement from Home Institution

**Application Submitted Successfully**

Now that you have submitted your online application, next step is to print out a copy of your application and get the endorsement from your home institution. Please send the endorsed application form to us along with all your supporting documents.

Once we receive your documents by mail, we will then proceed to process your application and you will be notified of changes to your application status on this page.

[Download copy of Application](#)

Close

Please submit a printed copy of your application form together with all required documents (please refer to Part D of this guidelines) and seek endorsement from the International Office at your home institution in this section (Part K).

**LINGNAN UNIVERSITY**  
**Office of Global Education**  
**Application for Student Exchange Programmes ( )**

---

**PART H EMERGENCY CONTACT** (for the whole period at your study at Lingnan)

Name  Relationship

His/Her E-mail Address  His/Her Mobile Number

His/Her Home Telephone Number  His/Her Fax Number

---

**PART I PAYMENT METHOD**

You will be notified to complete an online form for your preferred payment method and settle the required fees once your application has been approved.

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**PART J DECLARATION**

I authorise Lingnan University to use my data to carry out checks on records of my studies. I understand that, upon registration in the Student Exchange Programmes, the data will become a part of my student record and may be used for all purposes relating to my study and stay in Hong Kong in accordance with the procedures of Lingnan University. I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will result in disqualification of my application for admission and subsequent enrollment in Lingnan University. I understand that if admitted I am responsible for applying to the Immigration Department of Hong Kong (via Lingnan University, Office of Global Education) for a student visa to study in Hong Kong for the entire period of exchange at Lingnan University. I understand that it is my responsibility to meet the course requirements (if any) before I enroll for the courses. I understand that it is my responsibility to observe regulations of Lingnan University. I understand that I have to follow the clearance procedures (incl. completing the online evaluation surveys) upon completion of my exchange at Lingnan University. I understand that it is also my responsibility to cover myself with appropriate insurance package. Should I fail to do the above, I am liable for any consequences that may arise. I give my consent for Lingnan University to release my official transcript to my home institution.

Name \_\_\_\_\_ Date \_\_\_\_\_

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**PART K ENDORSEMENT FROM HOME INSTITUTION** (To be completed by the International /Exchange/Study Abroad Office of home institution)

I have reviewed the completed application and hereby endorse the applicant for participation in student exchange programmes at Lingnan University.

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

OGE, AD208/1, 2/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong  
Telephone: (852) 2616-8990, Facsimile: (852) 2465-8660, Email: exchange@LN.edu.hk

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## Step 6 Documents for Visa Application

The form and guidance notes on application for visa/entry permit for Hong Kong can be downloaded from the Immigration Department website, respectively, at:

Application Form: <http://www.immd.gov.hk/pdfforms/ID995A.pdf>

Guidance Notes (for English version): [http://www.immd.gov.hk/pdfforms/ID\(E\)996.pdf](http://www.immd.gov.hk/pdfforms/ID(E)996.pdf)

Guidance Notes (for Chinese version): [http://www.immd.gov.hk/pdfforms/ID\(C\)996.pdf](http://www.immd.gov.hk/pdfforms/ID(C)996.pdf)

Documents required for visa application:

1. Visa Application form (Part A only, P.1 – P.4)
2. Evidence of your **financial standing** as stated in section 7 of Part A of the visa application (e.g. latest bank statement, certificate of deposits or payroll slip of the applicants or their supporting family members, documentation of financial aids)
3. a) For students other than Mainland students – A clear copy of your **travel document** (the page containing personal particulars and issuance and expiry dates) and it is **valid for at least 6 months** beyond the intended stay in Hong Kong.  
b) For Mainland students – A clear copy of your **identity card (both front and rear sides)**.  
c) For students from Taiwan, please also provide a clear copy of your (1) identity card (both front and rear sides) and (2) household registration.  
d) For students from Morocco, please also provide a clear copy of your (1) passport, (2) student ID card, (3) birth certificate (in original language and English translated version) and (4) your personal statement covering the reason why you intend to study in Hong Kong, your future plan after the completion of study in Hong Kong and how your study in Hong Kong related to your career and future planning.

Lingnan University will submit the visa application to the Immigration Department of Hong Kong as a sponsor. Once the approval is granted, the University will collect it from the same Department and send it to the applicant through international courier. **Please be reminded that the visa processing time may be affected if there are any follow-up questions regarding your visa application, so please complete Part A of the application form and all required documents with special care.**

## Step 7 Posting your Application Forms and Required Documents via Home Institution

Please submit your application package (including endorsed application form, English proficiency proof, original visa application form, financial standings, passport/ identity card copy) to your home institution before the application deadline. They will then post your application package to the following address **by international courier**:

Attn: Ms. Christine CHOI  
Office of Global Education  
AD208/1, 2/F, Wong Administration Building  
Lingnan University  
8 Castle Peak Road, Tuen Mun,  
New Territories, Hong Kong

If you wish to pay by bank draft, you are advised to post a bank draft payable to “Lingnan University” in Hong Kong dollar (with your name at the back of the bank draft) to us along with your application form via your home institution at this stage of application.

## Step 8 Offer Made by Lingnan University and Admission Letter

After your application is endorsed by both your home institution and Lingnan University, offer will be made via the online application system for Student Exchange Programme. You will receive an email regarding acceptance. Please get access to the system via the hyperlink provided in the email for your admission letter.

The screenshot shows the top navigation bar with the Lingnan University logo and links for 'My Application', 'My Profile', and 'Help'. The main heading is 'Application for 2018-19 Spring Recruitment'. A blue banner contains a 'Congratulation!' message: 'You have been accepted to study at Lingnan University! A notification email has already been sent to you. To confirm your offer, please click on the following: View Admission Letter'. A callout bubble points to the 'View Admission Letter' button with the text: 'Please click the button to access your Admission Letter.' Below the banner are buttons for 'Download copy of Application' and 'Download Admission Letter'. The 'Offer Made' status is indicated. A table lists sections: 'Personal Particulars' (View, Completed), 'Course Plan' (View, Completed), and 'Payment Information' (View). Each section has a brief description and a 'Last update' timestamp.

The screenshot shows the 'Admission Letter Online version' page. The main heading is 'Offer Acceptance'. The text reads: 'I, [Name], would like to accept the offer of participating in the Student Exchange Programmes of Lingnan University for the [Term] Term of the [Year] academic year. I have read, understood and accepted the conditions outlined in the Admission Letter.' Below this is a section titled 'Please provide your account password to confirm acceptance' with a text input field labeled 'Your Password'. A callout bubble points to this field with the text: 'Please enter your password here.'

The screenshot shows the bottom part of the 'Admission Letter Online version' page. A blue button labeled 'Submit Confirmation of Acceptance' is highlighted with a red box. A callout bubble points to this button with the text: 'Please click here to submit your confirmation of acceptance.'

## Step 9 Payments and Declaration

### Payment

You will be asked to pay the required fees either by bank draft or credit card

The screenshot shows the Lingnan University payment portal. At the top, there is a navigation bar with the university logo and links for 'My Application', 'My Profile', and 'Help'. Below this is a progress bar with three steps: 'Step 1: Confirmation of Acceptance', 'Step 2: Payment' (which is highlighted), and 'Offer Confirmed'. The main heading is 'Payment' with a sub-link 'Select payment method'. Below this, a note states: 'You will be charged for the following items. Please select one of the payment methods below. (Please note: The below amounts are under University's review and are subject to change)'. There are three payment options, each in a separate box with a red border around the title:

- Payment by Bank Draft:** Includes fields for '1. Student Visa Application Fee and Courier Fee', '2. Air-conditioning Fee for a Term', and '3. Hostel Fee for a Term', all in HK\$. An optional item '4. Linen Set, include a pillow, a pillow case, a bed sheet and a comforter for living in hostel' is also present with radio buttons for 'Buy a full set' and 'Bring my own set'. A 'Total Amount' field is at the bottom.
- Payment by Credit Card (Visa/MasterCard):** Includes fields for '1. Student Visa Application Fee and Courier Fee and Bank Charge', '2. Air-conditioning Fee for a Term and Bank Charge', and '3. Hostel Fee for a Term and Bank Charge', all in HK\$. An optional item '4. Linen Set, include a pillow, a pillow case, a bed sheet and a comforter for living in hostel and Bank Charge' is also present with radio buttons for 'Buy a full set' and 'Bring my own set'. A 'Total Amount' field is at the bottom.
- Payment by Credit Card (UnionPay):** Includes fields for '1. Student Visa Application Fee and Courier Fee and Bank Charge', '2. Air-conditioning Fee for a Term and Bank Charge', and '3. Hostel Fee for a Term and Bank Charge', all in HK\$. An optional item '4. Linen Set, include a pillow, a pillow case, a bed sheet and a comforter for living in hostel and Bank Charge' is also present with radio buttons for 'Buy a full set' and 'Bring my own set'. A 'Total Amount' field is at the bottom.

### Caution Money

The purpose of this caution money is to cover any expenses, e.g. library fines, key loss, furniture damage, etc., incurred by the students. The form will be kept by the University **without clearing** until the actual amount of deduction (if any) is confirmed at the end of the term. Students will be informed by email of the amount to be deducted (if any) and the form will be destroyed within three months after the completion of the exchange. The University may withhold the student's transcript should he/she has any unsettled account due to the University. Therefore, you need not to pay the caution money in the application period.

If you opt to pay by bank draft, you will be asked to post a bank draft to Lingnan University to settle your expenses after your exchange study.

**Remark: No bank draft relating to caution money is needed to be posted during the application period.**

### Caution Money

Declaration by students who do not have credit cards

I, \_\_\_\_\_, will settle any fees incurred by me (library fines, key loss, furniture damages and etc), if any, by a bank draft in Hong Kong dollars payable to "LINGNAN UNIVERSITY"

Remarks: (a) The OGE will contact you through your home institution for the settlement of bills once the amount outstanding is confirmed.  
(b) The University may withhold the issue of any transcript or testimonial to a student who has unpaid account due to the University.

If you opt to pay your expenses by credit card, you will be asked to complete a credit card payment authorization form, namely "Authorization for Direct Debit to Credit Card on lieu of Advance Payment for Caution Money".

## Caution Money

### Authorization for Direct Debit to Credit Card in lieu of Advance Payment for Caution Money

I hereby agree that Lingnan University is authorised to charge my unpaid bills owed to the University to my credit card with details as below for any amount in settlement of any utilities, key loss, furniture damages, and etc. I further understand that Lingnan University reserves the right of collecting money from me by other methods if appropriate.

Name of Card Holder	Type of Credit Card
<input type="text"/>	<input type="radio"/> Visa <input type="radio"/> Master Card <input type="radio"/> UnionPay
Credit Card Number	Card Expiry Date
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Payment Description	Maximum amount to be charged
<input type="text" value="Caution Money"/>	<input type="text" value="HK\$500"/>

Check the box to authorize OGE and Lingnan University to use the above information or personal data for payments.

## Authorisation and Personal Information Collection Statement

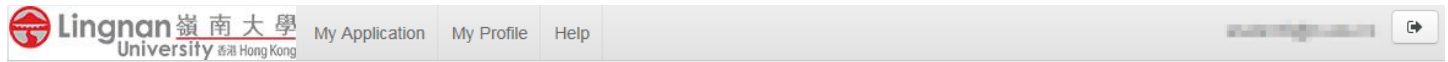
- I authorize the University to release the above information / personal data collected to the banks and to relevant units within the University for processing payment.
- The purpose of collecting personal data by means of this form is to process payment.
- The personal data collected will not be disclosed to third parties other than those specified without your express approval, or unless required by law.
- Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application will be void or delayed.
- As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For such request(s), please write to Office of Global Education, Lingnan University.



## Step 10 Proofs of Insurance Coverage and Arrival Information

When your student visa is approved by the Hong Kong Immigration Department, you will receive an email confirming your postal address for visa delivery. In the email, you will also be asked to provide Proofs of Insurance Coverage and Arrival Information via the online application system for Student Exchange Programme.

Please fill in your arrival information, special dietary need, if any and upload the proof of your insurance coverage in this section.



### Application for 2017-18 Spring Recruitment Ref. No. 1004

[Important Notes from OGE](#)

**Attention**  
You may now finalize your travel plan. You are required to provide us with your arrival details by completing the Arrival Information Sheet.  
To access the Arrival Information Sheet, please click on the following: [Arrival Information](#)

[Download copy of Application](#) [Download Admission Letter](#)



### Part A: Arrival Information

Name:

Home Institution:

#### Flight/Train Information (In Hong Kong Time)

Arrival Date \*:

Arrival Time:

Flight/Train Number \*:

Airline (for Flight only):

Place of Origin \*:

Port of Entry:

Countries that you will visit within 2 weeks before departing for Hong Kong:

#### Transportation Arrangement \*

I would like to be met at the Hong Kong International Airport (Meeting Place: Tourist Pick-up Area in the Arrival Hall - adjacent to Exit B). I understand that if my flight arrives after the

**Important Notes:**

1. Reservation must be made if you require our pick-up service. Please complete this form on or before 08 Aug 2016 11:59 PM.
2. If you are planning to make your own way to Lingnan, you are also required to provide us with your arrival information by completing this form on or before 08 Aug 2016 11:59 PM.
3. You will receive email from us prior to your arrival date with confirmation of your transportation service and the emergency cell phone number in case of any urgent matters.
4. Please be sure to notify our office of any changes at [exchange@ln.edu.hk](mailto:exchange@ln.edu.hk).
5. Should you have any question, please refer to our FAQ "On Arrival Arrangement" section (<http://www.ln.edu.hk/oge/faq/incoming.php> > "Arrival Arrangements") or simply email us ([exchange@ln.edu.hk](mailto:exchange@ln.edu.hk)).

## Part B: Special Dietary Need

To assist you to get familiar with our campus and surrounding neighbourhoods, an Orientation will be arranged for you and all new comers. As meals will be served in some of the activities in the Orientation programmes, please do let us know in advance should you have any special dietary:

- I do not have any special dietary need.
- I have the following dietary need:

## Part C: Insurance

All exchange students at Lingnan University are required to have suitable and adequate insurance covering travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation/repatriation throughout the entire-period of their study at Lingnan University. Failure to do so may delay your student registration at Lingnan University.

Please upload your proof of insurance coverage (e.g. a copy of your insurance card and the policy) here

Select files

(Max. size: 2MB. Accept pdf, doc, docx, images files)

Submit

## Part D – List of Required Document for Application

Please check against the following by putting a ✓ in all the boxes provided below:

### I. Application Form for Student Exchange Programmes

- Have you read and understood the terms and conditions before you fill in your application form?
- Have you provided Lingnan a valid mailing address for the period of **December 2018 to January 2019, where we will send your student visa to?**
- Has the International/Exchange/Study Abroad Office of your home institution endorsed and signed the **Part K Endorsement from Home Institution in the application form?**
- Have you attached your official transcript?
- Have you attached your official TOEFL/ IELTS score report (if English is not your native language)?
- Have you attached a recommendation letter from home institution (in English, either from a faculty member of your home institution or the International Office)
- Have you attached a **bank draft** payable to “Lingnan University” (if the payment is settled by bank draft)?

### II. Hong Kong Visa Application Form

- Have you read and understood the terms and conditions listed in the Guidance Notes?
- Have you provided the **ORIGINAL** and completed visa application form (**with your signatures on Page 1-4**)
- Have you provided the **proof of your Financial Standing** as stated in section 7 of Part A of the visa application (e.g. latest bank statement, certificate of deposits or payroll slip of the applicant/your supporting family members) with sufficient amount (HK\$25,000 for 1-semester exchange / HK\$50,000 for 1-year exchange)
- If your proof of Financial Standing does not belong to yourself, have you attached a supporting letter signed by the account holder (e.g. letter from your family members certifying that your expenses during the exchange period will be supported by them)?
- If your proof of Financial Standing does not belong to yourself, have you attached a passport copy of your financial sponsor?
- Is your travel document **valid for at least 6 months** beyond your intended stay in Hong Kong?