

Lingnan University
Office of Global Education (OGE)
Application for Student Exchange Programme
User Guides for Applicants

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Part A – Important Notes for Applicants

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

Personal Information Collection Statement

The purpose(s) of collecting personal data by means of this form are

- (a) as a basis for selection for admission to Inbound Student Exchange Programmes offered by Lingnan University and for communications and other relevant purposes;
- (b) for transferring the relevant part of the applicants' personal data to the student record system of Lingnan University upon successful application;
- (c) for administration and relevant communication purposes during the study period at Lingnan University.

In order to serve the specified purpose(s), the personal data collected may be transferred to the HKSAR Government, Qualtrics, LLC (survey tool service provider), Lingnan students who serve as Student Buddies and consulate offices of applicants' respective countries for student visa application, programme evaluation and contact purposes. All information provided will be destroyed 5 years after the year of exchange.

The personal data collected will not be disclosed to third parties other than those specified without your expressed approval, or unless required by law.

The personal data collected will be processed when this form is submitted to Lingnan University.

The personal data provided will be used for direct marketing activities organised or facilitated by Lingnan University.

Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, the application will not be processed.

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 requests for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/ update/ delete personal data, object to data processing, restrict data processing to an interim period, transfer your personal data to another data controller or stop receiving our promotional materials related to our direct marketing activities, please contact Office of Global Education at exchange@LN.edu.hk.

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 applicants whose native languages are not English, they are generally required to have a TOFEL score of 213 (computer-based), 550 (paper-based/institutional testing program) or 79 (internet-based), an IELTS score of 6 or a TOEIC score of 750. We also accept a TOEIC score of 750* or a TOEFL ITP score of 550*.

*additional supporting letter on the student's English language proficiency i.e. the student is able to follow classes conducted in English from partner institutions is required.

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

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: 15 October

Deadline for Application for the Summer Institute: 10 March (Session 1 and Session 2)

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 website of Immigration Department of Hong Kong 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 provide a clear copy of your (1) passport, (2) identity card (both front and rear sides) and (3) household registration.

For students from Kazakhstan, please provide a clear copy of your (1) passport, (2) transcript of records and (3) 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.

For students from Morocco, please 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\$230, covering the non-refundable fee for student visa application, (you will be asked 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 when you are accepted to our Student Exchange Programme. It normally takes 6-8 weeks to complete the approval process. Once the approval is granted, the University will send the Notification Slip for Entry Visa/Permit to the applicant by email. 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.

Study Load

For 1st (Fall) Term, 2024-2025:

All students coming to Lingnan as exchange students must enroll for a full-time status with reference to the immigration laws of the HKSAR. To qualify for a full-time status at Lingnan, a student is required to take at least 12 undergraduate credits (or 4 undergraduate courses, 3 credits each) and maximum 18 undergraduate credits (or 6 undergraduate courses, 3 credits each) per term. The maximum study load for a full year is 33 undergraduate credits. 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.

For Summer Institute 2024:

A minimum of 1 course and a maximum of 2 courses

Exchange students could take courses from Session 1 and 2 jointly but they can take a maximum of TWO courses throughout Sessions 1 and 2. Students are advised to consult their academic advisors at home institution regarding their course selection at Lingnan University and double check for the class schedule before submitting their initial course plans.

Accommodation Requirement

All exchange students are required to live on-campus and share room with another student during the entire period of study at Lingnan University. Rooms are randomly assigned. Room assignment cannot be changed without justifiable reason and prior approval by the University. Please visit <https://www.ln.edu.hk/osa/hostel> for details of the hostels.

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 is required to be settled upon arrival.

For 1st (Fall) Term, 2024-2025: The hostel fee is approximately HK\$7,400 per term*. In addition to the hostel fee, all incoming exchange students are required to pay an air-conditioning fee of HK\$330 per term*.

For Summer Institute 2024: The hostel fee is HK\$2,623* for Session 1 and HK\$1,586* for Session 2. All exchange students are required to pay an air-conditioning fee to Lingnan, which is approximately HK\$215* for Session 1 and HK\$130* for Session 2. You will be asked to complete an online payment upon acceptance.

*The amounts are under the University's review and subject to change.

Caution Money/ Hostel Fees after Check-out and Transcript of Records

The purpose of the hostel fees after check-out is to cover any utilities expenses, e.g. library fines, key loss, furniture damage, etc., incurred by the students. Students will be asked to complete a credit card authorization form for such fees upon acceptance. The actual amount of deduction (if any) is confirmed at the end of the term. The University may withhold the student's transcript of records[#] should he/she has any unsettled amount due to the University.

#Transcript of records will be sent to exchange students' home institutions after the final grades are confirmed. The University may withhold the student's transcript of records should he/she has any unsettled items e.g. outstanding payment to the University, exchange surveys etc.

Other Information

Application Procedures for Exchange Students: https://www.ln.edu.hk/oge/incoming_stu/application-and-visa.php

For enquiries, you may also refer to our Frequently Asked Questions (<https://www.ln.edu.hk/oge/faq/incoming.php>) or email us at exchange@LN.edu.hk

Part B – Tentative Schedule

Important Dates for 1st (Fall) Term, 2024-25 and entire academic year in 2024-2025

Prospective incoming exchange students	Timeline
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	Mar 2024
2) Complete the application forms i) Refer to the email from Lingnan University regarding “online application form for Student Exchange Programme, your username and password” a. Read carefully the Important Notes to Applicant (in Part A) b. Read carefully the checklist of supplementary documents (in Part D) ii) Download application form for visa/ entry permit for study in Hong Kong from http://www.immd.gov.hk/pdforms/ID995A.pdf a. Read carefully the Guidance Notes (for English Version): http://www.immd.gov.hk/pdforms/ID(E)996.pdf or b. Read carefully the Guidance Notes (for Chinese version): http://www.immd.gov.hk/pdforms/ID(C)996.pdf	Mar-Apr 2024
3) Post the printed version of your online application form for Student Exchange Programme (ask your home institution to endorse 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 recommendation letter from partner institution (in English, either from a Faculty Member of student's home institution or the International Office) 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)	Application packages have to reach our office by 30 Apr 2024 (please reserve sufficient time for postage)
4) Application be approved by senior management of Lingnan University	May-Jun 2024
Shortlisted inbound exchange students	
5) Receive an e-admission letter from OGE	May-Jun 2024
6) Confirm acceptance via online application system for Student Exchange Programme	May-Jun 2024
7) Settle exchange related payment via the on-line application system	May-Jun 2024
8) On-line course registration (on a first-come-first-served basis) i) Courses on offer: https://www.ln.edu.hk/reg/f/page/40852/308262/202409courselist.pdf ii) Course descriptions: https://www.ln.edu.hk/reg/undergraduate-programmes/course-description iii) Guidelines for on-line registration: https://www.ln.edu.hk/f/upload/44257/regprocedure_4yr.pdf	3-5 July 2024 (for 1 st (Fall) Term, 2024-25)
9) Receive a Notification Slip for Entry Visa/Permit and e-student handbook by email *It is important for you to check your emails frequently as important messages and your student visa will be sent to you by email.	* July-Aug 2024
10) Inform OGE of your flight itinerary and arrival details via online application system for Student Exchange Programme	By 1 Aug 2024
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 Aug 2024
12) Check-in at student hostel	19 Aug 2024 and

	onwards
13) Attend orientation programmes for new exchange students	22-23 Aug 2024
14) Classes begin	2 Sep 2024
15) Course Add/Drop Period (on a first-come-first-serve basis) i) Courses on offer: https://www.ln.edu.hk/reg/f/page/40852/308262/202409courselist.pdf ii) Course descriptions: https://www.ln.edu.hk/reg/undergraduate-programmes/course-description iii) Guidelines for on-line registration: https://www.ln.edu.hk/f/upload/44257/regprocedure_4yr.pdf	30 Aug to 9 Sep (for 1 st (Fall) Term, 2024-25)
16) Examination Period Examination Period (including the day reserved for examinations postponed due to extenuating circumstance)	11-24 Dec 2024 (for 1 st (Fall) Term, 2024-25); 29 Apr-14 May 2025 (for full-year)
17) Check-out from student hostel	12:00nn, 27 Dec 2024 (for 1st (Fall) Term, 2024-25); 12:00nn, 16 May 2025 (for Full-year)

Tentative Schedule for Summer Institute 2024

Prospective Inbound Exchange Students	Timeline	
	Session 1	Session 2
1) Talk to the study abroad advisor and/ or academic advisor of your home institution on: i) Application procedures for exchange abroad ii) Course selection at Lingnan University	Jan-Feb 2024	Jan-Feb 2024
2) Complete the application forms i) Refer to the email from Lingnan University regarding “online application form for Student Exchange Programme, your username and password” a. Read carefully the Important Notes to Applicant (in Part A) b. Read carefully the checklist of supplementary documents (in Part D) ii) Download application form for visa/ entry permit for study in Hong Kong from http://www.immd.gov.hk/pdforms/ID995A.pdf b. Read carefully the Guidance Notes (for English Version): http://www.immd.gov.hk/pdforms/ID(E)996.pdf or b. Read carefully the Guidance Notes (for Chinese version): http://www.immd.gov.hk/pdforms/ID(C)996.pdf	Application deadline: 10 Mar 2024	Application deadline: 10 Mar 2024
3) Post the printed version of your online application form for Student Exchange Programme (ask your home institution to endorse 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 recommendation letter from partner institution (in English, either from a Faculty Member of student's home institution or the International Office) 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)	Application packages have to reach our office by 10 Mar 2024 (please reserve sufficient time for postage)	Application packages have to reach our office by 10 Mar 2024 (please reserve sufficient time for postage)
4) Application be approved by senior management of Lingnan University	Mar - Apr 2024	Mar - Apr 2024
5) Receive e-admission letter from OGE	Apr 2024	Apr 2024
6) Confirm acceptance via online application system for Student Exchange Programme	Apr 2024	Apr 2024
7) Settle exchange related payment via the on-line application system	Apr-May 2024	Apr-May 2024
8) Receive a Notification Slip for Entry Visa/Permit and e-student handbook by email *It is important for you to check your emails frequently as important messages and your student visa will be sent to you by email.	May 2024	Jun 2024
9) Inform OGE of your flight itinerary and arrival details via online application system for Student Exchange Programme	By 15 May 2024	By 3 July 2024
10) 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 15 May 2024	By 3 July 2024

11) Course Add/Drop Period Courses on offer and Class Schedule: https://www.ln.edu.hk/f/upload/89326/202405courselist.pdf	29 May - 4 Jun 2024	11-12 Jul 2024
12) Check-in at student hostel	27 May 2024 and onwards	10 Jul 2024 and onwards
13) Orientation for new exchange students (compulsory)	28 May 2024	10 Jul 2024
14) Classes begin	29 May 2024	11 July 2024
15) Examination Period for Summer Institute 2024	Last week of classes	
16) End of class	10 July 2024	31 July 2024
17) Check-out from student hostel	By noon, 10 July 2024	By noon, 5 Aug 2024

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:

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 Set your own password

Lingnan University 嶺南大學 University 香港 Hong Kong

My Application My Profile Help

My Profile

Institution:

Name: First name Middle name Last name / Surname

Email:

Gender:

Date of Birth:

New Password: *

Repeat Password: *

Step 4 Complete the online application Form

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).

Click “My Application” to start filling the application form.

The screenshot shows the Lingnan University online application form interface. The top navigation bar includes the university logo and the text "Lingnan University 嶺南大學". The main navigation menu has "My Application", "My Profile", and "Help". A red box highlights "My Application". A callout bubble points to this menu item with the text: "Click here to start completing the online application form." Below the navigation bar, the page title is "Application for 2024-25, Fall Recruitment". A sub-header "Important Notes from OGE" is highlighted with a red box and a callout bubble that says: "You should read the important notes before you start filling the application form." Below the title, there is a section "Please complete the below sections in given order to submit your application:" followed by a blue "In-Progress" button. The main content area lists four sections: "Personal Particulars" with a blue "Start" button, "Course Plan" with a grey "Start" button, "Payment Information" with a grey "View" button, and "Declaration" with a grey "Start" button. Each section has a brief description of what to do.

Application for 2024-25, Fall Recruitment

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

Personal Particulars

Personal Particulars

- Personal Particulars
- Educational Background
- Language Proficiency
- Other Information
- Special Concern or Need
- Emergency Contact

[? Tips](#) [Save Progress](#)

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Personal Particulars

Date of Birth: Place of Birth:

Last name / Surname: Chinese name:

Ethnicity:

Country of Citizenship:

Postal Address:

Street Address 1:

Street Address 2:

City / Province:

You could save your application progress by clicking this button.

The application is not yet completed.

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

Lingnan University 嶺南大學 My Application My Profile studentone@ln.edu.hk

Please verify that all your information are correct.

Do you want to submit this form?

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
For 1st (Fall) Term in 2024-25

Initial Course Plan >

Help Save Progress

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Initial Course Plan For University's Reference Only

This normal study plan for a full-time student in a term involves the range of 12-18 credits for all exchange students. The minimum requirement is 12 credits per term.

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

- http://www.ln.edu.hk/info/initialcourse_req_materials.php
- http://www.ln.edu.hk/info/initialcourse_req_materials_1year.php

Exchange students can choose courses from both 1-year and 1-year-integrated programmes. For list of courses offered in Fall Term, please refer to "Fall Term, 2024-25" under "Courses offering for Fall Term and 1st Term, 2024-25".

Usually, students are welcome to choose any courses available at Lingnan. However, some courses do have pre-requisite requirements/grade-requirements. You should be aware of the requirements from the "Course Description" at:

- http://www.ln.edu.hk/info/initialcourse_descriptions.php for courses under 1-year programmes, and
- http://www.ln.edu.hk/info/initialcourse_req_materials_1year.php for courses under 1-year programmes.

In such cases, students are required to provide proof of fulfilled 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 2-8 courses in priority order. We shall pass on the details to the relevant departments for best information and consideration. It is important to highlight the information you provide below will only serve as an indicator 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 18 to 21 June 2024 (PAC) 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

For Summer Institute 2024:

My Application for 2024-25 Course Plan

Initial Course Plan

Help

Save Progress

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Initial Course Plan For University's Reference Only

I am applying for the Summer Institute 2024. I have completed the application form and submitted it to the Summer Institute Office. I have also completed the course plan form and submitted it to the Summer Institute Office. I have also completed the course plan form and submitted it to the Summer Institute Office.

I have completed the course plan form and submitted it to the Summer Institute Office. I have also completed the course plan form and submitted it to the Summer Institute Office. I have also completed the course plan form and submitted it to the Summer Institute Office.

I have completed the course plan form and submitted it to the Summer Institute Office. I have also completed the course plan form and submitted it to the Summer Institute Office. I have also completed the course plan form and submitted it to the Summer Institute Office.

Credit-bearing / Non-credit-bearing Course (Maximum Two Courses for the Whole Summer Term)

#	Course Code	Course Title	No. of credits
Session 1 (30 May 2018 to 09 July 2018)			
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"/>
Session 2 (03 July 2018 to 20 July 2018)			
1	<input type="text" value="Type to search"/>	<input type="text"/>	<input type="text"/>
			Total: <input type="text" value="0"/>

Open Course

Session	Course Title
<input type="text" value="--"/>	<input type="text"/>
<input type="button" value="Add Row"/>	

Please verify your provided information before proceeding.

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

Lingnan University 嶺南大學
My Application My Profile Help

Insurance
Declaration

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Insurance

Starting from Fall Term 2009-10 academic year and onwards, the University requires all exchange students to have suitable and adequate insurance covering travel, personal accident, medical expenses (accident and nonaccident), hospitalization and emergency evacuation/repatriation throughout the entire-period of their study at Lingnan. **Students are required to send us their proof of insurance coverage prior to their departure. For those who fail to do so prior to their arrival are required to do it immediately after their arrival to Hong Kong and provide proof to OGE before they can register as students at Lingnan.**

I will arrange my own insurance at my home country and provide the details of the coverage to Lingnan University. (All students should send a copy of the insurance policy and coverage to OGE by fax at (852) 2465-9660 or by email (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 understand that any mis-statement or inaccurate and complete, and understand that any mis-statement or inaccurate information provided may result in my suspension or subsequent enrollment in Lingnan University. 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. I understand that it is my responsibility to observe regulations and procedures (incl. completing the online evaluation survey) and also my responsibility to cover myself with appropriate insurance. I give my consent for Lingnan University to use my data to carry out checks on records of my studies.

Provide your account password here to confirm your declaration.

Please provide your account password

Declaration Date
21 June 2022

Sign & Submit your Application

Press this button to submit your application.

Do you want to submit your application?

Your application cannot be edited after submission.

Click this button to submit your application.

Cancel **Submit 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 emergency evacuation/repatriation throughout the entire-period of their study at Lingnan. Students are required to send us their proof of insurance coverage prior to their departure. For those who fail to do so prior to their arrival are required to do it immediately after their arrival to Hong Kong and provide proof to OGE before they can register as students at Lingnan.

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

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

Name	<input type="text"/>	Relationship	<input type="text"/>
His/Her E-mail Address	<input type="text"/>	His/Her Mobile Number	<input type="text"/>
His/Her Home Telephone Number	<input type="text"/>	His/Her Fax Number	<input type="text"/>

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.

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 _____

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 _____

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 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.
 - i. For students from the Mainland China, please provide a clear copy of your identity card (both front and rear sides).
 - ii. For students from Taiwan, please provide a clear copy of your (1) passport, (2) identity card (both front and rear sides) and (3) household registration.
 - iii. For students from Kazakhstan, please provide a clear copy of your (1) passport, (2) transcript of records and (3) 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.
 - iv. For students from Morocco, please 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 email.

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.

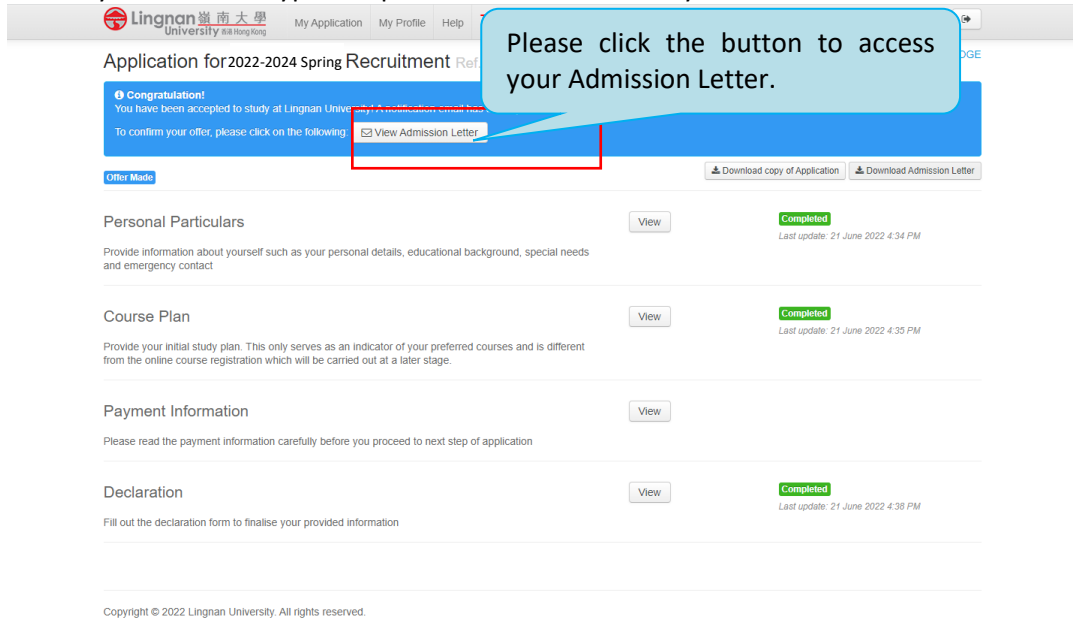
Step 7 Posting your Application Forms and Required Documents via Home Institution

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

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.



Lingnan University 嶺南大學
University of Hong Kong

My Application My Profile Help

Application for 2022-2024 Spring Recruitment Ref: [REDACTED]

Congratulations!
You have been accepted to study at Lingnan University.
To confirm your offer, please click on the following: [View Admission Letter](#)

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

Offer Made

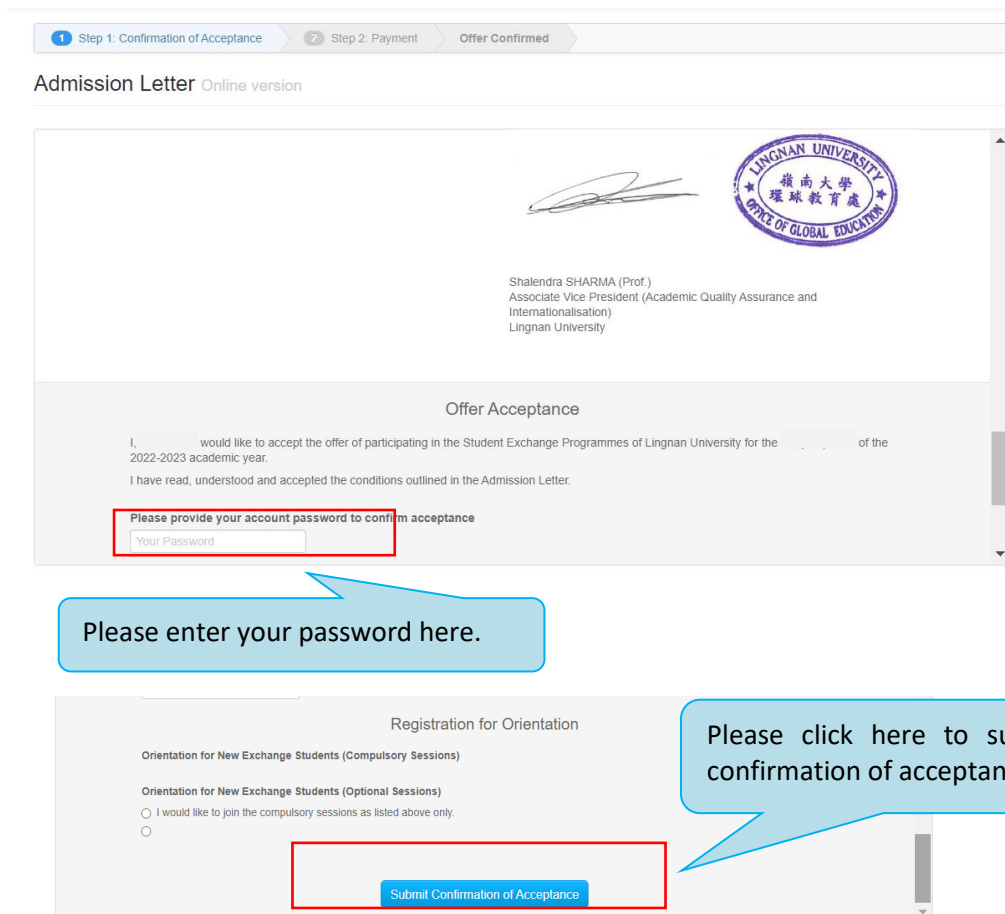
Personal Particulars [View](#) **Completed**
Last update: 21 June 2022 4:34 PM
Provide information about yourself such as your personal details, educational background, special needs and emergency contact

Course Plan [View](#) **Completed**
Last update: 21 June 2022 4:35 PM
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 [View](#) **Completed**
Last update: 21 June 2022 4:38 PM
Fill out the declaration form to finalise your provided information

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1 Step 1: Confirmation of Acceptance 2 Step 2: Payment Offer Confirmed

Admission Letter Online version

Shalendra SHARMA (Prof.)
Associate Vice President (Academic Quality Assurance and Internationalisation)
Lingnan University

Offer Acceptance

I, _____ would like to accept the offer of participating in the Student Exchange Programmes of Lingnan University for the _____ of the 2022-2023 academic year.
I have read, understood and accepted the conditions outlined in the Admission Letter.

Please provide your account password to confirm acceptance

Your Password

Please enter your password here.

Registration for Orientation

Orientation for New Exchange Students (Compulsory Sessions)

Orientation for New Exchange Students (Optional Sessions)

I would like to join the compulsory sessions as listed above only.

[Submit Confirmation of Acceptance](#)

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 credit card, Alipay or bank transfer and opt to buy a new linen set from us/ bring your own linen set.

Payment

Payment by Flywire *flywire*

1. Student Visa Fee HK\$

2. Air-conditioning Fee HK\$

3. Hostel Fee HK\$

Optional item:
4. Linen Set, include a pillow, a pillow case, a bed sheet and a comforter for living in hostel

Buy a full set
 Bring my own set

HK\$

Total Amount HK\$

Hostel Fees after Check-out

Choose to Pay via

- Credit Card
- Alipay or Bank transfer/deposit.

Authorization for Credit Card Payment for Hostel Fees after Check-out

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

- Visa Master Card

Credit Card Number

Card Expiry Date

January 2022

Payment Description

Maximum amount to be charged

Hostel Fees after Check-out

The purpose of the fees is to cover any utilities 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 six 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 hostel fees after check-out in the application period.

Hostel Fees after Check-out

Choose to Pay via

- Credit Card
- Alipay or Bank transfer/deposit.

Declaration by students who do not have credit cards

_____, 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.

Personal Information Collection Statement

- The data provided in this form shall be released to banks and relevant units within the University for the purpose of collecting payment from you.
 - Unless required by law, the data collected will not be disclosed to any third parties other than those specified above without your consent.
 - If the data provided is incomplete or inaccurate, the University may be unable to collect any payment from you.
 - The data collected via this form will be erased from the system after 6 months from the date of completion of your study.
 - You have a right of access and correction in respect of the data contained in this form under the Personal Data (Privacy) Ordinance. Please raise such request(s) to Data Protection Officer of Office of Global Education at exchange@LN.edu.hk.

Proceed Reset

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

Do you want to submit payment online by Flywire?

Total Amount: HK\$:

Upon confirmation:

- A separate window will open containing the invoice for the required payment items. **Please download it and save to your computer, as supporting document is required for Flywire bank-transfer payment method**
- You will then be redirected to online payment page

Cancel Confirm

Please click here to submit your confirmation the payment.

Invoice

Lingnan University 嶺南大學

My Application My Profile

Important Notes from OGE

Download copy of Application Download Admission Letter

Offer Confirmed

Personal Particulars View Completed Last update: 21 June 2022 4:34 PM

Course Plan View Completed Last update: 21 June 2022 4:35 PM

Declaration View Completed Last update: 21 June 2022 4:38 PM

Payment View Completed Last update: 21 June 2022 5:05 PM

Payment

Online Payment By Flywire **Paid**

Flywire Payment ID:

Download Invoice

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.

The screenshot shows the Lingnan University online application system interface. At the top, there is a navigation bar with the university logo and links for 'My Application', 'My Profile', and 'Help'. Below the navigation bar, a blue banner contains an 'Attention' message: '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.' A red box highlights a button labeled 'Arrival Information'. Below the banner, there are two buttons: 'Download copy of Application' and 'Download Admission Letter'. The main content area is divided into four sections, each with a 'View' button and a 'Completed' status indicator with a timestamp: 'Personal Particulars' (Last update: 21 June 2022 4:34 PM), 'Course Plan' (Last update: 21 June 2022 4:35 PM), 'Declaration' (Last update: 21 June 2022 4:38 PM), and 'Payment' (Last update: 21 June 2022 5:05 PM).

The screenshot shows the Lingnan University online application system interface. At the top, there is a navigation bar with the university logo and links for 'My Application', 'My Profile', and 'Help'. Below the navigation bar, there is a text input field with the placeholder text 'visit within 2 weeks before departing for Hong Kong:'. Below the input field, there is a section titled 'Transportation Arrangement *' with a radio button and the text 'I will make my own travel arrangements to Lingnan. I understand that the earliest date to check-in student hostel is'. Below this, there is a section titled 'Important Notes:' with two numbered points: '1. You are also required to provide us with your arrival information by completing this form on or before' and '2. Please be sure to notify our office of any changes of arrival details at exchange@ln.edu.hk'. Below the notes, there is a section titled 'Part B: Insurance' with a horizontal line. Below the line, there is a paragraph of text: '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.' Below the paragraph, there is a text input field with the placeholder text 'Please upload your proof of insurance coverage (e.g. a copy of your insurance card and the policy) here'. Below the input field, there is a button labeled 'Select files'. Below the button, there is a text label '(Max. size: 2MB. Accept pdf, doc, docx, images files)'. Below the text label, there is a large blue button labeled 'Submit' with a red box around it.

Part D – List of Required Document for Application

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

I. Application for Student Exchange Programmes

- Have you read and understood the terms and conditions before you fill in your application form?
- 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)

II. Application for Hong Kong Student Visa

- 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/ HK\$20,000 for Summer Term)
- 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?