

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

PART A – IMPORTANT NOTES FOR APPLICANTS.....	2
PART B – TENTATIVE SCHEDULE FOR FALL TERM OR FULL YEAR IN 2023/2024.....	5
TENTATIVE SCHEDULE FOR SUMMER TERM in 2022/2023.....	7
PART C – APPLICATION PROCEDURES.....	9
PART D – LIST OF REQUIRED DOCUMENT FOR APPLICATION.....	21

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, 2023-2024:

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 2023:

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, 2023-2024: The hostel fee is approximately HK\$7,430 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 2023: The hostel fee is HK\$2,714* for Session 1 and HK\$1,298* for Session 2. All exchange students are required to pay an air-conditioning fee to Lingnan, which is approximately HK\$230* for Session 1 and HK\$110* for Session 2. You will be asked to complete an online payment upon acceptance.

*The hostel fee and air-conditioning fee are under University's review and subject to update. We will inform all students of the confirmed amount upon acceptance to our Student Exchange Programme.

Hostel Fees after Check-out

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: http://www.ln.edu.hk/oge/incoming_stu/application-and-visa.php

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.

Part B – Tentative Schedule

Important Dates for 1st (Fall) Term, 2023-24 and entire academic year in 2023-2024

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 2023
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 2023
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 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 2023 (please reserve sufficient time for postage)
4) Application be approved by senior management of Lingnan University	May-Jun 2023
Shortlisted inbound exchange students	
5) Receive an e-admission letter from OGE	May-Jun 2023
6) Confirm acceptance via online application system for Student Exchange Programme	May-Jun 2023
7) Settle exchange related payment via the on-line application system	May-Jun 2023
8) On-line course registration (on a first-come-first-served basis) i) Courses on offer: https://www.ln.edu.hk/f/upload/79776/202309courselist.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	4-6 July 2023 (for 1 st (Fall) Term, 2023-24)
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 2023
10) Inform OGE of your flight itinerary and arrival details via online application system for Student Exchange Programme	By 1 Aug 2023
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 2023
12) Check-in at student hostel	21 Aug 2023 and onwards
13) Attend orientation programmes for new exchange students	23-24 Aug 2023
14) Classes begin	1 Sep 2023
15) Course Add/Drop Period (on a first-come-first-serve basis) i) Courses on offer: https://www.ln.edu.hk/f/upload/79776/202309courselist.pdf ii) Course descriptions: https://www.ln.edu.hk/reg/undergraduate-programmes/course-description	29 Aug to 7 Sep (for Fall 2023 semester)

iii) Guidelines for on-line registration: https://www.ln.edu.hk/f/upload/44257/regprocedure_4yr.pdf	
16) Examination Period Examination Period (including the day reserved for examinations postponed due to extenuating circumstance)	11-23 Dec 2023 (for 1 st (Fall) Term, 2023-24); 2-16 May 2024 (for full-year)
17) Check-out from student hostel	12:00nn, 28 Dec 2023 (for 1st (Fall) Term, 2023-24); 12:00nn, 17 May 2024 (for Full-year)

Tentative Schedule for Summer Institute 2023

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 2023	Jan-Feb 2023
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 2023	Application deadline: 10 Mar 2023
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 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 2023 (please reserve sufficient time for postage)	Application packages have to reach our office by 10 Mar 2023 (please reserve sufficient time for postage)
4) Application be approved by senior management of Lingnan University	Mar - Apr 2023	Mar - Apr 2023
5) Receive e-admission letter from OGE	Apr 2023	Apr 2023
6) Confirm acceptance via online application system for Student Exchange Programme	Apr 2023	Apr 2023
7) Settle exchange related payment via the on-line application system	Apr-May 2023	Apr-May 2023
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 2023	May-Jun 2023
9) Inform OGE of your flight itinerary and arrival details via online application system for Student Exchange Programme	By 15 May 2023	By 3 July 2023
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 2023	By 3 July 2023

11) Course Add/Drop Period Courses on offer and Class Schedule: https://www.ln.edu.hk/f/upload/78365/202305courselist.pdf	1-7 Jun 2023	18-19 Jul 2023
12) Check-in at student hostel	29 May 2023 and onwards	14 Jul 2023 and onwards
13) Orientation for new exchange students (compulsory)	31 May 2023	17 Jul 2023
14) Classes begin	1 June 2023	18 July 2023
15) Examination Period for Summer Institute 2023	Last week of classes	
16) End of class	13 July 2023	4 Aug 2023
17) Check-out from student hostel	By noon, 14 July 2023	By noon, 5 Aug 2023

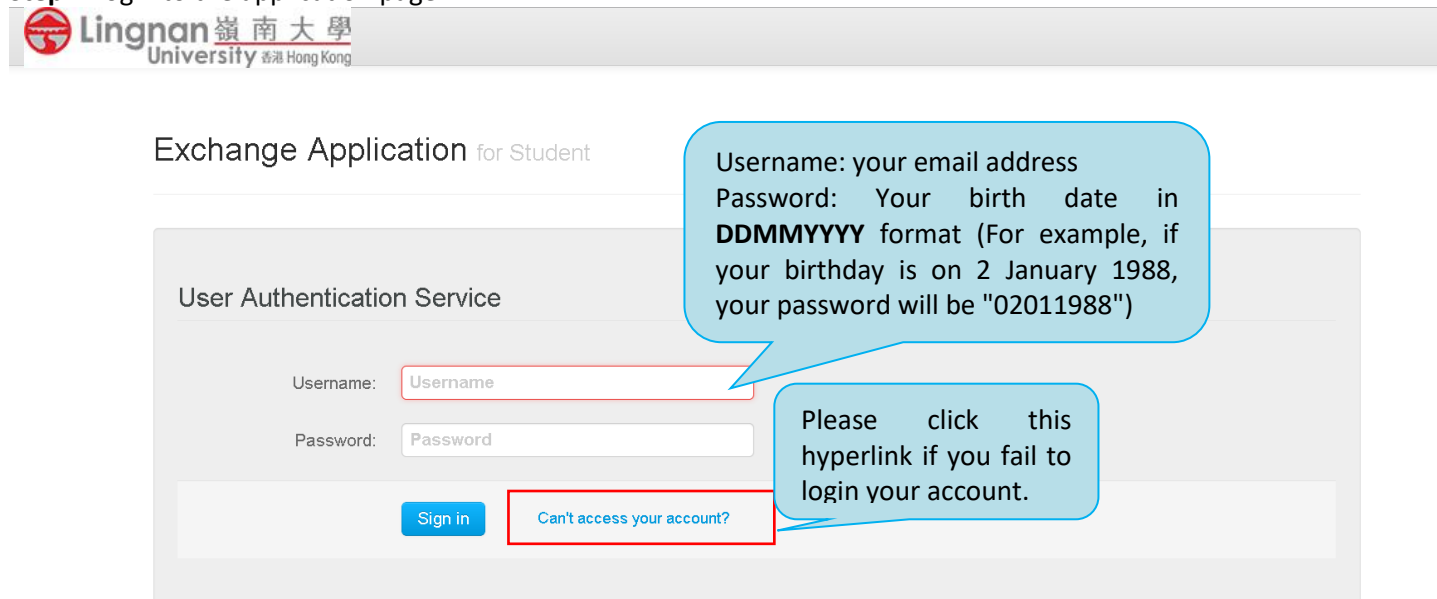
Browser Support

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.

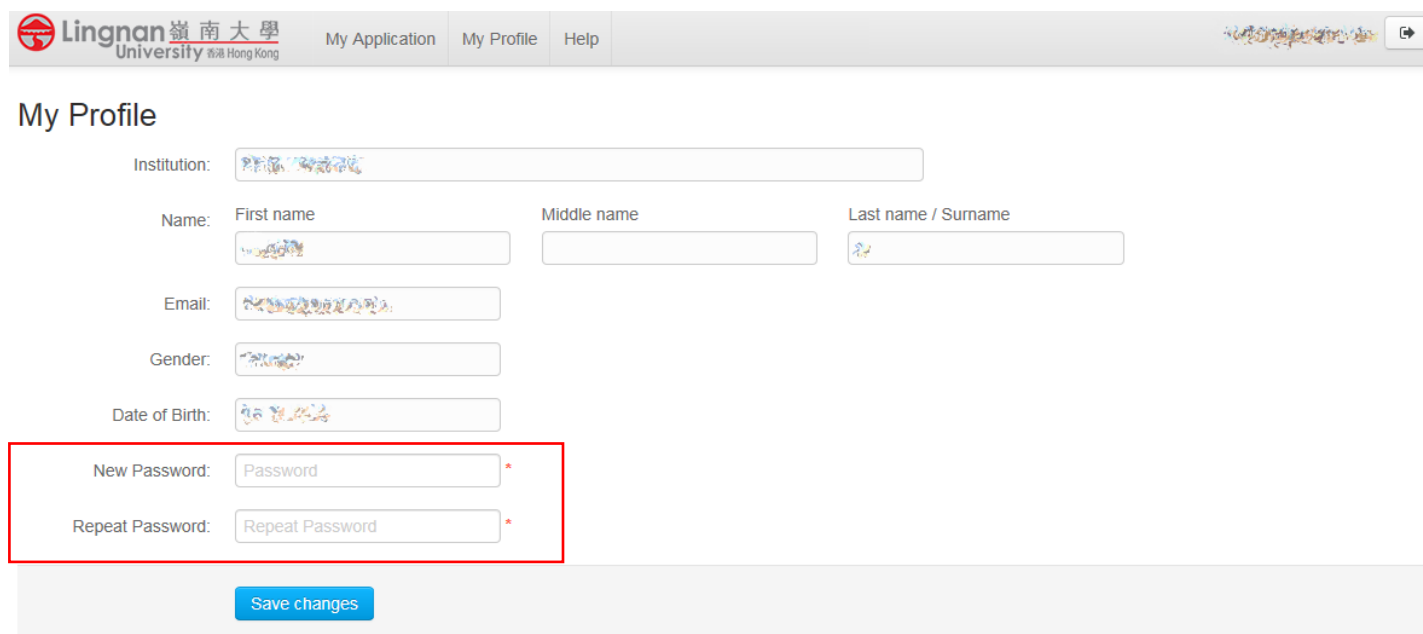
If you are using Internet Explorer 8 or higher, please make sure the "[Compatibility View](#)" feature is turned off.

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.



Step 3 Set your own 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 portal. The header includes the university logo and navigation links: "My Application", "My Profile", and "Help". A red box highlights "My Application", with a callout bubble stating: "Click here to start completing the online application form." Below the header, the page title is "Application for 2023-2024 Fall Recruitment". A sub-header indicates the user is "In-Progress". A list of application sections follows: "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). A red box highlights a link "Important Notes from OGE" in the top right, with a callout bubble stating: "You should read the important notes before you start filling the application form." The instructions for each section are as follows: Personal Particulars: "Provide information about yourself such as your personal details, educational background, special needs and emergency contact"; Course Plan: "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: "Please read the payment information carefully before you proceed to next step of application"; Declaration: "Fill out the declaration form to finalise your provided information".

Lingnan 嶺南大學
University 香港 Hong Kong

My Application My Profile Help

Click here to start completing the online application form.

Important Notes from OGE

Application for 2023-2024 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

You should read the important notes before you start filling the application form.

Section 1 Personal Particulars

Lingnan University 嶺南大學 My Application My Profile Help

Personal Particulars

Personal Particulars

Educational Background

Language Proficiency

Other Information

Special Concern or Need

Emergency Contact

Save Progress

Back to Previous

Do you want to save your application progress by clicking this button.

The application is not yet completed.

Last name / Surname Chinese name

Last name / Surname Optional Chinese name

Ethnicity

-- Select --

Place of Birth

Place of Birth

YYYY-MM-DD -- Select --

Country of Citizenship

-- Select --

Postal Address:

Street Address 1:

Street Address 2:

City / Province:

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?

Cancel Submit

The normal study load of a full-time student in a term should be in the range of 12 to 16 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 2023-24


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University 香港 Hong Kong

[My Application](#)
[My Profile](#)

[Initial Course Plan](#)

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

[Back to Previous](#)

Initial Course Plan For University's Reference Only

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

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

- http://www.ln.edu.hk/eng/undergraduate_req_materials.php
- http://www.ln.edu.hk/eng/undergraduate_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 refer to "Fall Term, 2023-24" under "Courses offering under the 1st and 2nd Terms, 2023-24".

Basically, students are welcome to choose any courses available at Lingnan. However, some courses declare pre-requisite requirements/major considerations. You can find the requirements from the "Course Description" at:

- http://www.ln.edu.hk/eng/course_descriptions.php for courses under 3-year programmes; and
- http://www.ln.edu.hk/eng/undergraduate_req_materials_4year.php for courses under 4-year programmes.

In such cases, students are requested 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 include 4-6 courses in priority order. The study plan can be useful to the relevant departments for their information and consideration. It is important to highlight that the 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 once the course has started. The schedule for online registration will be from 18 to 21 June 2023 (GMT+0800) and 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 2023:

Initial Course Plan

Help

Save Progress

Back to Previous

Initial Course Plan For University's Reference Only

I am the student to be selected for the Summer Institute. I have read the information and I understand the purpose of the Summer Institute. I have read the information and I understand the purpose of the Summer Institute. I have read the information and I understand the purpose of the Summer Institute.

I have read the information and I understand the purpose of the Summer Institute. I have read the information and I understand the purpose of the Summer Institute. I have read the information and I understand the purpose of the Summer Institute.

I have read the information and I understand the purpose of the Summer Institute. I have read the information and I understand the purpose of the Summer Institute. I have read the information and I understand the purpose of the Summer Institute.

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="checkbox"/>	<input type="text"/>
<input type="button" value="Add Row"/>	

Please verify your provided information before proceeding.

Proceed

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

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My Application My Profile Help

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 the data is accurate and complete, and understand that any misrepresentation or false information may result in my suspension and subsequent enrollment in Lingnan University. I understand that the data will be used for all purposes relating to my study and stay in Hong Kong (via Lingnan University, Office of Global Education) and 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 that may arise. I give my consent for Lingnan University to use my data for the above purposes.

Please provide your account password
Your Password

Declaration Date
21 June 2022

Sign & Submit your Application

Press this button to submit your application.

Provide your account password here to confirm your declaration.

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 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

University

my application my status

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 (Fall2022-23)

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.

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

OGE, AD20W/1, 2/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong
Telephone: (852) 2616-8990, Facsimile: (852) 2465-9660, Email: exchange@ln.edu.hk

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.

The screenshot shows the Lingnan University online application system. At the top, there is a navigation bar with the university's name in Chinese and English, and links for 'My Application', 'My Profile', and 'Help'. Below the navigation bar, the page title is 'Application for 2023-2024 Fall Recruitment'. A blue banner with a white icon and text says 'Congratulations! You have been accepted to study at Lingnan University. To confirm your offer, please click on the following: View Admission Letter'. A red box highlights the 'View Admission Letter' link. A blue speech bubble points to this link with the text 'Please click the button to access your Admission Letter.' Below the banner, there are two download buttons: 'Download copy of Application' and 'Download Admission Letter'. The main content area lists several sections with 'View' buttons and 'Completed' status indicators: 'Personal Particulars', 'Course Plan', 'Payment Information', and 'Declaration'. Each section has a brief description of what information is required. At the bottom, there is a copyright notice: 'Copyright © 2022 Lingnan University. All rights reserved.'

The screenshot shows the 'Offer Acceptance' form. At the top, there is a progress bar with three steps: 'Step 1: Confirmation of Acceptance', 'Step 2: Payment', and 'Offer Confirmed'. Below the progress bar, the page title is 'Admission Letter Online version'. The form contains a signature and a stamp of the Lingnan University Office of Global Education. Below the signature, the name and title of the official are listed: 'Shalendra SHARMA (Prof.) Associate Vice President (Academic Quality Assurance and Internationalisation) Lingnan University'. The form then asks the applicant to confirm acceptance of the offer. A red box highlights a text input field labeled 'Your Password' with the instruction 'Please provide your account password to confirm acceptance'. A blue speech bubble points to this field with the text 'Please enter your password here.' Below the password field, there is a 'Submit Confirmation of Acceptance' button. A blue speech 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 credit card, Alipay or bank transfer and opt to buy a new linen set from us/ bring your own linen set.

Lingnan 嶺南大學
University 嶺南大學

My Application My Profile Help

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

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

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

Ref. No. 1009

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. The header includes the university logo and navigation links: "My Application", "My Profile", and "Help". A blue banner at the top 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 the "Arrival Information" link. Below the banner, there are two buttons: "Download copy of Application" and "Download Admission Letter". The main content area lists four sections: "Personal Particulars", "Course Plan", "Declaration", and "Payment". Each section has a "View" button and a "Completed" status indicator. The "Personal Particulars" section includes a description: "Provide information about yourself such as your personal details, educational background, special needs and emergency contact" and a "Last update: 21 June 2022 4:34 PM" timestamp.

The screenshot shows the Lingnan University online application system. The header includes the university logo and navigation links: "My Application", "My Profile", and "Help". Below the header, there is a text box with the instruction: "visit within 2 weeks before departing for Hong Kong:". The "Transportation Arrangement" section is highlighted with a red box. It contains 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".

Transportation Arrangement *

☐ I will make my own travel arrangements to Lingnan. I understand that the earliest date to check-in student hostel is

Important Notes:

1. You are also required to provide us with your arrival information by completing this form on or before
2. Please be sure to notify our office of any changes of arrival details at exchange@ln.edu.hk.

Part B: 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

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

The screenshot shows the Lingnan University online application system. The "Submit" button is highlighted with a red box.

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?