
**APPLICATION GUIDE
DIRECT ADMISSIONS TO BACHELOR'S DEGREE PROGRAMMES 2009-10**

You can apply for admission by submitting either the "Application for Admission" form or an online application (www.LN.edu.hk/admissions/applyonline/).

Please read this Application Guide and the Undergraduate Prospectus 2009-10 carefully before you apply.

1. Who can apply?

From 15 December 2008 until 31 March 2009, the applicants below who wish to pursue undergraduate studies at Lingnan University in the 2009-10 academic year may apply directly for admission.

i. Local Applicants

If you are not a JUPAS (Joint University Programmes Admissions System) applicant and you possess qualifications other than the Hong Kong Advanced Level Examination (HKALE) results, you should apply to the University directly.

If you are a JUPAS applicant, you are not allowed to submit a separate application to the University. Duplicate applications will not be processed.

ii. Non-local Applicants

Non-local students are persons entering Hong Kong for the purpose of education with a student visa/entry permit issued by the Director of Immigration of the Hong Kong Special Administrative Region.

Chinese Mainland applicants applying for admission on the strength of the Joint University Entrance Examinations (Gao Kao) in 2009 should visit the Mainland Admissions website (<http://www.LN.edu.hk/reg/info/mainland/>) for details.

You should apply to the University directly if you are applying for admission as a non-local student.

iii. Mature Applicants

Applicants who are aged 23 or above on 1 September 2009 may seek admission as mature applicants if they meet the following requirements:

- a. able to demonstrate, either by publication or by other acceptable evidence, that they have exceptional ability or have achieved sufficient competence in appropriate academic or professional fields;
- b. have at least three years of relevant working experience; and
- c. can produce evidence of at least three years of continuous residence in Hong Kong.

It is not necessary for applicants to apply as a mature applicant. The University will automatically take this into consideration and each case is considered on its own merits.

iv. Visiting Students

Visiting students are not eligible for a formal academic award but can apply for certification of their registration status and/ or their academic performance.

A visiting student may be admitted through direct applications based on individual merits.

Note:

You should write directly to the Registrar with all necessary supporting documents (such as public examination results, school transcripts and reference letters), if you would like to seek admission as an auditing student, who can study specific undergraduate courses but are not eligible for a formal award or certificate from the University. You do not need to complete an application form.

2. What are the admission requirements?

To be admitted, you must have fulfilled the [General University Requirements](#) and the [Programme Entrance Requirements](#) for programmes you choose. The University may also consider [other acceptable qualifications](#) for applicants who possess other qualifications. For details, please refer to the Undergraduate Prospectus or the admissions website (<http://www.LN.edu.hk/admissions/>).

3. How many study programmes can I apply for?

You may indicate your preference for up to **three** different study programmes. However, only one offer will be made to you if you are selected for admission.

The University will consider your application in the order of your preference for study programmes. Change of study programmes is not allowed once the application is submitted. You should therefore carefully consider your choice of study programme(s) before indicating your preferences on either your paper-form or online application as follows:

Paper-form Application

When you submit a paper-form application, you can make up to three choices of study programmes by indicating your preferences in Section 2 of the Application for Admission form.

Online Application

You can make **one** choice of study programme on each application you submit. You can make up to three choices of study programmes by submitting up to three **different** applications. Your fourth and subsequent applications will not be accepted by the online application system.

To indicate your preferences, please make sure that you select your first choice of study programme in the first application you submit and select your second choice of study programme in the second application you submit, and so on. The University will process the first application you submit successfully upon payment as your first choice of study programme, your second successful application as your second choice, and so on.

Note:

The University will consider all applications, whether submitted by paper-form or online, for the first choice of a specific study programme at the same time. Applicants not selected for admission to their first choice of study programme will be considered for their second choice of study programme, and so on, until all available places are filled.

4. How can I apply for admission?

You can apply for admission by submitting either a paper-form or online application, but not both. You can download a paper-form application from <http://www.LN.edu.hk/admissions/da/download> or request a copy by post or by email. You can apply online by clicking <http://www.LN.edu.hk/admissions/applyonline/>.

Step 1 Completion of Application Form

1. You should read the instructions on the paper application form or online application carefully. For online application, you can also view a demonstration showing you how to complete an online application by visiting <http://www.LN.edu.hk/admissions/applyonline/demo.html>.
2. You should support all information provided by attaching photocopies of relevant documents to your application. You will be asked to produce the original documents for inspection if you are offered admission. Any false, unclear or misleading information you give may disqualify your application and any fees paid will not be refunded.
3. **Confidential Report** - You should download the Confidential Report form, complete **Part A** before requesting your principal or an academic referee to complete **Part B** of the report. The completed report should be sealed and returned by the principal/academic referee directly to the Registry (Application for Admission).

4. **Application for Credit Transfer/Course Exemption** – If you have qualifications from higher education institutions, you may want to submit this form with your paper-form or online application, together with a detailed syllabus for each subject for which you are applying for credit transfer/course exemption.
5. **Transcript Request Form** – If you are studying or have studied in a post-secondary institution, you should complete this form so that an official transcript of your latest academic records will be sent to Lingnan University. You should send the completed Transcript Request Form to the Registrar of each institution you have attended, requesting that an official transcript be sent directly to the Registry (Application for Admission) within 10 days. Subsequent updated transcript (e.g. incorporating latest or 2nd term/semester results), if any, should also be sent to the University.
6. If you have studied at an affiliated institution of Lingnan University (e.g. the Community College at Lingnan University), you do not need to submit an official transcript of that institution. The University will collect such information from the affiliated institution.
7. If you are a non-local applicant who wishes to apply for a scholarship, you should also download and complete a "[Scholarship Application Form](#)".

Step 2 Payment of Application Fees

1. The application fees are not refundable.
2. Application for admission is invited from 15 December 2008 to 31 March 2009. Applications received after 31 March 2009 will be regarded as late applications. Late applicants have a lower chance of being admitted. No applications will be accepted after 10 July 2009.
3. The table below summarises the application fees:

Paper-form Application

	Before 31 March 2009	From 1 April 2009
Local Applicants	HK\$ 150	HK\$ 300
Non-local Applicants	HK\$ 300	

Online Application

	Before 31 March 2009	From 1 April 2009
Local Applicants	HK\$ 100 for each programme choice	Not applicable
Non-local Applicants		(Late applications are accepted only through paper-form application)

4. Payment Method:

Paper-form Application

- (a) **Local Applicants** should pay the application fee using one of the two methods below:
- i. at a bank
 - using the application fee pay-in slip distributed together with the application form
 - paying into the University account in Bank of East Asia Limited (account number: 015-514-40-42677-6) (Please specify Payment Reference: 09/10AFU)
 - ii. at an Automatic Teller Machine (ATM)
 - If you are an ATM cardholder of Hong Kong and Shanghai Bank (HSBC), Hang Seng Bank or JETCO follow the steps below:

HSBC/Hang Seng Bank ATM	JETCO
1. Select "Bill Payment (繳費服務)"	1. Select "Bill Payment (繳費)"
2. Select "Education – Universities (教育學府-大學)"	2. Select "Education (專上學院)"
3. Select "Lingnan University (嶺南大學)"	3. Select "Lingnan University (嶺南大學)"
4. Enter "09" for Bill Type (賬單類別)	4. Enter "09" for Bill Type (賬類)
5. Key in "08091330022" (11 digits) as "Payment Reference Number (賬單號碼)"	5. Key in "08091330022" (11 digits) as "Payment Reference Number (賬單號碼)"
6. Enter Amount	
7. Collect and retain the customer advice as proof of payment 請保留收據	

Applicants should write his/her name on the back of the receipt/ATM transaction slip for identification purpose. Please make a copy of the receipt/ ATM transaction slip for future reference.

- (b) **Non-local applicants** should pay the application fee by sending a bank draft payable to “LINGNAN UNIVERSITY” together with the completed application form and relevant supporting documents. The applicant should write his/her name on the back of the bank draft for identification purpose. Please make a copy for future reference.

Online Application

Local and non-local applicants applying online can pay the application fee of HK\$100 online using a VISA or MASTER credit card. Please write down the invoice number for future reference.

Step 3 Submission of Application

1. If you use paper-form application, please submit only **one** application (and indicate up to three programme choices). If you use online application, you can submit **up to three** different applications indicating your preferences for up to three programme choices. Please note that duplicate applications for the same study programme by an applicant will not be processed and any application fees paid will not be refunded.
2. Applicants should complete all the sections in the paper-form or online application. The University reserves the right not to process incomplete applications and any application fees paid will not be refunded.

Applicants in Hong Kong should submit the following:

- the completed paper-form or online application
- a photocopy of the HKID card
- photocopies of relevant certificates and academic records*
- the original application fee receipt or ATM transaction slip (for paper-form application)

Applicants residing outside Hong Kong should submit the following:

- the completed paper-form or online application
- a photocopy of the passport or travel document or Certificate of Identity card
- photocopies of relevant certificates and academic records*
- a bank draft for the application fee (for paper-form application)

* To substantiate your qualifications, please request that an official transcript be sent to the University from all post-secondary institutions you have attended in the last three years.

3. If you need to submit other documents in support of your application after it has been submitted, please send them by post to the **Registry, Lingnan University, 8 Castle Peak Road, Tuen Mun, Hong Kong**. Please mark on each page your application number, your full name and the programme(s) applied for on the top right hand corner of each page.

5. What happens after I have submitted an application?

Step 1 Processing of Applications

1. When the University receives your application, the Registry will send you an acknowledgement of application for admission by email or by post.

Paper-form Application

Please check with the Registry if you do not receive an acknowledgement normally within 10 working days after you have submitted your application. Non-local applicants sending applications by post can expect an acknowledgement by the University normally within three weeks after you have submitted your application.

Online Application

You will receive an acknowledgement once you have paid and submitted your application.

2. Admission criteria for different programmes vary and you may be admitted directly or short-listed for an interview to determine your eligibility for admission. For some programmes, you may also be required to take an oral and/or written test. If an interview is required, the University will inform you by phone, email or by post.

Step 2 Announcement of Application Results

1. The University will not send individual notifications to applicants unless they are short-listed for an interview by specific study programmes where necessary.
2. Successful applicants given offers/ conditional offers of admission will be notified during June-August 2009. Unsuccessful applicants will be notified no later than September 2009.
3. If you are invited to an interview and/or to take an oral or written test but fail to do so, you will be regarded as having withdrawn from application for admission. Your place will be offered to other applicants.

Step 3 Reporting to the University and Payment of Tuition Fees

1. If you are offered admission, you must report to the University and present the original copies of all supporting documents for inspection. The "Offer of Admission" will be withdrawn if you fail to do so. The University will inform you of the date for reporting in the "Offer of Admission" letter.
2. You will be asked to make a down payment when you receive the "Offer of Admission" letter. If you fail to pay the down payment by the date specified, you will be regarded as having withdrawn from application for admission.
3. Tuition fees are normally payable in two equal instalments before the start of the first and second term of an academic year. Tuition fee for the academic year 2008-09 for local students is HK\$42,100 and for non-local students is HK\$70,000. Tuition fees for 2009-10 are subject to review.

6. How will the information I submit be used?

Information provided in the application form will be:

- used as a basis for assessing the applicant for admission to the University and for all other related purposes;
- used to obtain from the Hong Kong Examinations and Assessment Authority and other relevant authorities information about the applicants' results in HKALE, HKCEE and other public examinations and studies in institutions in Hong Kong and elsewhere;
- used to carry out checks on matters relating to the application and records of the applicant's previous studies at other institutions;
- transferred to the student record system of the University if the application is successful; and
- used for periodic checks on registration whereby enrolment information is exchanged among the tertiary institutions when necessary.
- destroyed 6 months after the completion of the admission exercise if the application is unsuccessful.

Under the Personal Data (Privacy) Ordinance, applicants have a right to:

- (a) ascertain whether the University holds his/her personal data and request a copy of such data before it is destroyed; and
- (b) request the University to correct or update any of his/her personal data.

Under the provision of the Ordinance, the University will respond to requests for access to data within 40 days. The University may charge the applicant a reasonable search and photocopy fee for processing such requests.

7. Where can I find the most up-to-date information about the undergraduate study programmes or the University?

The Undergraduate Prospectus 2009-10 provides information on undergraduate study programmes and the University. While every effort has been made to ensure that information in the Prospectus is correct at the time of printing, you should note that changes may be made from time to time by the University. Please check the latest changes or updates on the University website.

8. Who should I contact if I have questions about my application?

Enquiries

If you have any questions about your application, please contact the Registry at :

Telephone No.: (852) 2616 8750

Facsimile No.: (852) 2572 5178 or (852) 2454 4379

E-mail: registry@LN.edu.hk

Address: The Registry, Lingnan University, Tuen Mun, Hong Kong.

Office Hours

Monday to Friday	9:00 a.m. - 12:30 p.m. 1:30 p.m. - 5:30 p.m.
Saturday	9:00 a.m. - 12:30 p.m.
Sunday and Public Holidays	Closed

Notes

- (1) The office will be closed during the following days: 24 (p.m.), 25, 26, 31(p.m.) December 2008 and 1, 26, 27 and 28 January 2009.
- (2) The office will be closed when Typhoon Signal No. 8 or above is hoisted or the Rainstorm Black Warning is issued.

2009-2010 學士學位課程入學申請表格
APPLICATION FOR ADMISSION 2009-2010
BACHELOR'S DEGREE PROGRAMMES

若申請人是/曾經是本校或其附屬學院的學生，請填寫此欄
 Former/Current Student of LU or its Affiliated Institutions Only
 學生編號 Student No.:

此申請表只供非循大學聯合招生辦法(聯招)或非本地學生申請者使用 [經聯招報名的申請者不可另行向本校直接申請]
 This form is only for applicants not covered by JUPAS or non-local students
 (A person who applies for admission through JUPAS is not allowed to submit a separate application to the University)

填寫前請細閱<本科課程資料簡介2009-10>及申請指引，並以黑色筆及英文正楷填寫。填妥後，請交回大學教務處。
 Please read the Undergraduate Prospectus 2009-10 and Application Guide before completing this form.
 This form should be completed in **ENGLISH BLOCK** letters using black ink and returned to the University Registry.

1. 個人資料 PERSONAL PARTICULARS (應與香港身份證 / 護照 / 旅遊證件相同。 This must be identical with that on your HKID Card / Passport / Travel Document.)

姓名 Name: _____	中文姓名 in Chinese: _____
英文姓名 in English (先填寫姓氏 Surname first)	
出生日期 Date of Birth: _____	性別 Sex: _____
M - 男 Male	F - 女 Female
出生地點 Country of Birth: _____	
香港身份證號碼 HKID Card No.: _____ ()	護照號碼/旅遊證件號碼 Passport No./Travel Document No.: _____
通訊地址 Correspondence Address: _____	
電郵 E-mail Address: _____	
聯絡電話# Contact () _____	
Tel. No. #: _____	(傳真號碼 Fax. No) _____
(住址電話 Home) (手提電話 Mobile Phone)	
本地學生 Local Student / 非本地學生## Non-Local Student###	
非本地學生即須向入境事務處處長申請學生簽證/入境許可證來港就讀者。 A "non-local student" is a person entering Hong Kong for the purpose of education with a student visa/entry permit to be issued by the Director of Immigration.	
* 香港以外的聯絡電話請包括國家及地區號碼。 For contact telephone number outside Hong Kong, please include country code and area code in contact telephone numbers.	
## 請刪除不適用者 Please delete as appropriate	

2. 擬報讀課程 CHOICE(S) OF STUDY PROGRAMMES

(請留意申請指引所示申請截止日期 Please observe the application closing dates stipulated in the Application Guide.)

請在下方適當的空格內填寫“1”，“2”及“3”以示第一、第二及第三志願。 Please put "1", "2" and "3" in the appropriate boxes below for 1st, 2nd and 3rd choice.		(只供學系部門填寫) (Academic Department's Use Only)			
Choice/s	Programmes	I/E	A	R	Remarks
a	Bachelor of Arts (Honours) in Chinese				
b	Bachelor of Arts (Honours) in Contemporary English Studies	1 st			
c	Bachelor of Arts (Honours) in Cultural Studies				
d	Bachelor of Arts (Honours) in History				
e	Bachelor of Arts (Honours) in Philosophy				
f	Bachelor of Arts (Honours) in Translation	2 nd			
g	Bachelor of Arts (Honours) in Visual Studies				
h	Bachelor of Business Administration (Honours)				
i	Bachelor of Social Sciences (Honours)				
Notes: (1) The programmes are normally of a 3-year duration. (2) A student who is granted 21 credits or above by credit transfer will be designated as a Year 2 student upon admission.		3 rd			

* 如申請表上未印有申請編號，大學將於確認收到申請表時，提供申請編號。 An applicant using an application form without a pre-assigned application number will be informed of the application number when the University acknowledges his/her application.

3. 中學及專上教育 SECONDARY AND POST-SECONDARY EDUCATION

(請倒序列出現正修讀及以往曾修讀的教育資料。 Please state details of your current and previous education in reverse chronological order.)

修讀期間 Period of Attendance		學校 / 學院名稱 Name of School / Institution	程度 / 專上課程名稱 Level Attained / Programme Title	學銜名稱及考獲學銜 之年份 Title & Year of Award	總平均成績積點 Cum. G.P.A. (if any)
由 (月/年) From (MM/YY)	至 (月/年) To (MM/YY)				

4. 公開考試成績 PUBLIC EXAMINATION RESULTS

只須填寫成績最好的合格科目及年份 (請依成績單的科目次序填寫。)

Enter only grades of subjects passed and only the best grade of the same subject obtained in any year.

(Please enter subjects according to the order shown on the award certificate(s).)

Subjects	Public Examinations											
	HKALE				HKCEE		GCE				GCSE	
	AL		AS				AL		AS			
	Year	Grade	Year	Grade	Year	Grade	Year	Grade	Year	Grade	Year	Grade
Public Examinations other than HKALE / HKCEE / GCE / GCSE at Secondary 5 (S. 5) level or above e.g. TOEFL, IELTS, SAT, etc. (Please specify Year and Grade)	S. 7 level		S. 6 level		S. 5 level		Remarks, if any					

HKALE: Hong Kong Advanced Level Examination

GCE: General Certificate of Education

IELTS: International English Language and Testing System

TOEFL: Test of English as a Foreign Language

HKCEE: Hong Kong Certificate of Education

GCSE: General Certificate of Secondary Education

SAT: Scholastic Aptitude Test

9. 選讀課程之原因 (可用中文及 / 或英文填寫)

REASONS FOR SELECTING THE PROGRAMME(S) (IN CHINESE AND / OR ENGLISH)

10. 其他資料 OTHER INFORMATION (如有需要, 可另頁書寫。Please attach additional sheets if necessary)

11. 緊急事故聯絡人 PERSON TO CONTACT IN CASE OF EMERGENCY

英文姓名 Name in English: _____	中文姓名 Name in Chinese: _____
與申請人關係 Relationship with Applicant: _____	
電話 Tel. No.: _____	
(辦公時間 Office hours)	(辦公時間外 After office hours)

12. 聲明 DECLARATION

- 本人謹此聲明在本申請表及附件中所提供之資料均屬正確及完備, 並明白若填報之資料失實, 本人之申請入讀嶺南大學 (以下稱大學) 及修業資格將被取消。
I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation or false information given will result in the disqualification of my application for admission to or termination of study at Lingnan University (hereinafter the University) if admitted.
- 本人授權大學索取有關本人的香港中學會考、香港高級程度會考及其他在本港及外地參加之公開考試成績及就讀資料, 並授權香港考試及評核局及有關機構提供此等資料。
I authorise the University to obtain, and the Hong Kong Examinations and Assessment Authority and other relevant authorities to release, information about my results in HKCEE, HKALE and other public examinations and my studies in institutions in Hong Kong and elsewhere.
- 本人授權大學使用本人之資料查詢有關申請事宜及有關本人在其他院校就讀資料。
I authorise the University to use my data to carry out checks on matters relating to this application and records of my previous studies at other institutions.
- 本人亦授權大學於本人被取錄後將有關資料轉作學生紀錄, 及作為各大專院校間註冊資料交換用。
I also authorise the University to transfer my data to the student record system of the University upon my admission and to carry out periodic checks on registration whereby enrolment information is exchanged among the tertiary institutions.
- 本人明白及同意大學使用在本申請表及附件中所提供之資料評核本人的入學資格及作其他有關用途。根據個人資料 (私穩) 條例, 本人有權查詢及更正在本申請表所填報的個人資料, 及索取一份有關資料。
I understand and agree that the information given in support of this application will be used for assessing my application for admission to the University and for all other related purposes. In accordance with the Personal Data (Privacy) Ordinance, I have the right to access and correct the personal information contained in this form, and request a copy of such data.

申請人簽名 Signature of Applicant

日期 Date

機密推薦書 (由原校校長或導師填寫) #
Confidential Report by School Principal or Academic Referee #
第一部份 - 申請人填寫
PART A - To be completed by the applicant

申請人填寫此部份後，須送交曾就讀學校校長或熟識申請人之導師填寫第二部份。此表應由諮詢人於兩星期內寄回嶺南大學教務處。
 The applicant should complete Part A and then invite his/her school principal or a teacher who knows the applicant well to complete Part B and return this form to the Registry of Lingnan University within two weeks.

學生姓名

Name of Student _____

英文姓名 in English

中文姓名 in Chinese

(請先填姓氏，並以正楷填寫 Please use BLOCK letters, surname first)

香港身份證號碼/護照號碼/旅遊證件號碼

HKID Card No./Passport No./Travel Document No. _____ X X X X

(請填上首四位數字 Please fill in the first 4 digits)

擬報讀課程 Choice(s) of Study Programmes

 第一選擇 1st Choice: _____

 第二選擇 2nd Choice: _____

 第三選擇 3rd Choice: _____

第二部份 - 諮詢人填寫 - 請填妥後密封並於兩星期內寄回嶺南大學教務處
PART B - To be completed by the referee - Please complete and send this form in a sealed envelope within two weeks to the Registry, Lingnan University

1. 閣下與申請人認識多久及關係為何?

How long and in what capacity have you known the applicant? _____

2. 請根據閣下對該生之認識，用 "✓" 號填入下列空格：

Please tick the appropriate boxes below according to your knowledge of the applicant:

項目 ITEMS	優 Excellent	良 Good	可 Fair	劣 Poor	不詳 Unknown
(a) 分析能力 Analytical ability					
(b) 口語及書寫表達能力 Proficiency, both oral and written					
(c) 獨立思考及主動性 Independent thinking and initiative					
(d) 勤奮與毅力 Industry and perseverance					
(e) 可靠性及責任感 Reliability and sense of responsibility					
(f) 操行 Conduct					
(g) 個人興趣 (包括嗜好、體育、及其他活動) Breadth of interest (including hobbies, sports, involvement in clubs, etc.)					
(h) 社會意識 Social awareness					
(i) 對社群的貢獻 Contribution to the community					

如申請人向本校申請查閱此表格上的資料，根據個人資料(私隱)條例，本校須依其要求於申請入學程序完結後提供副本。 Upon the applicant's request, the University shall provide a copy of the information given on this form to the applicant when the admission process is completed in compliance with the Personal Data (Privacy) Ordinance.

* 如申請表上未印有申請編號，大學將於確認收到申請表時，提供申請編號。 An applicant using an application form without a pre-assigned application number will be informed of the application number when the University acknowledges his/her application.

第二部份 (續) - 諮詢人填寫**PART B (continued) - To be completed by the referee**

3. 請列出申請人之中五／中六或最近就讀的五科成績最好的科目，及在同一科目組別中申請人的名次：
Please list the applicant's best five subjects in Secondary 5/6 or his/her latest studies and indicate the position of the applicant among the group taking the same subject:

程度 Level	科目 Subject	組內學生人數 No. of students in the group	在組內名次 Position in the group

4. 請根據申請人之能力、潛質及興趣，評論申請人是否適合修讀所選課程：
Please give your opinion on the applicant's suitability (in terms of ability, potential and interest) for studying the study programme(s) which he/she prefers:

學校名稱
Name of School: _____

簽名及學校印鑑
Signature and Official Chop: _____

諮詢人姓名
Name of Referee: _____

職位名稱
Position Held: _____

電話
Tel. No.: _____

日期
Date: _____

請填妥此表格後密封並於兩星期內寄回嶺南大學教務處（入學申請）
PLEASE COMPLETE AND SEND THIS FORM IN A SEALED ENVELOPE WITHIN TWO WEEKS TO:

THE REGISTRY
(APPLICATION FOR ADMISSION)
LINGNAN UNIVERSITY
TUEN MUN
HONG KONG

學業成績表申請表格

Transcript Request Form

致 : 教務長 / 註冊主任

To : Registrar

由 : 嶺南大學教務處

From : Registry, Lingnan University

下列人士向本校申請於2009-2010年度入讀學士學位課程，該申請人報稱曾於 貴院校就讀。為查核申請人之學業成績，現請 貴校將該申請人之成績表乙份連同此表格，密封後寄香港屯門嶺南大學教務處。

The person whose name appears below is applying for admission to the Bachelor's Degree programme(s) in 2009-2010 at this University. For evaluation of the applicant's academic performance, please arrange for a copy of official transcript of this person's study at your institution to be sent together with this form in a sealed envelope to the Registry, Lingnan University, Tuen Mun, Hong Kong.

(此部份由申請人填寫。 This section should be completed by the applicant.)

申請人姓名 Name of Applicant _____ (英文 in English) _____ (中文 in Chinese)
香港身份證號碼/護照號碼/旅遊證件號碼 HKID Card No./Passport No./Travel Document No. _ _ _ _ X X X X (請填上首四位數字 Please fill in the first 4 digits)
就讀之院校名稱 Institution Attended _____
修讀課程 Programme Studied _____
學銜(預期)頒發日期 (Expected) Date of Conferment of the Award _____
擬報讀課程 Choice(s) of Study Programmes 第一選擇 1 st Choice _____ 第二選擇 2 nd Choice _____ 第三選擇 3 rd Choice _____

申請人須將填妥之表格交往有關院校申請學業成績表。申請人須自行負責有關索取學業成績表之費用。

The applicant should send this form to the Registrar of the institution from which the transcript is requested. The applicant should be responsible for the costs incurred in the request for the transcript.

* 如申請表上未印有申請編號，大學將於確認收到申請表時，提供申請編號。 An applicant using an application form without a pre-assigned application number will be informed of the application number when the University acknowledges his/her application.

Application for Credit Transfer/Course Exemption for Undergraduate Programmes

<i>For Direct (non-JUPAS) Applicant for Admission</i>	
Name of Applicant: _____	
Application No.*: UG09 _____	HKID/Passport No./ _____
Choice of Study Programme:	Travel Document No.: _____
1 st - _____	
2 nd - _____	
3 rd - _____	
Name of Institution & Study Programme Last Attended: _____	
Year(s) of Study or Class(es) Attended: From _____ to _____	
Date of Attendance: From _____ to _____	

<i>For Current LU Student (Please note Regulation 7 below)</i>	
Name of Student: _____	Student No.: _____
Year of Study: _____	1 st / 2 nd Term, 20 _____ - _____
Study Programme: _____	

Regulations and Procedures for Credit Transfer/Course Exemption:

1. An applicant who has passed public, professional, or other examinations recognised by the University or has successfully completed a course at an appropriate level offered by the University or another tertiary institution including Associate Degree (AD) programme may apply for credit transfer/course exemption.
2. If the application for **credit transfer** is approved, the student will be exempted from taking a similar course offered by the University (or, if the University does not offer a similar course, the student may be exempted from taking a free-elective or a General Education course) and granted with equivalent credits.
3. If the application for **course exemption** is approved, the student will be exempted from taking a similar course offered by the University. However, credits are not granted, and the student has to take another course to make up for the total number of credits required for graduation.
4. A minimum grade C- is required for credit transfer of courses taken in associate degree programmes to undergraduate degree programmes. Individual departments have discretion to adopt a higher minimum grade where appropriate.
5. Normally, a student may not be granted more than 50% of the required number of credits for an academic award or the Minor Programme.
6. Local applicants should submit this form together with the "Application for Admission" form. Non-local students may apply for credit transfer when they receive an offer of admission from the University.
7. The transfer of credits upon admission should be a one-off exercise. No subsequent transfer of credits will be approved during the course of the admittee's study at LU except for newly gained qualifications after admission.
8. Please attach relevant documents (including course syllabus/outline) in support of your application.
9. A student should not enrol in a course for which he/she has been granted exemption (with or without credits). If the student has enrolled in a course and is subsequently granted exemption, he/she is not required to apply to drop the exempted course.

P.T.O.

* Please fill in the Application No. as shown on your "Application for Admission" form or as assigned by the Online Application System. Please leave this blank if you are using an application form without a pre-assigned application number.

Application for Credit Transfer / Course Exemption :

To be completed by the Applicant				To be completed by the Programme Office / Department of the Applicant's Major Programme			
Subject(s) passed in public or professional examinations/ Course(s) completed in tertiary institution(s)				Equivalent Course(s) in LU (for CT(S) and EN, please specify the corresponding LU course code and title; for CT(F), please state 'free elective'; for CT(G), please specify the category as 'A', 'B', 'C' and 'D'.)			
Course Code	Course Title	No. of Credits (if applicable)	Grade/Score	Type of Recognition #	Course Code	Course Title	No. of Credits (for CT only)
Signature : _____ Date : _____				Total Credits: _____			

Note to Programme Director/Head of Department: Please return this form to the Registry after completion together with the original supporting documents within two weeks after the beginning of a term.

CT(S) = Credit transfer for similar course offered by Lingnan University
 CT(F) = Credit transfer as free elective
 CT(G) = Credit transfer as a General Education course
 EN = Course exemption with no credits granted
 N = Not granted

No. of Course Recognitions: CT (S) _____ CT (F) _____ CT (G) _____ EN _____ N _____

Approved by: _____ (Name: _____)
 Programme Director / Head of Department

<p>Registry's Use</p> <p>Supporting documents inspected by _____ on _____</p> <p>Student records updated by _____ on _____</p>

Copy : () The Applicant/Student