

Instructions for Completing Online Application

1. Login ID and Password

Before entering information in the application, you should create an account on the Online Application System (System) of the Lingnan University. If you have forgotten your login ID/password after you have submitted an online application, you may click “Forget Login ID/Password” on System and enter your email address (same as the email address you have entered in the section of Personal Information in the System). The login ID and password will be sent to you via email shortly.

2. Name

Your name should be identical to the one stated on your Hong Kong Identity (HKID) card/passport/travel document.

3. Address and Phone

Your contact at which you can be reached during December 2011-September 2012.

4. Personal Information

4.1 Please check your email address and make sure it is accurate and your email account will not block correspondence from the University. Or you can add the email address of the University UGadm@LN.edu.hk in your list of known addresses if you are using a spam-blocking tool.

4.2 If you are a former/current student of Lingnan University or its affiliated institution(s) (e.g. The Community College at Lingnan University and/or Lingnan Institute of Further Education), please state your student number in this section.

5. Post-secondary Education

5.1 If you have qualifications from post-secondary institutions (such as Associate Degree, Higher Diploma, etc.) and wish to apply for credit transfer/course exemption upon admission, please download the “Application for Credit Transfer/Course Exemption Form” at the right bottom of the page. Please read the instructions of the form carefully before you apply. When you completed the form, please upload it, together with copies of academic results, using the “Uploading Supporting Documents” function of the System.

5.2 If you are studying or have completed a post-secondary institution programme outside Hong Kong, you should request each institution you have attended to send an official transcript DIRECTLY to the Registry of the University in a sealed envelope by post as soon as possible.

5.3 If you have any outstanding grades/scores available after submission of application, you should submit the information according to item (11) Data Updates immediately. Final official transcript (only for post-secondary institution programme outside Hong Kong) shall also be sent DIRECTLY from the institution to the Registry of the University in a sealed envelope by post.

6. Public Exam Results

You should support all the information you mentioned in this section by uploading photocopies of relevant public examination results using the “Uploading Supporting Documents” function of the System.

7. Choice of Study Programme

- 7.1 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 System.
- 7.2 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 your first successful application (upon payment) as your first choice of study programme, your second successful application as your second choice, and so on.**
- 7.3 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 and/or transferred.
- 7.4 Department(s) will start the selection process once an application is submitted. Therefore, **it is not possible to change the programme choice after submission(s)**. Applicants are advised to make thorough consideration accordingly before submission of their applications.

8. Application for Non-local Student Scholarships

- 8.1 If you are an non-local applicant (other than Hong Kong and the Chinese Mainland citizens) entering Hong Kong for the purpose of education with a study visa/entry permit issued by the Director of Immigration of the HKSAR Government and wish to apply for Non-local Student Scholarships, please download the “Confidential Report Form” at the right bottom of the page.
- 8.2 You should request your school principal/academic referee to send the completed “Confidential Report Form” directly to the Registry of the University in a sealed envelope by post as soon as possible. At least **ONE** Confidential Report should be provided to support your application.
- 8.3 You should also upload reference letter(s) on your non-academic performance using the “Uploading Supporting Documents” function of the System.

9. Uploading Supporting Documents

- 9.1 Please do not send your supporting documents to the University again if they have been submitted via the System.
- 9.2 You can also upload your reference letters/employment certificates provided by your academic referees/school principal or employer(s) in this section. The letter of reference must be in hard copy on official letterhead, signed and dated by the person providing the recommendation on your non-academic performance.
- 9.3 For your application to be considered, if the supporting documents are not in English/Chinese, you should submit officially translated copies of the documents certified by the issuing institutions/relevant authorities, together with photocopies of the documents.

10. Additional Supporting Documents

You can provide additional supporting documents after you have submitted your application. You may login to the System and upload the supporting documents once ready or send us the information or documents by email (UGadm@LN.edu.hk) or by fax ((852) 2572 5178 or (852) 2454 4379) or by post (Admissions Office, the Registry, Lingnan University, 8 Castle Peak

Road, Tuen Mun, Hong Kong) as soon as you can. Please note that the deadline to upload additional supporting documents is **10 July 2012** as the System will close accordingly.

11. Data Updates

Before submission of application, if you need to change the data you stored in the System, you may amend/update and save your data directly via the System. Yet, after submission of application, you should inform the Registry by email (UGadm@LN.edu.hk) with proof of amendment/update immediately. Please quote the application number and your full name in all enquiries and correspondence with the University.

12. Original Documents

Please do not send us the original documents (except for applicants specified in 5.2 and/or 8.2) at the stage of application. The University will not be responsible for any document lost in the post. You are required to present the original documents for verification if you are offered admission. Any false, unclear or misleading information given in the application may disqualify your application and any fees paid will not be refunded.