

Application Procedures 申請手續

Applicants may submit an application with the following items in person or by post to UG01, New Academic Block, Lingnan University, Tuen Mun or 2/F, Tsim Sha Tsui Centre, 66 Mody Road, T.S.T. East:

申請人須備妥以下文件，親身遞交或郵寄至屯門嶺南大學新教學大樓 UG01 室或尖沙咀東麼地道 66 號尖沙咀中心 2 樓：

1. Duly completed application form (downloadable at College website www.LN.edu.hk/cc) 已填妥之申請表格(申請表格可於學院網頁下載: www.LN.edu.hk/cc)
2. Two passport size photographs 護照相片兩張
3. Photocopy of applicant's HKID card 香港身份證副本乙份
4. Photocopy of relevant certificates 學歷及工作證明副本各乙份
5. An application fee (HKD100) by: 報名費(港幣\$100)，請選擇以下其中一項繳費方法繳交：
 - crossed cheque or bank draft payable to "Lingnan University" or 以劃線支票或銀行匯票形式繳交，抬頭請寫「嶺南大學」；或
 - Pay in cash to the University's account number 015-514-40-401541-2 at any branch of the Bank of East Asia Limited and submit the original application fee bank receipt with the completed application form 親臨任何東亞銀行分行，將款項存入嶺南大學的帳戶，號碼為 015-514-40-401541-2，收據須連同申請表一併遞交

Remarks: Interview(s) may be arranged to applicants by the College. 註：學院會因應情況，安排申請人出席面試。

Have you ever taken any course in The Community College at Lingnan University and Lingnan Institute of Further Education? 閣下曾否修讀嶺南大學社區學院或嶺南大學持續進修學院之課程?

- Yes 曾經修讀 (Course taken 曾經修讀的課程: _____ Student no. 學生編號: _____)
- No 從未修讀

Part I: Personal Information 個人資料 (請以英文正楷填寫)

Name of Applicant 姓名: _____ (_____)
Surname 姓 _____ Other Name 名 _____ Name in Chinese 中文姓名 _____ HKID Card No 身份證號碼 _____

Date of Birth 出生日期: _____ Gender 性別: Male 男 / Female 女

Tel. No. 電話: Mobile 手提 _____ Home 住宅 _____

Address 住址: Flat 室 _____ Floor 樓 _____ Block 座 _____
Building 大廈 _____ Estate / Street 屋苑 / 街道 _____ District 地區 _____

HK 香港 KLN 九龍 NT 新界 (Please tick one 請選擇一項)

E-mail 電郵: _____

Part II: Course Selection 課程選擇

Note: CCLU and LIFE reserve the right to offer the programme(s), applicants are strongly requested to indicate all the three choices. (Please indicate your preference by putting '1' in the box as your 1st choice, '2' as your 2nd choice and '3' as your 3rd choice)

註：學院保留課程最後的開辦權，建議申請者選擇三項擬報讀課程。(請依意願在適當方格內填寫 1 為首選，2 為次選及 3 為第三選擇)

Higher Diploma Programmes 高級文憑課程

- Business Administration 工商管理 Professional Accounting 專業會計學
- Marketing and Advertising 市場推廣及廣告學 Tourism 旅遊學

Part III: Choice of Venue 上課地點

(Please indicate your preference by putting '1' in the box as your 1st choice and '2' as your 2nd choice 請依意願在適當方格內填寫 1 為首選及 2 為次選)

- Sham Shui Po Education Centre 深水埗教育中心 Tsim Sha Tsui / Jordan Education Centre 尖沙咀 / 佐敦教育中心

Other Public Examinations 其他公開考試 (in chronological order 按日期順序列出)

Year 考試年份	Issuing Authority 頒授機構	Name of Examination 考試名稱	Grade 頒獲等級

Part VI: Awards / Professional Qualifications 曾獲獎項及專業資格 (in chronological order 按日期順序列出)

Full Name of Issuing Authority 頒授機構全名	Title of Qualification / Award or Subjects Passed 獎項 / 專業資格名稱或及格科目	Date Obtained (month / year) 獲獎 / 考取日期 (月 / 年)

Part VII: Work Experience 工作經驗 (in chronological order 按日期順序列出)

Date 日期 (月 month / 年 year)		Name and Nature of Organization 機構名稱及性質	Full-time / Part-time 全職 / 兼職	Position and Duties 職位及工作範圍
From 由	To 至			

Part VIII: Additional Information 其他資料

Please provide further details relevant to your application, such as outstanding athletic or artistic achievement, or IELTS / TOEFL / SAT scores.
請提供其他與本申請有關的資料，如體藝傑出表現或 IELTS / TOEFL / SAT 成績。

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Part IX: How did you learn about the College programme information?**閣下從何處獲悉本學院課程資料?**

(You may choose more than one option. 可作多項選擇)

- | | |
|---|--|
| <input type="checkbox"/> College Prospectus 學院課程概覽 | <input type="checkbox"/> www.LN.edu.hk/cc or www.LN.edu.hk/life 學院網頁 |
| <input type="checkbox"/> School Talk 學校講座 | <input type="checkbox"/> Exhibition 展覽 |
| <input type="checkbox"/> Referrals by teachers / relatives 師長 / 親屬推介 | <input type="checkbox"/> Referrals by classmates / friends 同學 / 朋友推介 |
| <input type="checkbox"/> Newspaper / Magazine (please specify) 報章 / 雜誌 (請列明報章 / 雜誌名稱) _____ | |
| <input type="checkbox"/> Others (please specify) 其他 (請列明) _____ | |

Declaration 聲明

1. 本人謹此聲明，此表格內所填報及所提供的資料，均屬真實無訛。如有任何虛報或誤導資料，則本人的申請及註冊資格均會被取消。
I declare that all particulars given in this form are true and correct to the best of my knowledge, and I understand that provision of any false and misleading information will lead to disqualification of my application for admission and registration.
2. 本人授權嶺南大學社區學院及嶺南大學持續進修學院使用本申請表內有關的個人資料，作處理入學之用。本人明白，若獲得學院取錄，本人資料將會轉為學生紀錄，並會用於有關的教學、行政及舊生會事宜上。
I authorize The Community College at Lingnan University and Lingnan Institute of Further Education to use my personal data for processing my application for admission. I understand that such personal information will become part of the student record and will be used for all purposes relating to my study in the College and alumni affairs after my graduation.
3. 本人同意如本人註冊入學，當遵守嶺南大學社區學院及嶺南大學持續進修學院的規例。
I consent that if registered in either The Community College at Lingnan University and Lingnan Institute of Further Education, I will conform to the Statutes and Regulations of the Colleges.
4. 本人明白所有已繳費用概不退還。
I am fully aware that fees paid are neither refundable nor transferable.
5. 本人明白嶺南大學社區學院及嶺南大學持續進修學院保留取錄學生的最後決定權。
I understand that admission to the programmes is subject to final approval of The Community College at Lingnan University and Lingnan Institute of Further Education.
6. 本人明白嶺南大學社區學院及嶺南大學持續進修學院保留課程最後的開辦權而毋需作出事前通知。
I understand that The Community College at Lingnan University and Lingnan Institute of Further Education reserve the right to offer the programme(s) or specialization(s) without prior notice.

Signature of Applicant 申請人簽名

Date 日期

For Office Use Only 由學院填寫

Application Date: _____ (via _____)

Interview Date: _____

Mainland / Overseas Qualification _____

Interview by: _____

Admitted Rejected Withdrawn Conditional Acknowledgement

Documents Received:

Specialization _____ (Y1 / Y2)

Copy of HKID Card / passport

Original bank receipt / crossed cheque / bank draft

Copy of relevant certificates

Credentials (if any)

Access Handled by _____

Banner Handled by _____

Certified Handled by _____

Others:
