

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Application for Student Exchange Programmes (Fall 2010 or Full Year 2010-11)

IMPORTANT NOTES

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

1 Use of Information in the Application

The information provided by an applicant will be used for the following purposes:

- (a) As a basis for selection for admission to undergraduate programmes offered by Lingnan University and for other relevant purposes;
- (b) For transferring the relevant part of the applicant's personal data to the student record system of Lingnan University upon successful application.

2 Basic Admission Requirements

Application will be entertained only through the nomination submitted by partner institutions. The applicants must be full-time students other than first-year or final-year-final-semester students.

For those whose native language are not English, are generally required to have a TOFEL score of 213 (computer-based), 550 (paper-based) or 79 (internet-based), or an IELTS score of 6.

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

3 Deadlines for Application

A completed set of application should reach the Office of Mainland and International Programmes (OMIP) on or before the deadline listed below:

Deadline for Application for the **1st (Fall) Term: 30 April**

Deadline for Application for the **2nd (Spring) Term: 31 October**

Deadline for Application for the **entire academic year: 30 April**

Deadline for Application for the **Summer Term: mid March** (exact date to be confirmed in due course)

4 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 Immigration Department website, respectively, 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)

Please complete only **Part "A"** 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 travel document is valid for **at least 6 months beyond the intended stay in Hong Kong**. For Mainland students, please provide a clear copy of your **identity card (both front and rear sides)**.

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Return the **student visa application form** and the above documents with an amount of **HK\$400**, covering the non-refundable fee for student visa application (HK\$160) and the postage (HK\$240), either by sending us a **bank draft** or providing the **credit card details** on the attached Credit Card Payment Authorization Form. 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. Once the approval is granted, the University will collect it from the same Department and send it to the applicant through international courier. **Please be reminded that we may have to contact you immediately if there are any follow-up questions regarding your visa application, so please complete Part A of the application form with special care.**

5 Study Load

The minimum study load for a full-time student at Lingnan is 12 credits (or 4 courses, 3 credits each) per term. All students coming to Lingnan as full-time exchange students must enroll for at least 12 credits per term (i.e. 4 courses) with reference to the immigration laws of the HKSAR. In general, we encourage students to enroll for 5 or 6 courses to start with. Please consult with your academic advisors at your home institution regarding your course selection at Lingnan University.

6 Accommodation Requirement

All exchange students **are required** to live on-campus and share room with a local student during the entire period of study at Lingnan University. There are six student hostels in Lingnan University providing residential places to 1,500 students in air-conditioned rooms, each of them shared by two students.

Please visit <http://www.ln.edu.hk/ssc/campuslife/hostel/index.html> for details of the hostels.

7 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 fee 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 and it costs approximately HK\$4500 per term (rate of 2009/10) or approximately HK\$2,000 for Summer Term, exact amount to be confirmed upon admitted. All students are required to pay HK\$150 per semester as air-conditioning fee.

8 Caution Money

All exchange students are required to sign a credit card payment authorisation form, namely "Authorisation for Direct Debit to Credit Card on lieu of Advance Payment for Caution Money". The purpose of this caution money 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 two 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.

9 Information on our exchange programme, application and visa application procedures are available at "Inbound Exchange" of the following website: <http://www.ln.edu.hk/omip>. For enquiries, you may also refer to our Frequently Asked Questions (<http://www.ln.edu.hk/omip/inbound/faq.php>) or email us at exchange@ln.edu.hk.

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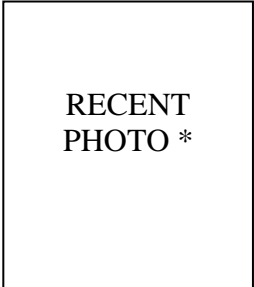
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PART A PERSONAL PARTICULARS

Full Name (as listed on Passport, type or use BLOCK letters; surname first, then first and middle names)

	(in Chinese, if any)
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Gender	Height (cm)	Date of Birth (dd/mm/yy)	Place of Birth	Marital Status
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Passport No. / Identity Card No. (for Mainland student)	Passport Expiry Date	Country of Citizenship
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Mailing Address in English (Please ensure the validity of the address throughout the period of application as your admission correspondence and visa will be mailed to this address)

Email Address	Home Phone Number	Mobile Phone Number
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Please indicate your intended period of exchange:

- 1st Term (Fall) 2010/2011 (Sept 2010 – Dec 2010)
- 1st Term (Fall) 2010/2011 and 2nd Term (Spring) 2010/2011 (Sept 2010 – May 2011)

*** Please affix a photo on this form and send a digital photo (with BLUE background) to exchange@ln.edu.hk for your Student ID Card.**

PART B EDUCATIONAL BACKGROUND

Home Institution

Current Level of Study

Year 1/Year 2/Year 3/Year 4* (of 3-year/4-year curriculum*)

Expected Degree	Anticipated Date of Award
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Major Field	Minor Field(s)
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Cumulative Grade Point Average (on a 4-point scale)

(Please submit along with your official transcript)

* Delete as appropriate

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PART E 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 non-accident), 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 so after their arrival to Hong Kong and provide proof to OMIP 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 OMIP by fax at (852) 2465 9660 prior to their arrival to Hong Kong.)
- I will arrange my travel insurance at home** and will purchase adequate insurance locally upon my arrival. I will provide proof to OMIP before my registration at Lingnan University and 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.

PART F OTHER INFORMATION

Extracurricular Activities and Awards	Date

Working Experience (if applicable)

Name of Company	Nature of Work	Date

Interests/Hobbies/Talents (Students are cordially invited to share their talents to the university community during the International Day. Please bring along with you the instrument(s) if you are interested in giving a performance)

PART G SPECIAL CONCERN OR NEED

Any special concern or need (e.g. health condition, special dietary requirement) that you would like to bring to the attention of the University (if applicable):

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

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

PART I PAYMENT METHOD

You are required to pay the following fees together with your application, otherwise they will be regarded as late payment and 10% late charge will be incurred.

Please indicate your payment method below:

- Student Visa Application Fee and Courier Fee** (Non refundable)
 By bank draft (HK\$400)
 By credit card (HK\$412 including bank charges)*
- Air-conditioning Fee for a Term**
 By bank draft (HK\$150)
 By credit card (HK\$155 including bank charges) *
- Linens Set** (include a pillow, a pillow case, a bed sheet and a comforter) for living in hostel
You can choose to bring your own or to buy a full set from Lingnan. It will be refunded if your application is unsuccessful.
Late requests may not be entertained, or an extra 10% will be charged as late fee.
 Buy a full set- pay by bank draft (HK\$380)
 Buy a full set- pay by credit card (HK\$392 including bank charges) *
 Bring my own set

Remarks:

* If you choose to pay by credit card, please fill in the attached Credit Card Payment Authorization Form (Page 8).
If you choose to pay by bank draft, please send us a bank draft payable to "Lingnan University" together with the completed application form.

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PART J DECLARATION

I authorize 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 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 Mainland and International Programmes) 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 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.

Signature _____ 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 _____

PART L APPLICATION RESULT (FOR LINGNAN OFFICE USE)

The applicant is / is not* admitted to study at Lingnan University for the Fall Term 2010-11 / Fall Term 2010-11 and Spring Term 2010-11*.

Associate Vice-President (Academic Affairs) _____ Date _____
Signature

* delete as appropriate

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Credit Card Payment Authorisation Form

Personal Information:

Family Name: _____ First Name: _____

Lingnan Student ID: _____ Home Institution: _____
(to be completed by Lingnan)

Telephone No.: _____ Email Address: _____

Type of Credit Card: (Please tick as appropriate.)

1. Visa Card 2. Master Card

Credit Card No.:

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Expiry Date: _____ (at least valid until September 2010)
MM / YY

Card Holder's Name: _____ (in English)

Payment Item(s): (Please tick as appropriate.)

- 1. Visa Application (Application Fee + Courier Fee + Bank Charges) :
HK\$(160+240+12) = **HK\$412**
- 2. Air-conditioning Fee (HK\$150 + Bank Charges) :
HK\$(150+5) = **HK\$155**
- 3. Linen Set
Buy a full set (HK\$380 + Bank Charges) :
HK\$(380+12) = **HK\$392**

Total Amount: **HK\$** _____

* Please note that 10% late charge will be charged if you do not settle the above payment or make your request before arrival.

Card Holder's Signature: _____ Date: _____

Note: Please submit this form to Office of Mainland and International Programmes, Lingnan University together with your application form.

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CHECKLIST

Please return this page along with your completed application form and other required documents.

*** Incomplete application form and/or with missing supporting document(s) and signature(s) will not be processed.**

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

I. Application Form for Student Exchange Programmes

- Have you read and understood the terms and conditions before you fill in your application form?
- Have you affixed your recent photo on your application form?
- Have you provided Lingnan a valid mailing address for the period of April 2010 to August 2010?
- Have you attached your official **TOEFL/IELTS Score Report** (if native language is not English) **OR** a letter from your home institution certifying you possess sufficient English knowledge to carry out studies at Lingnan University?
- Have you attached a copy of your **Official Transcript** in your application form?
- Have you completed **Part D Course Registration**?
 - Have you indicate your preferred courses (with course code) and meet the minimum requirement of 12 credits?
- Has the International /Exchange/Study Abroad Office of your home institution endorsed and signed the **Part J Endorsement From Home Institution** in the application form?
- Have you filled out the **Credit Card Payment Authorisation Form** (if the payment is settled by credit card)? / Have you attached a **bank draft** payable to “Lingnan University” (if the payment is settled by bank draft)?

II. Hong Kong Visa Application Form

- Have you read and understood the terms and conditions listed in the Guidance Notes?
- Have you affixed your **recent photo** on your application form?
- 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 applicants/your supporting family members)?
 - If your proof of Financial Standing does not belong to yourself, have you attached a supporting letter signed by the account holder?
- Have you attached a clear copy of your Travel Document (the page containing personal particulars and issuance and expiry dates)?
 - Is your travel document **valid for at least 6 months** beyond your intended stay in Hong Kong?

III. Authorization Form for Caution Money

- Have you completed the form of Authorization for Direct Debit to Credit Card in lieu of Advance Payment for Caution Money?

