

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Application for 5-Week Regular Summer School and/or

2-Week Beijing Cultural Tour

IMPORTANT NOTES

.....

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/other 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 Admission Requirements
1. For students who apply for the 5-week Regular Summer School: ➤ Application will be entertained only through the nomination by partner institutions. ➤ Applicants must be full-time students other than first-year or final-year-final-semester students. ➤ Applicants, 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, unless they are only enrolled in language course(s). ➤ A cumulative Grade Point Average of 2.5 (on a 4-point scale) or above is generally required. 2. For students who apply for the 2-week Beijing Cultural Tour: ➤ Application will be entertained only through the nomination by partner institutions. 3. For students who apply for BOTH: ➤ Application will be entertained only through the nomination by partner institutions. ➤ Applicants must be full-time students other than first-year or final-year-final-semester students. ➤ Applicants, 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, unless they are only enrolled in language course(s). ➤ 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 deadlines listed below: 1. 5-Week Regular Summer School: 12 Mar 2010 2. 2-Week Beijing Cultural Tour: 15 Jan 2010 Deadline Extended to 28 Feb 2010 3. 5-Week Regular Summer School & 2-Week Beijing Cultural Tour: 15 Jan 2010
4 Study/China Visa
All applicants should make sure that they are eligible to apply for a proper Hong Kong study visa/visit visa and/or a China visa to enter into the Mainland China. 1. For students who apply for the 5-week Regular Summer School: ➤ A study visa issued by the Hong Kong Immigration Department is required. Applicants are advised to submit the completed visa application form together with this application form. ➤ All visa applications of successful applicants would be forwarded to the Hong Kong Immigration Department for process. Processing time usually takes 4-6 weeks and results would be announced in April 2010.

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Application for 5-Week Regular Summer School and/or 2-Week Beijing Cultural Tour

IMPORTANT NOTES

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 (Chinese version): [http://www.immd.gov.hk/pdforms/ID\(C\)996.pdf](http://www.immd.gov.hk/pdforms/ID(C)996.pdf)

Guidance Notes (English version): [http://www.immd.gov.hk/pdforms/ID\(E\)996.pdf](http://www.immd.gov.hk/pdforms/ID(E)996.pdf)

Please complete only **Part “A” (page 1-4)** 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**, showing clearly your 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**.

Return the **student visa application form** and the above documents, including the completed Credit Card Payment Authorization Form (see page 9 of application form for details). Failure to do so may cause delay to your visa application and a late fee will be incurred 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.

2. For students who apply solely for the 2-week Beijing Cultural Tour:

➤ Students are required to arrive in Hong Kong and attend the orientation, tentatively scheduled for the afternoon on 2 July 2010, prior to the group depart for Beijing. Hong Kong visit visa is generally not required except for some countries as specified under Part II-Point 12 on the website of the Hong Kong Immigration Department (http://www.immd.gov.hk/ehhtml/hkvisas_4.htm#part2). **Students, with nationality where a Hong Kong visit visa is required, are fully responsible for its application and are required to provide us proof prior to their arrivals in Hong Kong.**

➤ Students are also required to apply for a **China Visa** for enter into the Mainland China. **Students are fully responsible for its application and are required to provide us proof prior to their arrivals in Hong Kong.**

For details and application procedures, please visit the Ministry of Foreign Affairs of the People’s Republic of China website at <http://www.fmprc.gov.cn/eng/> (click on “Travel to China” under “About China” section on the left hand side of its homepage).

3. For students who apply for BOTH:

➤ A study visa issued by the Hong Kong Immigration Department is required. Please refer to point 4.1 above for application form and procedures.

➤ Aside from the Hong Kong Study Visa, Students are also required to apply for a **China Visa** for enter into the Mainland China. **Students are fully responsible for its application and are required to provide us proof prior to their arrivals in Hong Kong.**

For details and application procedures, please visit the Ministry of Foreign Affairs of the People’s Republic of China website at <http://www.fmprc.gov.cn/eng/> (click on “Travel to China” under “About China” section on the left hand side of its homepage).

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Application for 5-Week Regular Summer School and/or

2-Week Beijing Cultural Tour

IMPORTANT NOTES

.....

5	Study Load for the 5-week Regular Summer School <p>Students are welcome to take either 1 course or maximum 2 courses. Most courses offered are credit(s) bearing and each of them carries 3 credits (unless otherwise specified). Students are advised to consult their academic advisors at home institution regarding their course selection at Lingnan University and confirm their course selection when they submit their application.</p>
6	Accommodation Requirement <p><u>For the 5-week Regular Summer School:</u></p> <ul style="list-style-type: none">➤ Students are required to live on-campus and share room (equipped with air-conditioning) with a local or overseas student during the entire period of study at Lingnan University.➤ All residents, including exchange students, shall be subject to same hostel rules and regulations as listed at http://www.ln.edu.hk/ssc/campuslife/hostel/index.html. <p><u>For the 2-week Beijing Cultural Tour:</u></p> <ul style="list-style-type: none">➤ Students will stay in student hostels at Lingnan prior/after to the group departs for Beijing/after the group return to Hong Kong. Please refer to the above for information on hostel arrangement in Lingnan.➤ Students are required to live on-campus in a double occupancy air-conditioned room at the Capital Normal University or at designated hotel during the entire period of stay in Beijing.
7	Payment of Tuition, Accommodation and Other Fees <p><u>For the 5-week Regular Summer School:</u></p> <ul style="list-style-type: none">➤ Depending upon the exchange agreement between Lingnan and the respective home institutions, an exchange student is normally not required to pay the regular tuition fee. For other fee such as hostel (dorm) fee, please check with your home institution. <p><u>For the 2-week Beijing Cultural Tour:</u></p> <ul style="list-style-type: none">➤ Tour Fee*: US \$1500.00 (plus a 3% credit card surcharge) per person<ul style="list-style-type: none">* Fee includes:<ul style="list-style-type: none">• Round-trip air ticket between Hong Kong and Beijing, including related taxes and fuel surcharge;• Accommodation in Hong Kong and Beijing;• Putonghua tutorials and other in-class lectures;• Entrance fee and transportation incurred by excursions• 5 meals including the welcome lunch, packed lunch for 3 whole-day excursions and the farewell dinner. <p>Participants will bear the following expenses and are advised to have some extra in case of emergency:</p> <ul style="list-style-type: none">• Transportation between Hong Kong and your home country (or other destination),• Insurance• Visa application fee• Daily expenses and other fees that may incurred during the tour

LINGNAN UNIVERSITY
Office of Mainland and International Programmes

Application for 5-Week Regular Summer School and/or

2-Week Beijing Cultural Tour

IMPORTANT NOTES

.....

8	Payment Method / Payment Deadlines
<p>All payment(s) must be settled by credit card (VISA/Master Card) on or before the deadlines specified below.</p> <p><u>For the 5-week Regular Summer School:</u> Hong Kong Study Visa Application Fee and Courier Fee (Non refundable): At the time of application* Purchase of Linen Set (optional): At the time of application* Hostel Fee (if applicable): To be confirmed</p> <p>* Applicants are required to complete and return the Credit Card Payment Authorization Form (page 9 of application form) at the time of their application form submissions.</p> <p><u>For the 2-week Beijing Cultural Tour:</u> Tour Fee**: 19 Feb 2010 Deadline Extended to 28 Feb 2010</p> <p>** Payment is non-refundable unless visa application is unsuccessful. Applicants are required to complete and return the Credit Card Payment Authorization Form (page 9 of application form) on or before the deadline. Otherwise, seats will be released.</p>	

9	Insurance
<p>All exchange students 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 stay in Hong Kong and/or Beijing.</p> <p>In addition, students, who plan to travel before/during/after their study at Lingnan/the Beijing Cultural Tour, are advised to cover themselves with adequate and suitable travel insurance.</p>	

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Application for 5-Week Regular Summer School and/or 2-week Beijing Cultural Tour

Office Use
Application Number _____
Application Number <u>SA</u> _____

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)
--	----------------------

Gender	Height (cm)**	Date of Birth (dd/mm/yy)	Place of Birth	Marital Status

Passport No. / Identity Card No. (for Mainland student)	Passport Expiry Date	Country of Citizenship



Mailing Address (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

※ For special bed arrangement (if needed).
* Please affix a photo on this form and send a digital photo (with BLUE background) to exchange@ln.edu.hk.

Please indicate the programme(s) that you are applying for:

- 1. 5-week Regular Summer School
- 2. 2-week Beijing Cultural Tour
- 3. 5-week Regular Summer School AND 2-week Beijing Cultural Tour

PART B EDUCATIONAL BACKGROUND

Home Institution

Current Level of Study

Freshman/Sophomore/Junior/Senior* (of 4-year curriculum) **OR** Year 1/Year 2/Year 3* (of 3-year curriculum)

Expected Degree	Anticipated Date of Award

Major Field	Minor Field(s)

Cumulative Grade Point Average (on a 4-point scale)*

* For applicant who is applying for the 5-week Regular Summer School, please submit along with your official transcript.

LINGNAN UNIVERSITY
Office of Mainland and International Programmes
Application for 5-Week Regular Summer School and/or
2-week Beijing Cultural Tour

PART C LANGUAGE PROFICIENCY

Native Language: English
 Others, please specify _____

English Language Proficiency (if native language is not English):

TOEFL score _____, or
 IELTS score _____

** For applicant who is applying for the 5-week Regular Summer School: Please submit along with your official TOEFL/IELTS score report or letter from your home institution certifying you possess sufficient English knowledge to carry out studies at Lingnan University.*

For applicant who is applying for the 2-week Beijing Cultural Tour: Putonghua language background is not required and students of all levels of Putonghua proficiency are welcome. However, students are highly encouraged to take the elementary Putonghua course (LCC111) offered in Lingnan Summer School 2010.

Can you speak Cantonese? Yes No
 Mandarin/Putonghua? Yes, Level of Proficiency: *Beginner/Intermediate/Advance
 No

* Delete whichever is inapplicable

PART D OTHER INFORMATION

Extracurricular Activities and Awards	Date

Working Experience (if applicable)

Name of Company	Nature of Work	Date

For students/participants who have special concern(s) or need(s) in terms of health conditions, special dietary requirement(s) etc, please provide us with details below:

LINGNAN UNIVERSITY
Office of Mainland and International Programmes
Application for 5-Week Regular Summer School and/or
2-week Beijing Cultural Tour

PART E EMERGENCY CONTACT (for the whole period of your study at Lingnan and/or Beijing)

Name <input style="width: 90%;" type="text"/>	Relationship <input style="width: 90%;" type="text"/>
His/Her E-mail Address <input style="width: 90%;" type="text"/>	His/Her Mobile Number <input style="width: 90%;" type="text"/>
His/Her Home Telephone Number <input style="width: 90%;" type="text"/>	His/Her Fax Number <input style="width: 90%;" type="text"/>

PART F COURSE REGISTRATION – COURSE OFFER LIST (update on 01/12/09)
(For applicant who is applying for the 5-week regular summer school)

You are welcome to take either 1 course or maximum 2 courses for the Summer Term and course descriptions are available at “Courses on Offer” of the following website: <http://www.ln.edu.hk/summer>.

I wish to take * one / two course(s). * Delete whichever is inapplicable

Please indicate your preferred course(s) in priority order. You may select 5 choices at most.					
	BEH202	Psychology Applied to Occupational Safety and Health		JAP101	Japanese I for Beginners (non-credit bearing)
	BEH203	Exploring Psychology in Western & Chinese Cultures		LCC111	Chinese Language as a second Language I
	BUS103	Financial Accounting		LCC112	Chinese Language as a second Language II
	BUS205	Marketing Management		LCC303	Enhancing Putonghua Proficiency Skills (1 credit)
	BUS207	Management Science		LCE303	Enhancing English Proficiency Skills (1 credit)
	CHI105	Modern Chinese Literature 中國現代文學		PHI399G	Special Topics in Philosophy of Pursuit of Happiness**
	CHI331	Chinese Documentary Writing: Public Relations and Advertising 中文文書寫作：公關與廣告		POL101	Introduction to Political Science
	ECO101	Introduction to Economics		SLP101	Community Engagement through Service-Learning***
	ECO201	Intermediate Microeconomics		SOC203	Social Gerontology
	ECO202	Intermediate Macroeconomics		SOC204	Society and Social Change
	FRE101	French I for Beginners (non-credit bearing)		SPA101	Spanish I for Beginners (non-credit bearing)
	GEC326	Managing Personal Finance		TRA207	Language Studies for Translation: Advanced Contrastive Analysis
	HRM202	Training and Development		TRA224	General Interpreting between Putonghua and English
	HST262	Historical Experience in Film		TRA308	History of Translation

Note: All courses listed above are credit bearing, each of them carries 3 credits unless otherwise specified.

** The offering of the course is subject to Department Board’s approval.

*** The course consists of class lectures and service-learning activities with community services agencies. Students are required to spend extra hours in field works guided by University instructor.

LINGNAN UNIVERSITY
Office of Mainland and International Programmes

Application for 5-Week Regular Summer School and/or
2-week Beijing Cultural Tour

.....

PART G DECLARATION

I. I understand that 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 and/or Beijing. Students are required to send us their proof of insurance coverage prior to their departure. In addition, students who plan to travel before/during/alter their study at Lingnan/the Beijing Cultural Tour, are advised to cover themselves with adequate and suitable travel insurance.

I will arrange my own insurance at my home country and provide the details of the coverage to Lingnan University prior to my arrival in Hong Kong. (Please send a copy of the insurance policy and coverage to OMIP by fax at (852) 2465-9660 or email to exchange@ln.edu.hk.) I understand that fail to do so may cause declination of admission.

II. 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 a China Visa is required if I join the 2-week Beijing Cultural Tour, and I am fully responsible for its application and I will provide the university proof before the deadline given. I understand that it is my responsibility to meet the course requirements (if any) before I enroll for the courses. If I fail to do so, 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 H 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 the:

- 1. 5-week Regular Summer School
- 2. 2-week Beijing Cultural Tour
- 3. 5-week Regular Summer School AND 2-week Beijing Cultural Tour *

Name _____ Title _____

Signature _____ Date _____

* delete as appropriate

PART I APPLICATION RESULT (LINGNAN OFFICE USE)

The applicant is / is not* admitted to study at Lingnan University for the 5-week Regular Summer School at Lingnan University / 5-week Regular Summer School and 2-week Beijing Cultural Tour / 2-week Beijing Cultural Tour*.

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

* delete as appropriate

LINGNAN UNIVERSITY
Office of Mainland and International Programmes

.....

Application for 5-week Regular Summer School and/or
2-week Beijing Cultural Tour

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:

1. For applicant applying for 5-week Regular Summer School:

Application Form

- 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 January 2010 to May 2010?
- Has the International /Exchange/Study Abroad Office of your home institution endorsed and signed the **Part H Endorsement from Home Institution** in the application form?
- 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 filled out the **Credit Card Payment Authorisation Form**?

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?

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?

2. For applicant applying for 2-week Beijing Cultural Tour:

- 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 January 2010 to May 2010?
- Has the International /Exchange/Study Abroad Office of your home institution endorsed and signed the **Part H Endorsement from Home Institution** in the application form?

LINGNAN UNIVERSITY
Office of Mainland and International Programmes

.....

Hong Kong Visit Visa / China Visa

- Have you checked and understood the application procedures for applying for the Hong Kong Visit Visa (if applicable) / China Visa?

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?

3. For applicant applying for BOTH:

Application Form

- 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 January 2010 to May 2010?
- Has the International /Exchange/Study Abroad Office of your home institution endorsed and signed the **Part H Endorsement from Home Institution** in the application form?
- If your course(s) selected is/are non-language course(s), 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 filled out the **Credit Card Payment Authorisation Form**?

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?

China Visa

- Have you checked and understood the application procedures for applying for the China Visa?

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?

Authorization for Direct Debit to Credit Card in lieu of Advance Payment for Caution Money

Part A : To be completed by students who have Credit Card

I hereby agree that Lingnan University is authorized 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.

Personal Particulars and Credit Card Details

Family Name: _____ First Name: _____

Home Institution: _____ Student ID No: _____

Email Address: _____ Contact Phone No : _____

Name of Card Holder: _____
(Please print in English capital letters)

Type of Credit Card: Visa Master Card
(Please check either one)

Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(The credit card number should be exactly 16 digits)

Signature of Card Holder: _____ Expiry Date: _____ **(mm/yy)**
 Payment Description: Caution Money Maximum amount to be charged: HK\$500

Notes:

1. Lingnan students who reside in student hostels are required to pay HK\$500 as Caution Money (Hostel Deposit).
2. For incoming exchange students, instead of cash or cheque payment, the University will hold this credit card payment authorization without clearing until the actual amount of deductibles is known. The University will inform all students (regardless of the amount) by email of the amount to be charged to their credit card. This payment authorization will be destroyed within three months after the completion of your study or upon the settlement (if any) whichever is earlier.
3. In case the amount of charge is over HK\$500, incoming exchange students will be informed by our Office of Mainland and International Programmes (OMIP) for your authorization of credit card payment once the amount outstanding is confirmed.
4. Incoming exchange students are required to keep their credit cards valid for at least three months after completion of the exchange program.
5. The University may withhold the issue of any transcript or testimonial to a student who has unpaid account due to the University.
6. This form should be submitted to the Office of Mainland and International Programmes.

Part B : Declaration by students who do not have credit cards

I, _____ (name of student), student ID number _____ 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 OMIP 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.

Signature : _____ Date: _____