

LINGNAN UNIVERSITY
Office of Mainland and International Programmes
Application for Student Exchange Programmes (Spring 2008-2009)

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: April 30**
- Deadline for Application for the **2nd (Spring) Term: October 31**
- Deadline for Application for the **entire academic year: April 30**

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:

- Form for Overseas students: [http://www.immd.gov.hk/pdforms/id\(e\)936.pdf](http://www.immd.gov.hk/pdforms/id(e)936.pdf)
- Guidance Notes for Overseas students: [http://www.immd.gov.hk/pdforms/id\(e\)937.pdf](http://www.immd.gov.hk/pdforms/id(e)937.pdf)
- Form for Mainland students: [http://www.immd.gov.hk/pdforms/id\(c\)936.pdf](http://www.immd.gov.hk/pdforms/id(c)936.pdf)
- Guidance Notes for Mainland students: [http://www.immd.gov.hk/pdforms/id\(c\)937.pdf](http://www.immd.gov.hk/pdforms/id(c)937.pdf)

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Please complete only **Parts “A”, “E” and “K” (both sections A and B) and “L”** of the visa application form. Please provide the evidence of your **financial standing** as stated in section B of Part K 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**.

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 not required to pay the regular tuition fee. For other fee such as hostel (dorm) fee, please check with your home institution. All students are required to pay HK\$150 per semester as air-conditioning fee.

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PART A PERSONAL PARTICULARS

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Passport Number	Passport Expiry Date	Country of Citizenship
<input type="text"/>	<input type="text"/>	<input type="text"/>

RECENT PHOTO *
(If the space provided is insufficient to affix your photo, just enclose it with your application.)

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	Telephone Number	Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Please indicate your intended period of exchange:
- 2nd Term (Spring) 2008/2009 (Jan 09 – May 09)
 - 2nd Term (Spring) 2008/2009 and 1st Term (Fall) 2009/2010

* 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

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
<input type="text"/>	<input type="text"/>

Major Field	Minor Field(s)
<input type="text"/>	<input type="text"/>

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

(Please submit along with your official transcript)

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PART C LANGUAGE PROFICIENCY

Native Language: English
 Others, please specify _____

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

TOEFL score _____, or
 IELTS score _____

(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)

Can you speak Cantonese? Yes No
 Mandarin/Putonghua? Yes No

PART D COURSE REGISTRATION

The normal study load of a full-time student in a term should be in the range of 15 to 18 credits for all exchange students. The minimum requirement is 12 credits per term.

Course description and timetable are available at “Registration Materials” of the following website:
<http://www.ln.edu.hk/reg/ug.html>

Students are welcome to choose any courses available at Lingnan, subject to the availability of the courses. In order to increase the flexibility in course selection, we would like to gather your initial study plan at Lingnan. Please indicate **4-6 courses** in priority order. We shall pass on the details to the relevant departments for their information and consideration. It is important to highlight that the information you provide below will only serve as an indicator of your preferred courses, and final course registration will have to be done by yourself online on a first-come-first-served basis. The schedule for online registration will be announced in due course and all students are strongly advised to register online and have all the courses confirmed prior to their departure for Hong Kong.

The followings are my **Initial Course Plan**:

Course Code	Course Title	No. of credits
1		
2		
3		
4		
5		
6		
		Total: _____ (Minimum 12 credits per term)

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PART E INSURANCE

The University recommends 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 record purpose. Students who fail to cover themselves with adequate travel and medical coverage will bear their own risk and Lingnan University will not be held responsible for any consequences that may arise before, during and after the entire exchange period. Please indicate your choice below:

- I will arrange my own insurance at my home country and provide the details of the coverage to Lingnan University in due course. (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 search for suitable insurance plan locally upon my arrival
- I will not arrange my own insurance prior to my departure for Hong Kong, and I shall be responsible for all possible consequences for not purchasing insurance. I understand that Lingnan University is not responsible for any consequences that may arise from such arrangement.

PART F OTHER INFORMATION

Extracurricular Activities and Awards	Date

Working Experience (if applicable)

Name of Company	Nature of Work	Date

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):

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

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"/>

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PART H 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:

1. **Student Visa Application Fee and Courier Fee** (Non refundable)

- By bank draft (HK\$400)
 By credit card (HK\$412 including bank charges)*

2. **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, to buy a new set or to loan a dry-cleaned set. 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 new set- pay by bank draft (HK\$360)
 Buy a new set- pay by credit card (HK\$371 including bank charges) *
 Loan a dry-cleaned set- pay by bank draft (HK\$150 per term)
 Loan a dry-cleaned set- pay by credit card (HK \$155 per term including bank charges)*
 Bring my own set

3. **Air-conditioning Fee for a Term**

- By bank draft (HK\$150)
 By credit card (HK\$155 including bank charges) *

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.

PART I 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. 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 _____

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PART J 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 K APPLICATION RESULT (OFFICE USE)

The applicant is / is not* admitted to study at Lingnan University for the Spring Term 2008-09 / Spring Term 2008-09 and Fall Term 2009-10*.

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: _____

Student ID: _____ Home Institution: _____

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: _____
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. Linen Set
 - Buy a new set (HK\$360) + Bank Charges : HK\$(360+11) = **HK\$371**
 - Loan a dry-cleaned set (HK\$150) + Bank Charges : HK\$(150+5) = **HK\$155**
- 3. Air-conditioning Fee (HK\$150 + Bank Charges) :
HK\$(150+5) = **HK\$155**

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.