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 Lingnan University. If you have forgotten your login ID/password after you have submitted an online application, you may click "Forgot Login ID/Password" on the System and enter your email address (same as the email address you have provided in the section of "Personal Particulars" in the System). The login ID and password will be sent to you via email shortly.

2. Selecting Application Route

You should choose the correct application route to apply for admission. Make sure you are applying for admission on the basis of qualifications other than Hong Kong Diploma of Secondary Education (HKDSE) or Joint Entrance Examination for Universities in PRC (Gao Kao) examination results of the current year before choosing "Undergraduate Direct Admission" in the section of "Select an Application Type". If you are applying for admission on the strength of 2020 Gao Kao, please choose "Mainland Admission - JEE" (application will start from 4 November 2019). Applicants are not allowed to transfer their submitted applications to other application routes, and the application fees paid are non-refundable and/or non-transferable.

3. Name

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

4. Address and Phone

Your contact at which you can be reached during the period from September 2019 to September 2020.

5. Personal Particulars

5.1 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.

5.2 If you are a former/current student of Lingnan University or its affiliated institution (viz. Lingnan Institute of Further Education), please state your student number in this section.

6. Post-secondary Education

6.1 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.

6.2 If you have any outstanding grades/scores available after submission of application, you should submit the information according to item (13) Data Updates immediately.

6.3 Final official transcript shall be sent DIRECTLY from the institution to the Registry of the University in a sealed envelope by post if you are offered admission.

7. General Admissions Requirements and English Language Requirements

To be eligible for consideration for admission, applicants must have fulfilled the General Admission Requirements and English Language Requirements. Please visit www.LN.edu.hk/admissions/ug/nonjupas/requirements.php for details.

8. 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.

9. Choice of Study Programme

9.1 Applicants are responsible for choosing the correct application route (i.e. Year 1 entry OR Year 1 and/or Year 3 entry) to apply for admission, and ensuring the information given in support of the application is accurate and complete.

9.2 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 under the same application account. Your fourth and subsequent applications will not be accepted by the System.

9.3 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.

9.4 Please note that only the first application account with submitted application of programme choice(s) will be processed. Duplicate application account(s) or programme choice(s) will not be processed, and the application fees paid will NOT be transferred and/or refunded.

9.5 Applicants are advised to make thorough consideration accordingly before submission of their applications. **Any request on change or re-prioritisation of the programme choices after submission of application for admission will NOT be accepted.**

9.6 If you have wrongly submitted the programme choice(s), you may create a new application account (i.e. a new login ID) to submit correct programme choice(s) and pay the application fee again. You MUST inform the Registry by email (UGadm@LN.edu.hk) your correct application number immediately, otherwise all your application account(s) will NOT be processed.

10. Application for Non-local Student Scholarships

10.1 If you are a non-local applicant and wish to apply for Non-local Student Scholarships, please download the "Confidential Report Form" at the right bottom of the page.

10.2 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.

10.3 You should also upload reference letter(s) on your non-academic performance using the "Uploading Supporting Documents" function of the System.

11. Uploading Supporting Documents

11.1 Please do not send your supporting documents to the University again if they have been submitted via the System.

11.2 You can also upload your reference letters/employment certificates provided by your academic referee(s)/school principal(s) 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.

11.3 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.

12. 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 (Undergraduate 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 **31 August 2020** as the System will close accordingly.

13. 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. **The data will not be updated if you merely upload the documents to the System.**

14. Original Documents

Please do not send us the original documents (except for those specified in 10.2) at the stage of application. The University will not be held 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 will result in the disqualification of the application for admission to or termination of study at the University if admitted. Any fees paid will be forfeited.