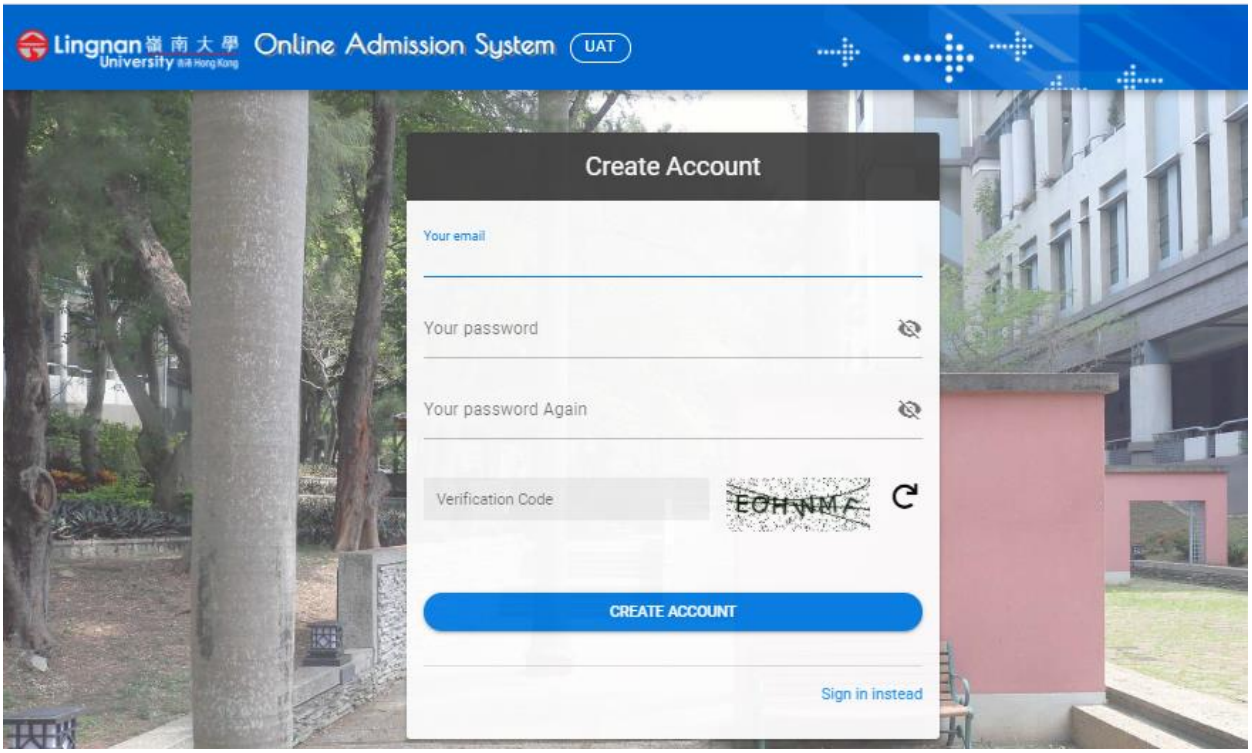
Instructions for Completing Online Application

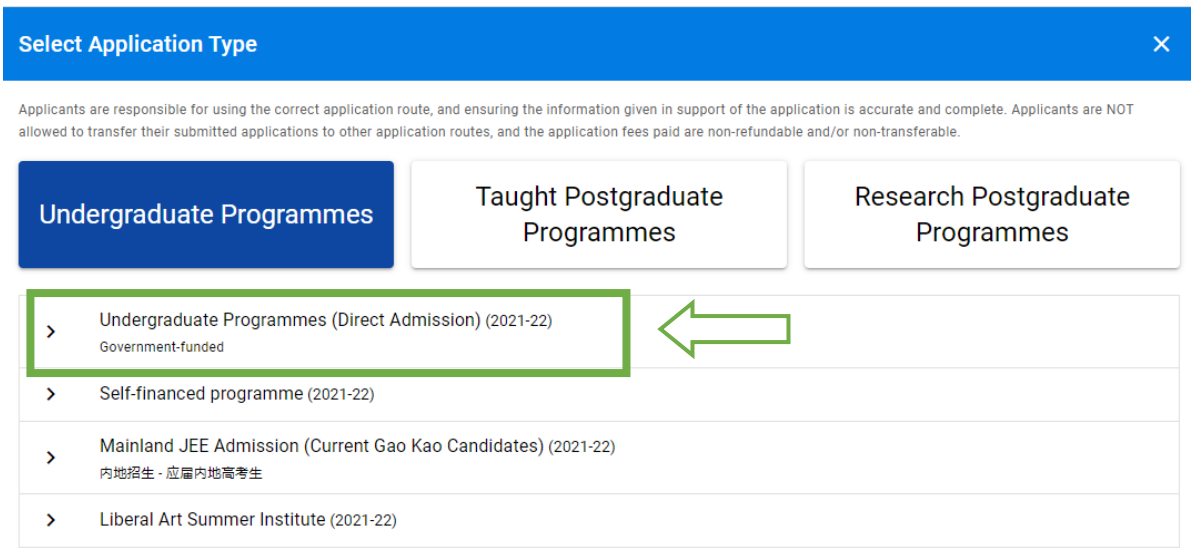
1. Create an Application Account

Before entering information in the application, you should create an account on the Online Admission System (System) of Lingnan University. If you have forgotten your login password after you have submitted an online application, you can reset it again by clicking "Forgot Password".

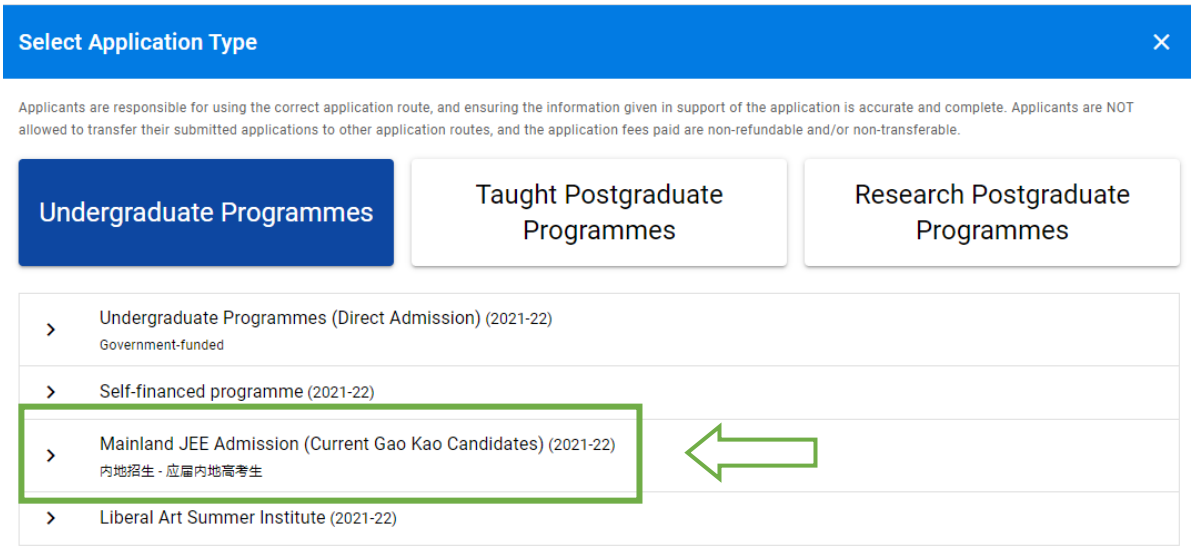


2. Selecting Application Route

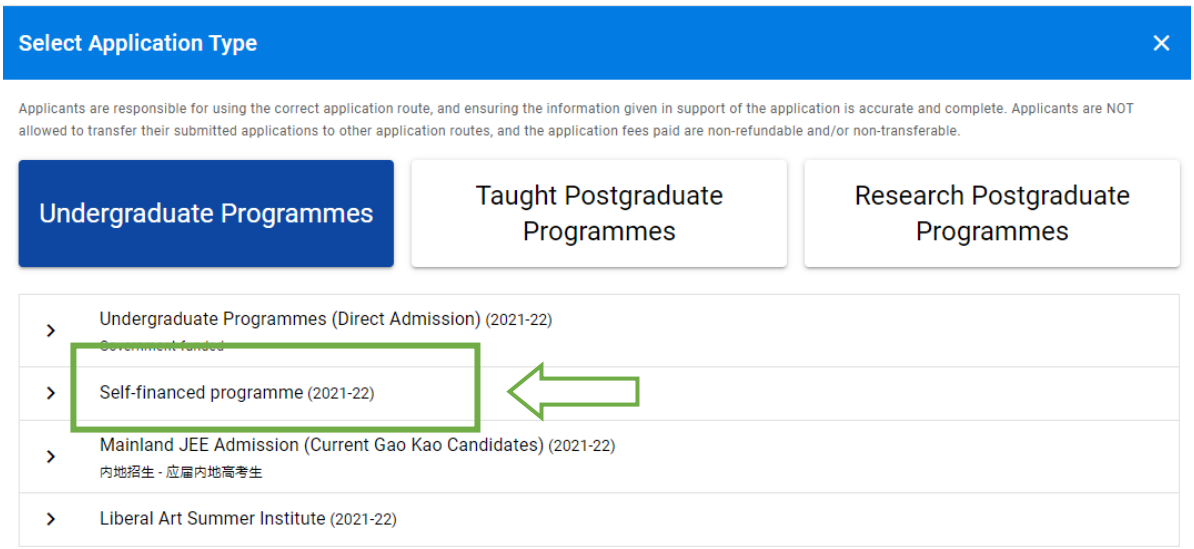
2.1 You should choose the correct application route to apply for admission. Make sure you are applying for admission on the basis of qualifications other than Hong Kong Diploma of Secondary Education (HKDSE) or Joint Entrance Examination for Universities in PRC (Gao Kao) examination results of the current year before choosing "Undergraduate Programmes (Direct Admission)" in the section of "Select Application Type".



2.2 If you are applying for admission on the strength of Gao Kao of the current year, please choose "Mainland Admission - JEE". 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.



2.3 Regardless of the qualifications you possess, if you wish to apply for admission to self-financed programme, please select "Self-financed programme".



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 of the current year to September of the next year.

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 any outstanding grades/scores available after submission of application, you should submit the information according to item (12) Data Updates immediately.

6.2 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

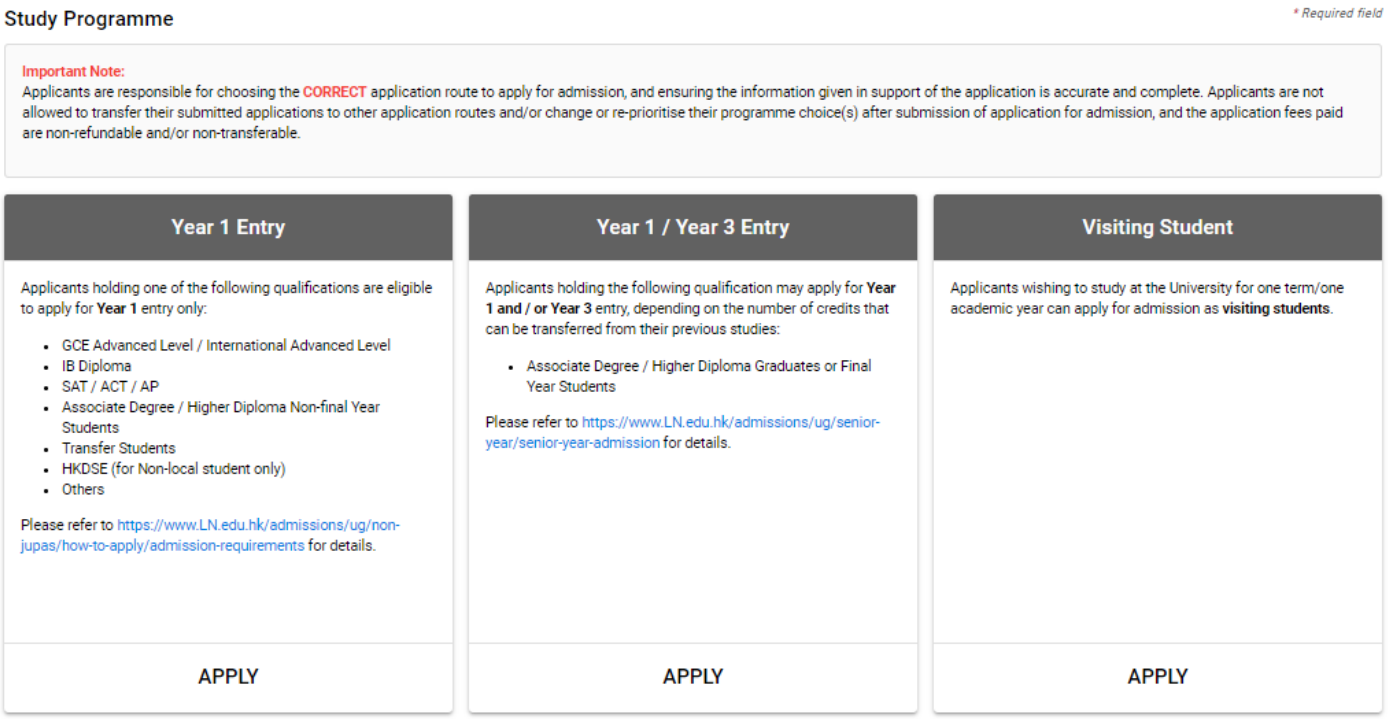
To be eligible for consideration for admission, applicants must have fulfilled the General Admission Requirements and English Language Requirements. Please visit www.LN.edu.hk/admissions/ug/non-jupas/how-to-apply/admission-requirements for details.

8. Public Exam Results, Transcripts, Testimonials, Academic Certificates and Identity Documents

You should support all the information you mentioned by uploading photocopies of relevant documentary proof under the section "Upload Center" 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.



Study Programme

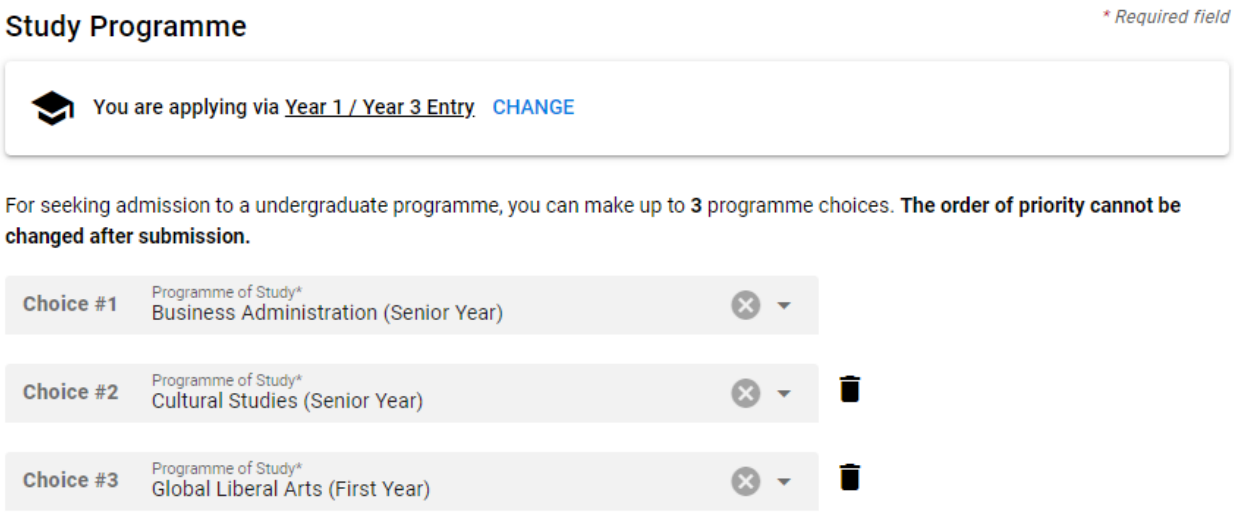
*Required field

Important Note:
Applicants are responsible for choosing the CORRECT application route to apply for admission, and ensuring the information given in support of the application is accurate and complete. Applicants are not allowed to transfer their submitted applications to other application routes and/or change or re-prioritise their programme choice(s) after submission of application for admission, and the application fees paid are non-refundable and/or non-transferable.

Year 1 Entry	Year 1 / Year 3 Entry	Visiting Student
Applicants holding one of the following qualifications are eligible to apply for **Year 1** entry only: • GCE Advanced Level / International Advanced Level • IB Diploma • SAT / ACT / AP • Associate Degree / Higher Diploma Non-final Year Students • Transfer Students • HKDSE (for Non-local student only) • Others Please refer to https://www.LN.edu.hk/admissions/ug/non-jupas/how-to-apply/admission-requirements for details.	Applicants holding the following qualification may apply for **Year 1 and / or Year 3** entry, depending on the number of credits that can be transferred from their previous studies: • Associate Degree / Higher Diploma Graduates or Final Year Students Please refer to https://www.LN.edu.hk/admissions/ug/senior-year/senior-year-admission for details.	Applicants wishing to study at the University for one term/one academic year can apply for admission as **visiting students**.
APPLY	APPLY	APPLY

9.2 You can make up to three choices of Government-funded study programmes by submitting up to three different applications under the same application account. There is no limit of choice for self-financed programme.

Example:



9.3 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.

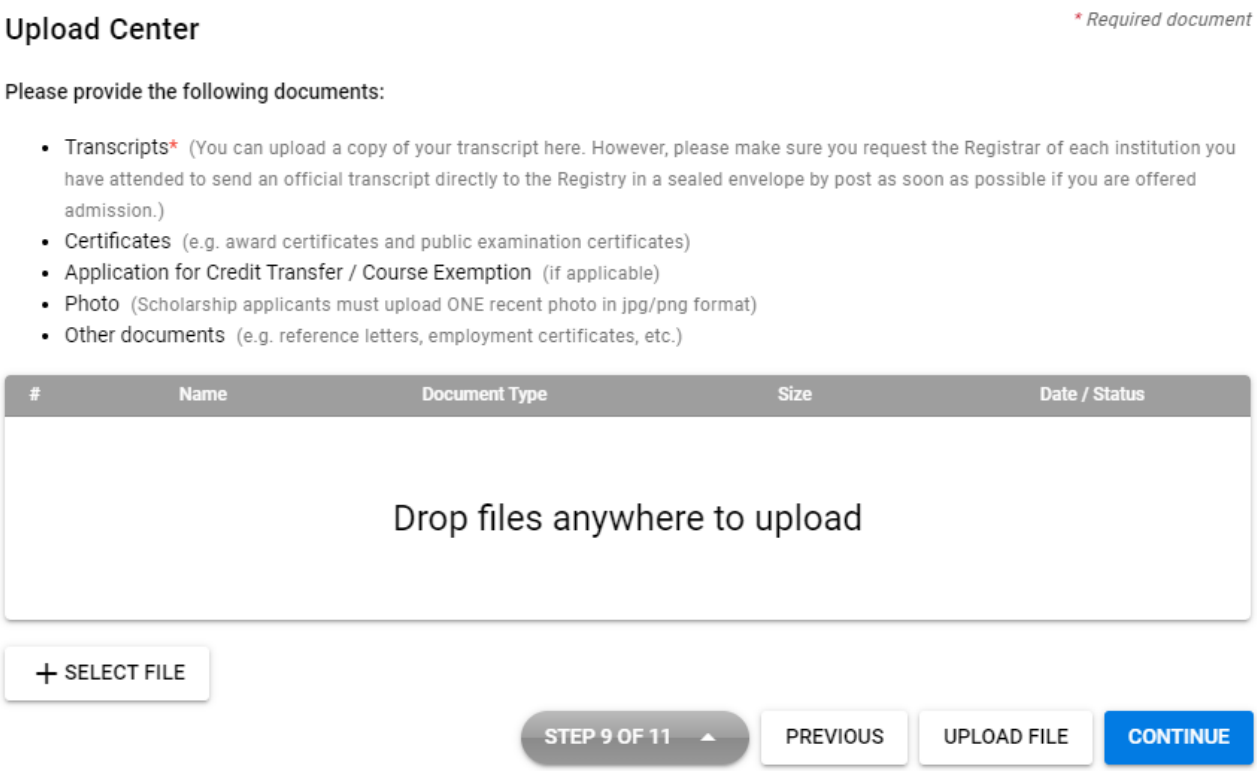
9.4 Applicants are advised to make thorough consideration accordingly before submission of their applications. **Any request for change or re-prioritisation of the programme choices after application submission for admission will be handled case-by-case basis.**

9.5 If you have wrongly submitted the programme choice(s), you may create a new application account (i.e. a new email address) 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. Uploading Supporting Documents

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

10.2 You can also upload your reference letters/employment certificates provided by your academic referee(s)/school principal(s) or employer(s) under the section “Upload Center”. 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.



10.3 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.

11. 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) 2463-9104) or by post (Undergraduate Admissions Office, 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** as the System will close accordingly.

12. 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.**

13. Original Documents

Please do not send us the original documents (except for those specified in 6.2) 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.