

LINGNAN UNIVERSITY

Application for a Certificate of Retitlement to University

The applicant is requested to complete this form and return it to the Registry, G/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong, together with a payment receipt of \$50 for each copy of the certificate. Pay-in slips are obtainable from the Office of the Comptroller and the campus branch of the Bank of East Asia*. Alternatively, you may submit a cheque made payable to "Lingnan University". Upon receipt of your application and after verification, the Certificate will be issued.

The office hours of the Registry are as follows:

Mondays–Fridays: 9:00 a.m.–12:30 p.m., 1:30 p.m.–5:36 p.m.
Saturdays, Sundays & Public Holidays: Closed

If you are unable to come in person, you may authorise a representative to collect it on your behalf by presenting a duly completed and signed authorisation letter and a copy of your HKID Card. A template of the authorisation letter can be downloaded at <http://www.ln.edu.hk/reg/registry-services/forms.php>.

* Please note the office hours of the campus branch of the Bank of East Asia:

Mondays–Fridays: 9:00 a.m.–5:00 p.m.
(From 5:00–5:15 p.m. payment can be made at the Office of the Comptroller.)
Saturdays, Sundays & Public Holidays: Closed

Name of Graduate: _____

Study Programme: _____

Year of Graduation: _____ Signature: _____

Personal Information Collection Statement

1. Personal data provided on this form will be treated confidentially and will be used for processing this application only. All information provided will be destroyed immediately after the processing of the application.
2. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties.
3. Unless indicated otherwise, all personal data requested in the form is required for processing the application. If such data is incomplete or inaccurate, the application cannot be processed.
4. Without your consent, Lingnan University will not use your personal information provided to us to conduct direct marketing.
5. Applications for access to personal data should be made to the Chief Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the Office of Institutional Advancement and Alumni Affairs (oiaaa@LN.edu.hk).

REGISTRY'S USE:

Payment checked:

Certificate of retitlement issued:

Responsible staff: _____ Date: _____