

## User Guide for Online Submission of IELTS Results

1. Log in to “myLingnan Portal” (<http://www.ln.edu.hk/intranet.htm>). Click on the “Academics” tab and then click on “Student Services”.



2. Click on “Submission of IELTS Results from Test Centres Outside Lingnan University”.



- Input all the fields and upload a scanned copy of your IELTS Test Report Form. Then click the “Next” button.

### English Language Graduation Requirement

#### IELTS Results from Test Centres Outside Lingnan University

Name: CHAN Tai Man  
Student ID: 4064054  
Programme: BA (Hons)

Please input the information below and upload a copy of your IELTS Test Report Form

Test Date:    
Test Report Form Number:

#### Your IELTS (Academic) Results

Overall Band:  ▲▼  
Listening:  ▲▼  
Reading:  ▲▼  
Writing:  ▲▼  
Speaking:  ▲▼

[Upload Test Report Form](#)

*You can only upload GIF, JPG, PNG, PDF files.  
Maximum allowed file size is 4MB.*

[Next](#)

- Check the information you have submitted. If you need to revise anything, click “Back”. If no revision is needed, click “Submit”.  
**(Please note that NO change is allowed after clicking “Submit”.)**

### English Language Graduation Requirement

#### IELTS Results from Test Centres Outside Lingnan University

##### Preview

Please check whether the information below is correct. Click “Back” to revise if necessary. No change is allowed after clicking “Submit”.

Name: CHAN Tai Man  
Student ID: 4064054  
Programme: BA (Hons)  
Test Date(DD/MM/YYYY): 03/09/2017  
Test Report Form Number: abcd12589774


#### Your IELTS (Academic) Results

Overall Band: 6.5  
Listening: 7.0  
Reading: 6.5  
Writing: 6.0  
Speaking: 6.5  
Test Report Form: [TestReportForm1234567.pdf](#)

[Back](#)

[Submit](#)

5. An acknowledgement web page will appear and an acknowledgement email will be sent to your LU email account.

 **Lingnan** 嶺南大學  
University 香港 Hong Kong Banner System (CB73)

**English Language Graduation Requirement**

**IELTS Results from Test Centres Outside Lingnan University**

Your IELTS results have been uploaded and they will be verified before they are used for graduation evaluation. You will be notified by email when the verification is completed.

Name: CHAN Tai Man  
Student ID: 4064054  
Programme: BA (Hons)  
Test Date (DD/MM/YYYY): 03/09/2017  
Test Report Form Number: abcd12589774

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**Your IELTS (Academic) Results**

Overall Band:	6.5
Listening:	7.0
Reading:	6.5
Writing:	6.0
Speaking:	6.5

### **Sample acknowledgement email**

To: taimanchan2@ln.hk  
Cc: registry@ln.edu.hk  
Subject: IELTS Results from Test Centres Outside Lingnan University

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The following IELTS results you have uploaded will be verified before they are used for graduation evaluation. You will be notified by email when the verification is completed.

#### **Your IELTS (Academic) Results**

<b>Overall Band:</b>	<b>6.5</b>
Listening:	7.0
Reading:	6.5
Writing:	6.0
Speaking:	6.5

#### Notes:

1. According to University regulations, an overall band score of 6.5 in IELTS (Academic) is set as university-wide English language minimum graduation requirement while an overall band score of 7.0 in IELTS (Academic) is set as the requirement for English and Translation Majors and an overall band score of 6.0 in IELTS (Academic) is exceptionally approved for the Chinese Major and the Interdisciplinary Major in Chinese Literature, History and Philosophy. Students may meet the requirement anytime before graduation but it is strongly recommended that students take IELTS after completion of the four English Language Enhancement (ELE) courses. Students whose IELTS score is below the required threshold shall retake IELTS. There is no limit on the number of retakes.
2. Students admitted to Year 1 have to fulfil the English language graduation requirement within 5 years; those admitted to Year 2 within 4 years; and those admitted to Year 3 within 3 years. Nevertheless, exceptional approval for fulfilling the requirement in a longer period can be granted on a case-by-case basis under exceptional circumstances.
3. For more details about the English language graduation requirement, please see <http://www.ln.edu.hk/reg/tseiceep.php>

6. When the verification of your submitted IELTS results is completed, you will receive an email informing you to check your fulfilment of the English language graduation requirement in Degree Works.

### **Sample Notification Email**

To: taimanchan2@ln.hk  
Cc: registry@ln.edu.hk  
Subject: IELTS Results from Test Centres Outside Lingnan University

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The following IELTS results you submitted have been verified. **Please check DegreeWorks to see whether you have fulfilled the English language graduation requirement.** Your attention is drawn to the maximum period for students to meet the requirement (see Note 2).

#### **Your IELTS (Academic) Results**

<b>Test Date:</b>	<b>03/09/2017</b>
<b>Test Report Form Number:</b>	<b>abcd12589774</b>
<b>Overall Band:</b>	<b>6.5</b>
Listening:	7.0
Reading:	6.5
Writing:	6.0
Speaking:	6.5

#### Notes:

1. According to University regulations, an overall band score of 6.5 in IELTS (Academic) is set as university-wide English language minimum graduation requirement while an overall band score of 7.0 in IELTS (Academic) is set as the requirement for English and Translation Majors and an overall band score of 6.0 in IELTS (Academic) is exceptionally approved for the Chinese Major and the Interdisciplinary Major in Chinese Literature, History and Philosophy. Students may meet the requirement anytime before graduation but it is strongly recommended that students take IELTS after completion of the four English Language Enhancement (ELE) courses. Students whose IELTS score is below the required threshold shall retake IELTS. There is no limit on the number of retakes.
2. Students admitted to Year 1 have to fulfil the English language graduation requirement within 5 years; those admitted to Year 2 within 4 years; and those admitted to Year 3 within 3 years. Nevertheless, exceptional approval for fulfilling the requirement in a longer period can be granted on a case-by-case basis under exceptional circumstances.
3. For more details about the English language graduation requirement, please see <http://www.ln.edu.hk/reg/tse/ccep.php>