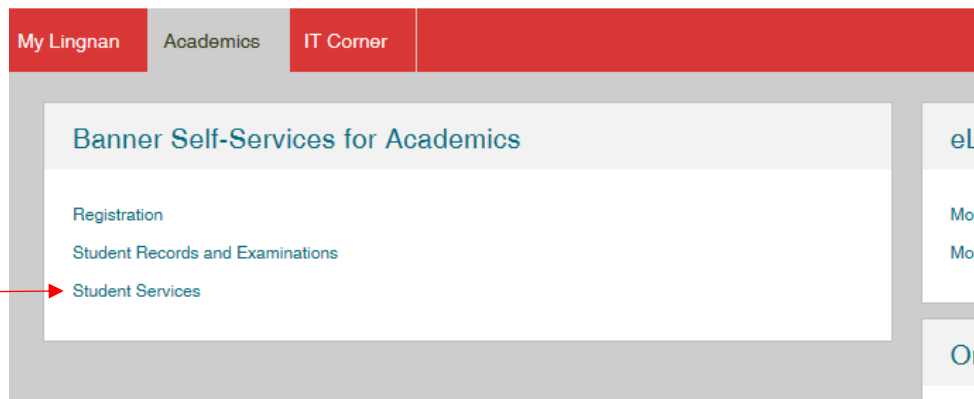


## Online Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (ELGR) User Guide for Students

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 “Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement”.



- > Registration
- > Student Records & Examinations
- > Application for Student Hostels 2019-2020 (IE Only) **NEW**
- > Online Application for Transcript
- > Application for Temporary Certificates of Graduation
- > View Student Bank Account Information
- > Acceptance of Hostel Offers and Room Assignment 2019-2020 (IE Only) **NEW**
- > Review of Grades / Reassessment
- > eFees Note for Student
- > eFees Note for Student **NEW**
- > Major Selection for Year 1 BA Students **NEW**
- > Discipline Major/Stream Selection for Year 2 Social Science Students (4-year programme)
- > Stream Selection for Year 2 BBA Students **NEW**
- > ePayment for ILP Activities **NEW**
- > eDeferment for Tuition / Hostel Fee **NEW**
- > Counselling Services Referral Form **NEW**
- > Online Application for Testimonial
- > Certificate of Awards and Participation (CAP) for UG Students **NEW**
- > Psychological Test
- > Submission of IELTS Results from Test Centres Outside Lingnan University
- > Counselling Services Booking System **NEW**
- > Applications for Extension of Maximum Period to Fulfil English Language Graduation Requirement

3. Complete all the fields and upload a scanned copy of your previous IELTS results if you have taken IELTS before. Then, click “Preview and Submit”.

### Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (ELGR)

Notes:

1. Applications should be made **three months** before the end of the maximum period.
2. The application will be submitted to the Programme Director/Head of Department concerned who will make a recommendation to the Dean concerned for approval. The extra period approved will be specified if an approval is granted.

Name	CHAN Tai Man
Student ID	4444444
ELGR Fulfilment Status	Not Fulfilled
Last Day to Fulfil ELGR	31 AUG 2022
Reasons for extension *	<input type="text"/>
Request to extend period to *	---
Plan to achieve the IELTS threshold *	<input type="text"/>
Planned time line to retake IELTS *	<input type="text"/>
Have you taken IELTS before? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Upload previous results *	<input type="button" value="Select files..."/>

PDF and Image files only. Maximum 4MB per file.

[Back](#) [Preview and Submit](#)

4. A preview page of what you have just inputted will appear for your checking. Please click “Submit” to proceed or click “Back” to make revisions.

### Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (ELGR)

Notes:

1. Applications should be made **three months** before the end of the maximum period.
2. The application will be submitted to the Programme Director/Head of Department concerned who will make a recommendation to the Dean concerned for approval. The extra period approved will be specified if an approval is granted.

Name	CHAN Tai Man
Student ID	4444444
ELGR Fulfilment Status	Not Fulfilled
Last Day to Fulfil ELGR	31 AUG 2022
Reasons for extension	I am working hard to improve my English but I cannot reach the required IELTS score by August 2022.
Request to extend period to	31 JAN 2023
Plan to achieve the IELTS threshold	I am taking an IELTS intensive course.
Planned time line to retake IELTS	I will retake IELTS in December 2022.
Have you taken IELTS before?	Yes
Previous IELTS results	rgds.pdf

[Back](#) [Submit](#)

5. An acknowledgement email will be sent to your University email account and the application status will be shown as “Submitted” in the online system:


**SAMPLE EMAIL**

Subject: Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (Student ID: 4444444)

Your application for extension of maximum period to fulfil the English Language Graduation Requirement (ELGR) was submitted successfully on 11 FEB 2019 . You will be notified of the result of your application in due course by email.

Please note that the application will be submitted to the Programme Director/Head of Department concerned who will make a recommendation to the Dean concerned for approval. The extra period approved will be specified if an approval is granted.

**Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (ELGR)**

Submission Date	Name	Student ID	Major	Catalog Term	Last Day to Fulfil ELGR	Application Status	
11 FEB 2019	CHAN Tai Man	4444444	SOC4	201709	31 AUG 2022	Submitted	

**Notes:**

1. Applications should be made **three months** before the end of the maximum period.
2. The application will be submitted to the Programme Director/Head of Department concerned who will make a recommendation to the Dean concerned for approval. The extra period approved will be specified if an approval is granted.

6. If your application has been processed, you will receive a notification email and you can go to the online system in portal to see the results.


**SAMPLE EMAIL**

Subject: Re: Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (Student ID: 4444444)

Your application for extension of maximum period to fulfil the English Language Graduation Requirement (ELGR) submitted on 11 FEB 2019 has been processed by your Faculty. Please [log in to the portal to view the result](#).

7. If your application has been approved, the application status will be shown as “Approved” and you can see your newly approved “Last Day to Fulfil ELGR”.

**Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (ELGR)**

Submission Date	Name	Student ID	Major	Catalog Term	Last Day to Fulfil ELGR	Application Status	
11 FEB 2019	CHAN Tai Man	4444444	SOC4	201709	31 JAN 2023	Approved	

**Notes:**

1. Applications should be made **three months** before the end of the maximum period.
2. The application will be submitted to the Programme Director/Head of Department concerned who will make a recommendation to the Dean concerned for approval. The extra period approved will be specified if an approval is granted.

8. If your application has been rejected, the application status will be shown as “Rejected” and your “Last Day to Fulfil ELGR” will remain unchanged.

**Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (ELGR)**

Submission Date	Name	Student ID	Major	Catalog Term	Last Day to Fulfil ELGR	Application Status	
11 FEB 2019	CHAN Tai Man	4444444	SOC4	201709	31 AUG 2022	Rejected	<a href="#">View</a>

**Notes:**

1. Applications should be made **three months** before the end of the maximum period.
2. The application will be submitted to the Programme Director/Head of Department concerned who will make a recommendation to the Dean concerned for approval. The extra period approved will be specified if an approval is granted.