

LINGNAN UNIVERSITY
Application for Replacement Certificates of Graduation

IMPORTANT NOTES

1. A graduate may apply for a **replacement certificate** in case of loss or damage of an original certificate. Application for replacement due to change of name after graduation is **NOT** accepted.
2. At any given time, a graduate shall only be in possession of ONE valid copy (including the replacement copy) of the certificate for each academic qualification conferred by the University. After the replacement certificate is collected, the original certificate concerned is rendered null and void. If a certificate previously reported lost is subsequently found, the graduate concerned is required to return it to the Registry for destruction.
3. A replacement certificate shall in general follow the current format of the graduation certificate, bearing the signatures of the current University officers and an additional statement in English and Chinese "This certificate is reissued on (date). 本證書於(日期)補發".
4. **Replacement certificates are processed according to the following schedule:**

Application period (both dates inclusive)		Reissue Date
From	To	
1 Jan	15 Feb	31 Mar (same year)
16 Feb	15 Jul	31 Aug (same year)
16 Jul	30 Sep	15 Nov (same year)
1 Oct	31 Dec	31 Mar (+ 1 year)

5. Application for replacement certificates is **only applicable to graduates of undergraduate and research/taught postgraduate programmes (except the joint degree programme BA Contemporary English and Education) from 1998-99 onwards**. Graduates before 1998-99 and graduates of BA Contemporary English and Education may apply for transcripts or testimonials as proof of graduation.
6. To apply for a replacement certificate, please submit, preferably in person, to the Registry a **duly completed application form**, present the **original copy of HKID card¹** for inspection (or enclose a photocopy of the HKID card² in case of postal application) and provide:
 - a) (for a lost/stolen/destroyed certificate) relevant documentary evidence, e.g. original police report, notarised statement or declaration administered by a Commissioner for Oaths;
 - b) (for a damaged certificate) the original certificate³; and
 - c) the application fee.Your application will only be processed upon receipt of all required documents and the application fee.
7. The application fee is HK\$800 for each replacement certificate and **all fees paid are non-refundable**. To avoid unnecessary delay, you are advised to pay by cash (only for application **in person**), submit a cheque/bank draft payable to "Lingnan University" or provide your credit card details to settle the required fees. Please note that **overseas personal cheques and postal orders are NOT accepted**.
8. Upon notification by the Registry, the graduate may collect the replacement certificate(s) in person or by an authorised person. The graduate or the authorised person is required to present his/her HKID card¹ for inspection. The authorised person should also present a duly completed authorisation letter (template downloadable at: <https://ln.edu.hk/reg/forms-for-registry-services>) together with a photocopy of the applicant's HKID card².
9. For enquiry, please contact the Registry at (+852) 2616 8750 or registry@ln.edu.hk.

¹ If the graduate/authorised person has lost/does not have a HKID card, please provide a copy of his/her passport. For the graduate, the name and date of birth printed on the passport should be the same as the registration records at the University.

² The HKID photocopy will be destroyed right after the collection of the replacement certificate.

³ The original certificate will be destroyed right after the collection of the replacement certificate.

Personal Information Collection Statement

1. Personal data provided on this form will be treated confidentially and will be used for processing this application. After the application has been processed, relevant data will be transferred to the records of the University.
2. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties.
3. All items in the form are required for processing the application except stated otherwise. 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 Public Affairs (alumni@ln.edu.hk).

