

Lingnan University
Office of Global Education (OGE)
Application for Student Exchange Programme
User Guides for Coordinators

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Part A – Making online nomination

Browser Support

Internet Explorer version older than or equal to 7 is not supported. We recommend you to upgrade your browser to the latest Internet Explorer, Google Chrome, or Firefox.

If you are using Internet Explorer 8 or higher, please make sure the "Compatibility View" feature is turned off.

Step 1 Refer to the email from Lingnan University for the hyperlink to the **online nomination system** for Institution Coordinator, the username and password for coordinator user account of your institution.


Step 2 Login to the nomination page for institution coordinator.




Exchange Application for Institution Coordinator


The image shows a 'User Authentication Service' login form. It has a title 'User Authentication Service' at the top left. Below the title are two input fields: 'Username:' followed by a text box containing the placeholder 'Username', and 'Password:' followed by a text box containing the placeholder 'Password'. Below these fields are two buttons: a blue 'Sign in' button and a red-outlined 'Can't access your account?' link. There are two blue callout boxes with white text. The first callout points to the Username field and says 'Please enter the username and password as provided in the email.' The second callout points to the 'Can't access your account?' link and says 'Please click this hyperlink if you fail to login your account.'

Step 3 Update the profile of your outgoing coordinator and set a new password for initial login.

 **Lingnan 嶺南大學**
University 香港 Hong Kong

Student Nomination ▾ Other ▾



First time login? Please provide a new password and update your information below. 

My Profile

Institution:

Prefix: *

Name:

First name

Middle name

Last name / Surname

Email: *

Title:

Phone no.:

Country code

Area code


New Password: *

Repeat Password: *

Please update your profile and change the password before nominating students.

3

Step 4 Nominate your students to Lingnan Student Exchange Programme

**Lingnan**嶺南大學
University 香港 Hong Kong

Student Nomination ▾ Other ▾

New Nomination
Manage Nomination

My Profile

Institution:

Prefix:

Name: First name Middle name Last name / Surname


Email:

Title:

Phone no.:

New Password:

Repeat Password:

**Lingnan**嶺南大學
University 香港 Hong Kong

Student Nomination ▾ Other ▾

Help

New Student Nomination

Name: First name Middle name Last name / Surname

Email:
Email will be used as username for student's account creation

Confirm Email:

Gender:

Date of Birth:
Date of Birth will be used as the initial password

Exchange Duration:

Fall Recruitment

☐ 1st (Fall) Term (September 2016 - December 2016)

☐ Both 1st (Fall) and 2nd (Spring) Term (September 2016 - May 2017)

Spring Recruitment

☐ 2nd (Spring) Term (January 2017 - May 2017)

Summer Recruitment

☐ Summer Term

☐ Session 1 (June 2017 - August 2017)

☐ Session 2 (September 2017 - November 2017)

Please make a new student nomination by choosing "New Nomination" under the tab "Student Nomination".

Please fill in the basic information of your student(s).

Please select the Study Term and Study Session that your students intend to come.

Please be reminded that **full year** exchange will be open in the Fall (1st) Term Recruitment only.

Please click "Save Nomination" to save the record.

Step 5 Confirm student nominations

Lingnan University 嶺南大學

Student Nomination ▾ Other ▾

New Nomination
Manage Nomination

All Recruitment ▾ Show Withdrawn Applicant

Pending (1) Submitted (1)

10 records per page

	Username / Email	First name	Middle name	Last name / Surname	Exchange Duration
<input checked="" type="checkbox"/>	stud				recruitment / 1 st (Fall) Term

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Submit Pending Nomination(s)

Please confirm your student nomination by choosing "Manage Nomination" under the tab "Student Nomination".

Please check the box next to your nomination and click "Submit Pending Nomination(s)" to confirm your nominations.

Step 6 Nominated students will then receive an email regarding her/his login information for her/his online application for Lingnan Student Exchange Programme.

Dear diou,

Greetings from Office of Global Education and Interdisciplinary Studies (OGEIS), Lingnan University!

We are pleased to inform you that you are nominated by your home institution to join our student exchange programme. Please complete the online application form for exchange programme and student visa/entry permit application form.

Online Application Form for Exchange Programme

Hyperlink to complete the online application form for exchange programme:

User Guides for Applicants:

Below is your login information:

Username: @ln.edu.hk

Password: Your birth date in DDDMMYYYY format (For example, if your birthday is on 2 January 1988, your password will be "02011988")

Important Notes: You are strongly advised to change your password immediately after your first login.

Visa/Entry Permit Application Form

Application Form: <http://www.immd.gov.hk/pdforms/ID995A.pdf>

Guidance Notes on Visa Application:

English version: [http://www.immd.gov.hk/pdforms/ID\(E\)996.pdf](http://www.immd.gov.hk/pdforms/ID(E)996.pdf)

Chinese version: [http://www.immd.gov.hk/pdforms/ID\(C\)996.pdf](http://www.immd.gov.hk/pdforms/ID(C)996.pdf)

A similar email will be received by the nominated student.

Part B – Endorsement from home institution


When your student completes his/her online application, he/she will be asked to print a copy of the application form and ask for an endorsement from home institution.

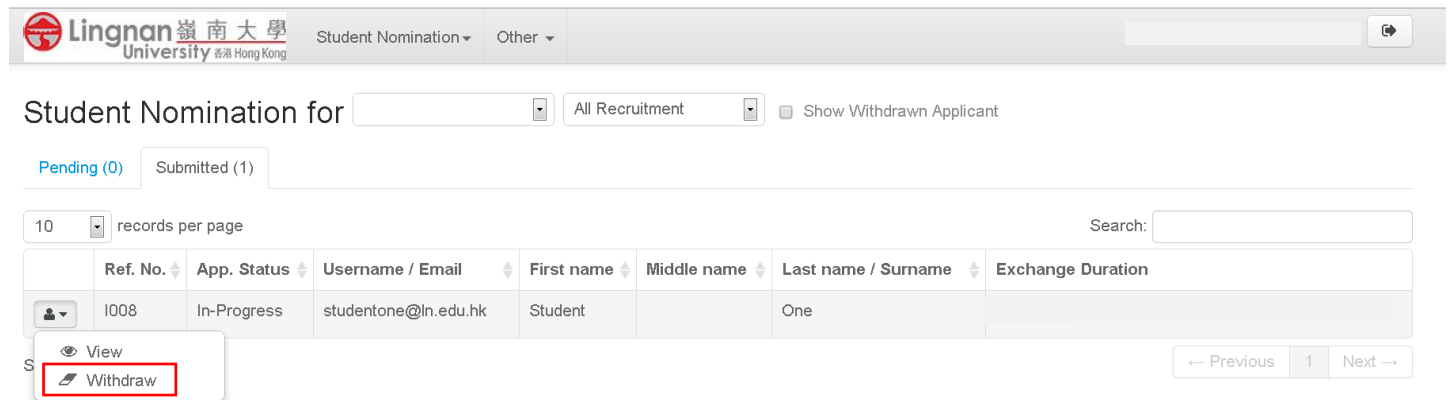
Please endorse in Part K (P.4 of the application form) and send to OGE **by email** (exchange@ln.edu.hk) before the submission deadline.

Please endorse in Part K of the application form after the student has completed the online application form

LINGNAN UNIVERSITY	
Office of Global Education	
Application for Student Exchange Programmes ()	
PART H EMERGENCY CONTACT (for the whole period at your study at Lingnan)	
Name	Relationship
His/Her E-mail Address	His/Her Mobile Number
His/Her Home Telephone Number	His/Her Fax Number
PART I PAYMENT METHOD	
You will be notified to complete an online form for your preferred payment method and settle the required fees once your application has been approved.	
PART J DECLARATION	
I authorise Lingnan University to use my data to carry out checks on records of my studies. I understand that, upon registration in the Student Exchange Programmes, the data will become a part of my student record and may be used for all purposes relating to my study and stay in Hong Kong in accordance with the procedures of Lingnan University. I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will result in disqualification of my application for admission and subsequent enrollment in Lingnan University. I understand that if admitted I am responsible for applying to the Immigration Department of Hong Kong (via Lingnan University, Education) for a student visa to study in Hong Kong for the entire period of exchange at Lingnan University. I understand that it is my responsibility to meet the course requirements (if any) before I enroll for the courses. I understand that it is my responsibility to observe regulations of Lingnan University. I understand that I have to follow the clearance procedures (incl. completing the online evaluation surveys) upon completion of my exchange at Lingnan University. I understand that it is also my responsibility to cover myself with appropriate insurance package. Should I fail to do the above, I am liable for any consequences that may arise. I give my consent for Lingnan University to release my official transcript to my home institution.	
Name	Date
PART K ENDORSEMENT FROM HOME INSTITUTION (To be completed by the International /Exchange/Study Abroad Office of home institution)	
I have reviewed the completed application and hereby endorse the applicant for participation in student exchange programmes at Lingnan University.	
Name	Title
Signature	Date
OGE, AD208/1, 2/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong Telephone: (852) 2616-8990, Facsimile: (852) 2465-8660, Email: exchange@ln.edu.hk	
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Part C – Withdrawal case

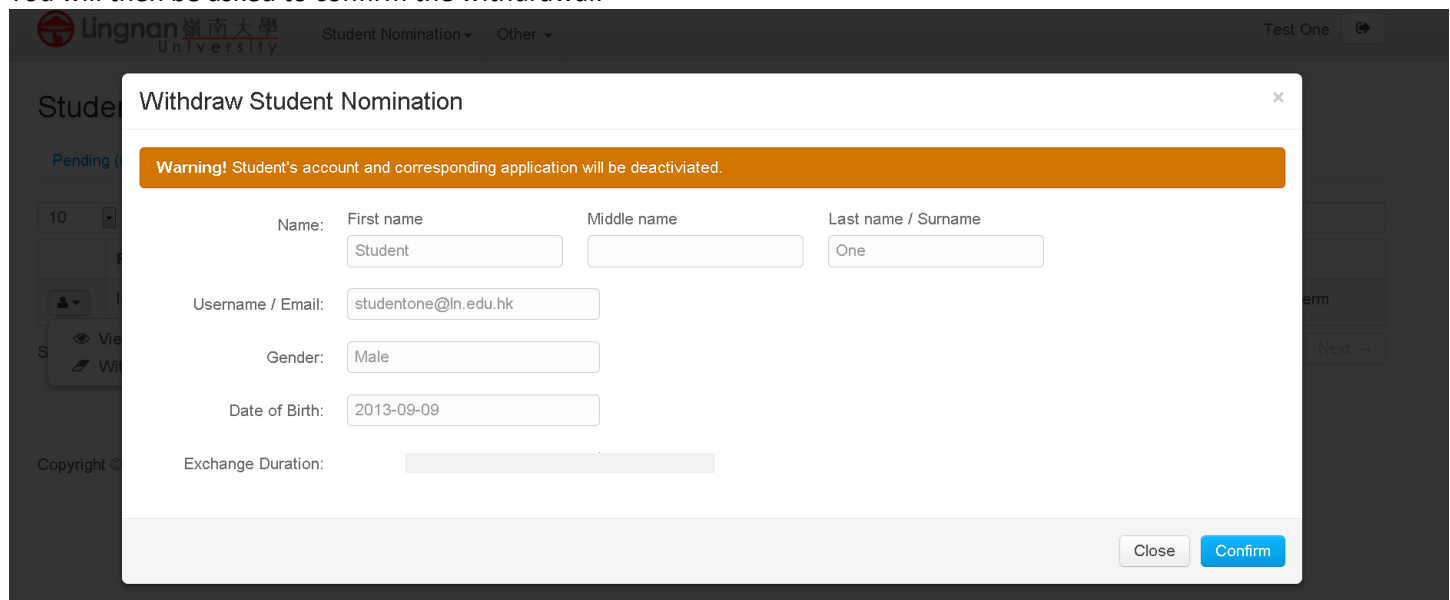
If your nominated student decides to withdraw from Lingnan University Student Exchange Programme, please click “Withdrawal” under the tab  next to the corresponding student.



The screenshot shows the Lingnan University Student Nomination system. At the top, there is a header with the university logo and navigation tabs for "Student Nomination" and "Other". Below the header, there is a section for "Student Nomination for" with a dropdown menu set to "All Recruitment" and a checkbox for "Show Withdrawn Applicant". A status bar shows "Pending (0)" and "Submitted (1)". A table lists student nominations with columns: Ref. No., App. Status, Username / Email, First name, Middle name, Last name / Surname, and Exchange Duration. The first row shows a student with Ref. No. 1008, App. Status In-Progress, Username studentone@ln.edu.hk, First name Student, Middle name, and Last name One. A context menu is open over the first row, showing "View" and "Withdraw" options, with "Withdraw" highlighted by a red box. Navigation buttons for "Previous", "1", and "Next" are at the bottom right of the table.

Ref. No.	App. Status	Username / Email	First name	Middle name	Last name / Surname	Exchange Duration
1008	In-Progress	studentone@ln.edu.hk	Student		One	

You will then be asked to confirm the withdrawal:



The screenshot shows a "Withdraw Student Nomination" dialog box. At the top, there is a warning message: "Warning! Student's account and corresponding application will be deactivated." Below the warning, there are input fields for the student's details: Name (First name: Student, Middle name, Last name / Surname: One), Username / Email: studentone@ln.edu.hk, Gender: Male, Date of Birth: 2013-09-09, and Exchange Duration. At the bottom right, there are "Close" and "Confirm" buttons.

Warning! Student's account and corresponding application will be deactivated.

Name: First name: Student Middle name: Last name / Surname: One

Username / Email: studentone@ln.edu.hk

Gender: Male

Date of Birth: 2013-09-09

Exchange Duration:

Close Confirm

Remarks: Student's account will be deactivated once the withdrawal is confirmed and reactivation is not allowed.