

Lingnan University
Office of Global Education (OGE)
Lingnan Online Nomination System for Coordinators
System User Guides

Browser Support

Internet Explorer version older than or equal to 7 is not supported. We recommend you 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

User Authentication Service

Please enter the username and password.

Username:

Password:

Sign in

Can't access your account?

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.

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.:

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

New Password: *

Repeat Password: *

STEP 4. Nominate your students to Lingnan Student Exchange Programme

Lingnan 嶺南大學 University 香港 Hong Kong

Student Nomination ▾ Other ▾

My Profile

New Nomination
Manage Nomination

Institution: University

Prefix: Miss

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

Email: exchange@ln.edu.hk

Title: Title

Phone no.: Country code Area code Phone no.

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

New Password: *****

Repeat Password: *****

Save changes

Lingnan 嶺南大學 University 香港 Hong Kong

Student Nomination ▾ Other ▾

New Student Nomination

Name: First name * Middle name Last name / Surname *
First name Middle name Last name / Surname

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

Confirm Email: Confirm Email *

Gender: -- Select -- *

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 - July 2017)

☐ Session 2 (July 2017 - August 2017)

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

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

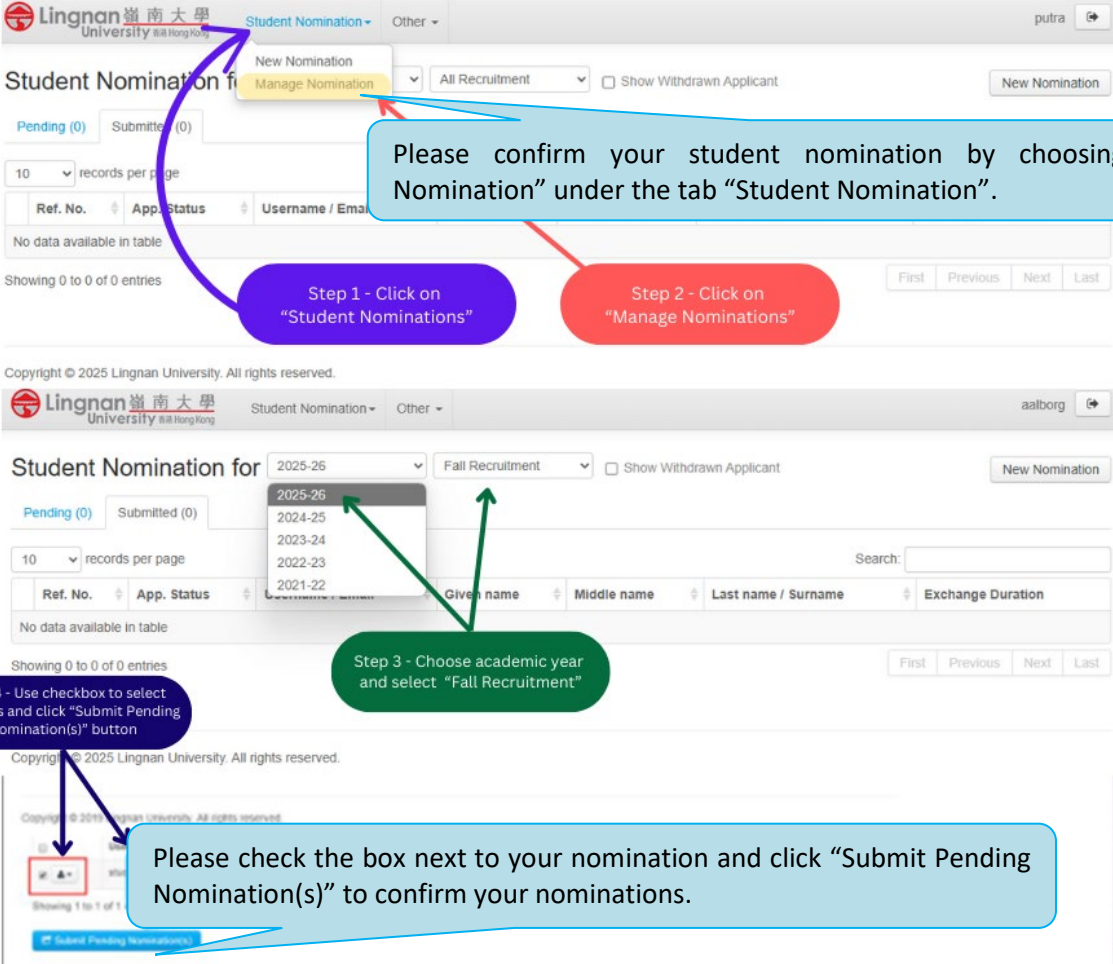
Please be reminded that **full year** exchange will be open in the 1st (Fall) Term Recruitment only.

Reset Save Nomination

Please click "Save Nomination" to save the record.

STEP 5. Confirm and Submit student nomination

Once you enter your students' basic information, **make sure to submit pending nominations in the system** by selecting "Manage Nomination" under the "Student Nomination" tab. Otherwise, your students will not have access to the Online Application System.



The screenshot shows the 'Student Nomination' interface. A purple arrow points to the 'Student Nomination' tab, labeled 'Step 1 - Click on "Student Nominations"'. A red arrow points to the 'Manage Nomination' button, labeled 'Step 2 - Click on "Manage Nominations"'. A blue callout box states: 'Please confirm your student nomination by choosing "Manage Nomination" under the tab "Student Nomination".' A green arrow points to the '2025-26' dropdown menu, labeled 'Step 3 - Choose academic year and select "Fall Recruitment"'. A blue callout box states: 'Please check the box next to your nomination and click "Submit Pending Nomination(s)" to confirm your nominations.' A blue arrow points to the 'Submit Pending Nomination(s)' button, labeled 'Step 4 - Use checkbox to select students and click "Submit Pending Nomination(s)" button'.

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

Greetings from Office of Global Education (OGE), Lingnan University!

We are pleased to inform you that you are nominated by your home institution to join our student exchange programme. You are required to complete (1) an application form (not applicable for students participating in Virtual Student Exchange Programme).

Online Application Form for Exchange Programme

Hyperlink to complete the online application form for exchange programme: <http://webappdev.ln.edu.hk/sys/ex/exchange/student/>

User Guides for Applicants:

<https://www.ln.edu.hk/oqe/download/UserGuidesforStudents.pdf>

Below is your login information:

Username: hjhj@gmail.com
Password: Your birth date in DDMMYYYY format (For example, if your birthday is on 2 January 1988, your password will be 19880102)

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

Visa/Entry Permit Application Form (not applicable for students participating in Virtual Student Exchange Programme)

Application Form: <https://www.immd.gov.hk/pdfforms/ID995A.pdf>

Guidance Notes on Visa Application:

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

Chinese version: [https://www.immd.gov.hk/pdfforms/ID\(C\)996.pdf](https://www.immd.gov.hk/pdfforms/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 and sign Part K (P.4 of the application form) and **submit the student application along with all documents by email*** with subject line:

[Application Reference Number]_[Student Full Name]_[Home University].

e.g.: I013_John Smith_University of ABC

Email Address: exchange@ln.edu.hk

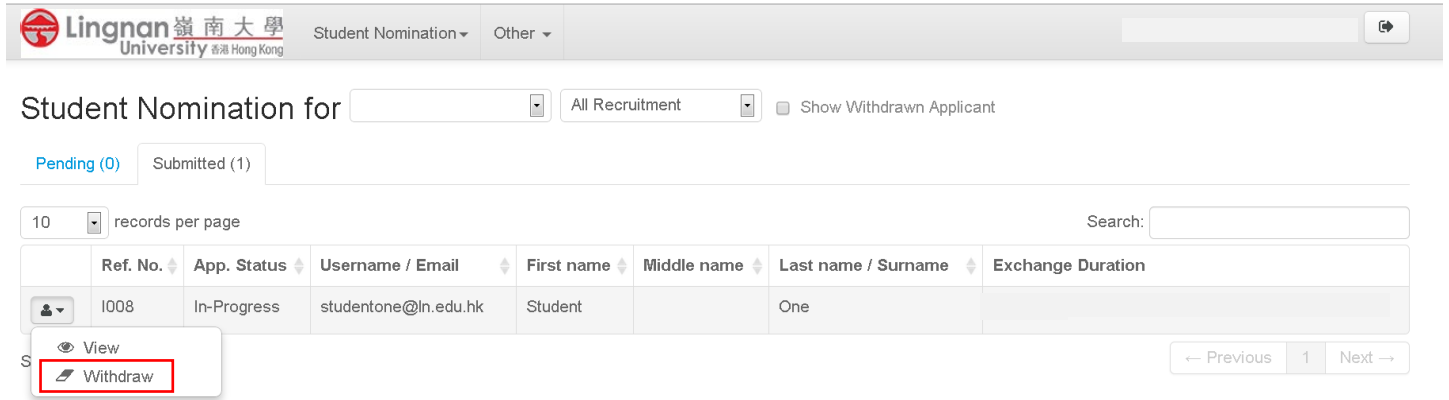
**Effective from the Spring 2027 application cycle, all student applications must be submitted by email. Paper submissions are no longer required.*

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, Office of Global 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 exchanged a student	
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

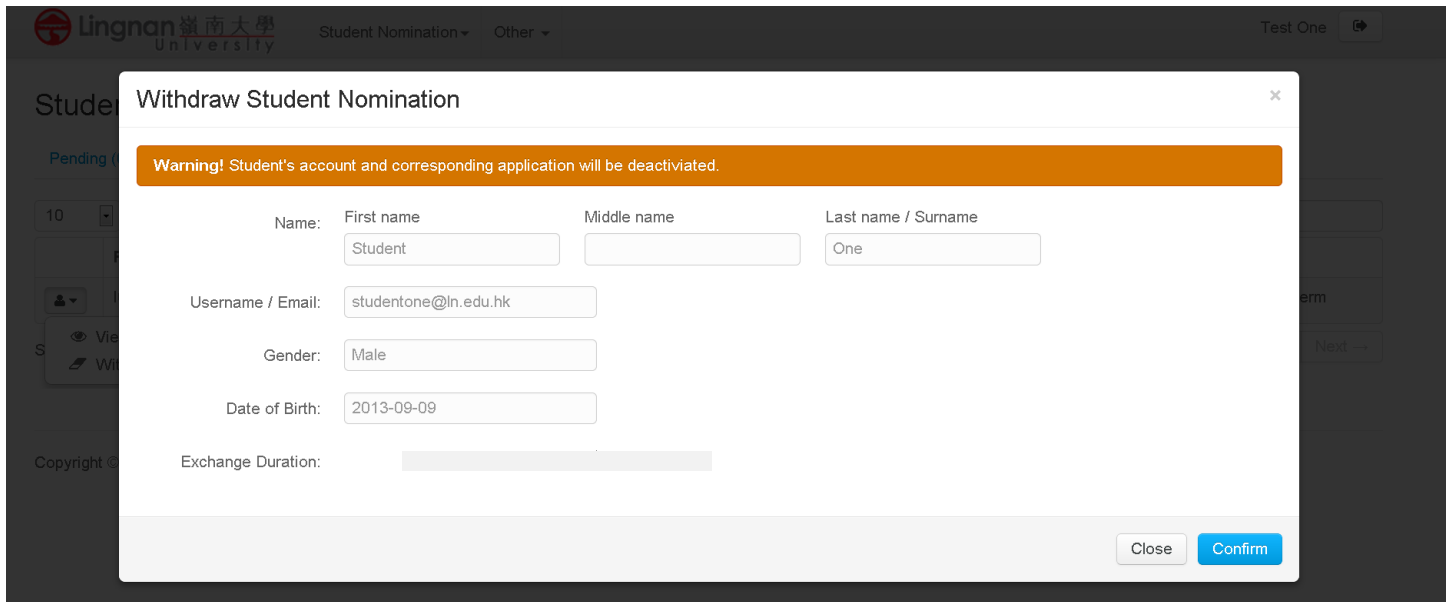
If your nominated student decides to withdraw from Lingnan University Student Exchange Programme, please click “Withdrawal” under the tab  next to the corresponding student.



The screenshot shows the 'Student Nomination' page. At the top, there's a navigation bar with 'Student Nomination' and 'Other' tabs. Below it, a search bar and a 'Show Withdrawn Applicant' checkbox are visible. The main area displays a table of nominations. The first row shows a student with Ref. No. I008, Status In-Progress, Username studentone@ln.edu.hk, and Exchange Duration One. A dropdown menu is open for the first row, showing 'View' and 'Withdraw' options, with 'Withdraw' highlighted by a red box.

Ref. No.	App. Status	Username / Email	First name	Middle name	Last name / Surname	Exchange Duration
I008	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. It contains 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.

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