

Lingnan University
Office of Global Education (OGE)
Lingnan Online Application for Students
System User Guides

Browser Support

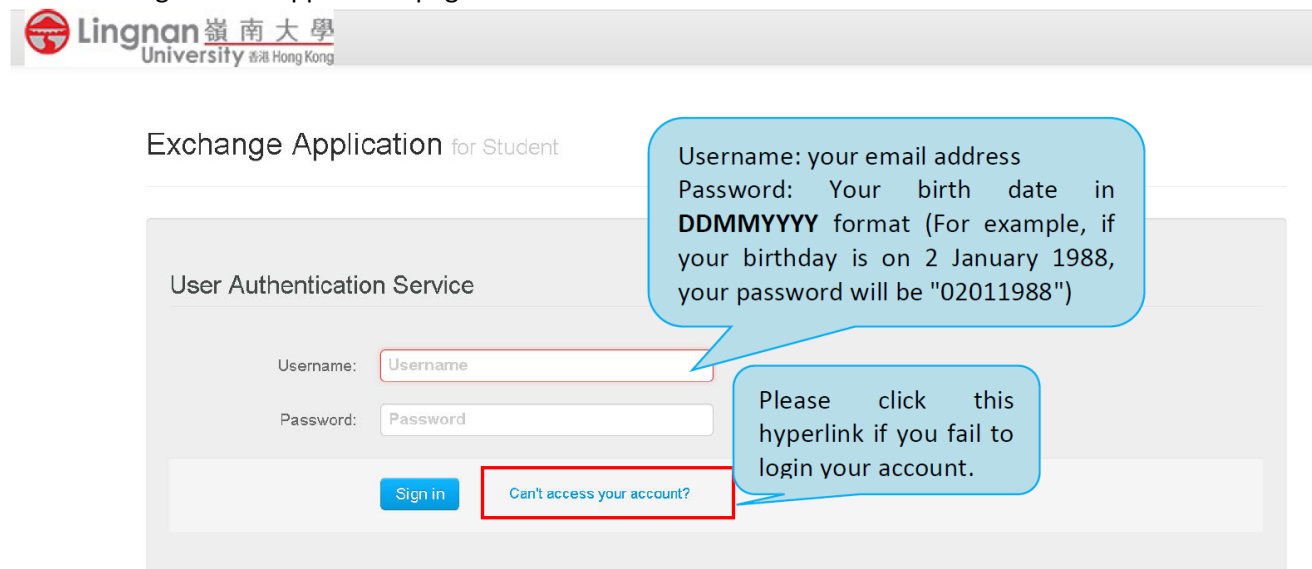
Internet Explorer version older than or equal to 7 is not supported. We recommend you to upgrade your browser to the latest Internet Explorer, Google Chrome, or Firefox.

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

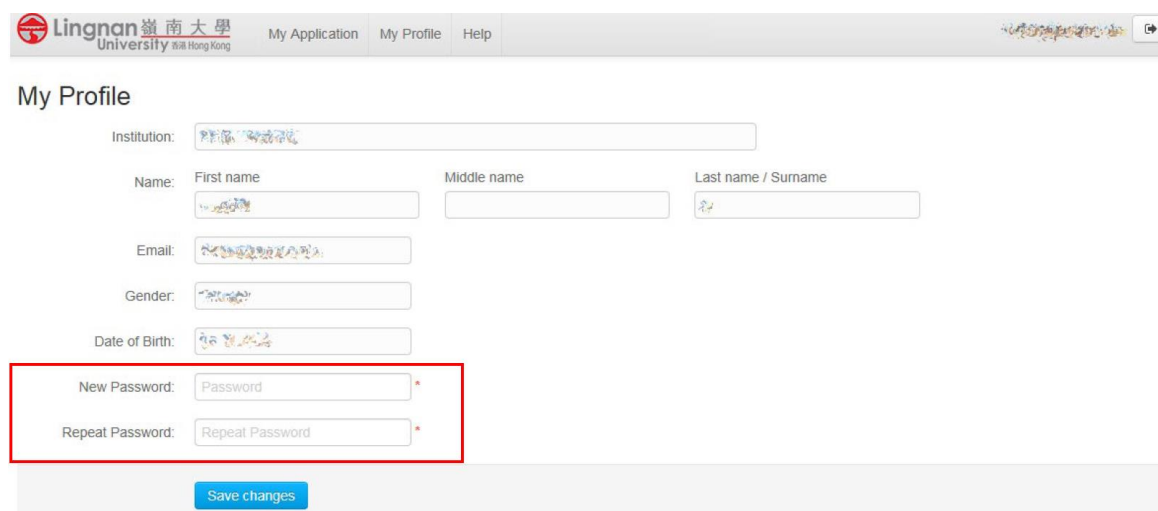
STEP 1.

Refer to the email sent by Lingnan University for the hyperlink to the Online Application Form for the Exchange Programme, together with your username and initial password

STEP 2. Login to the application page.



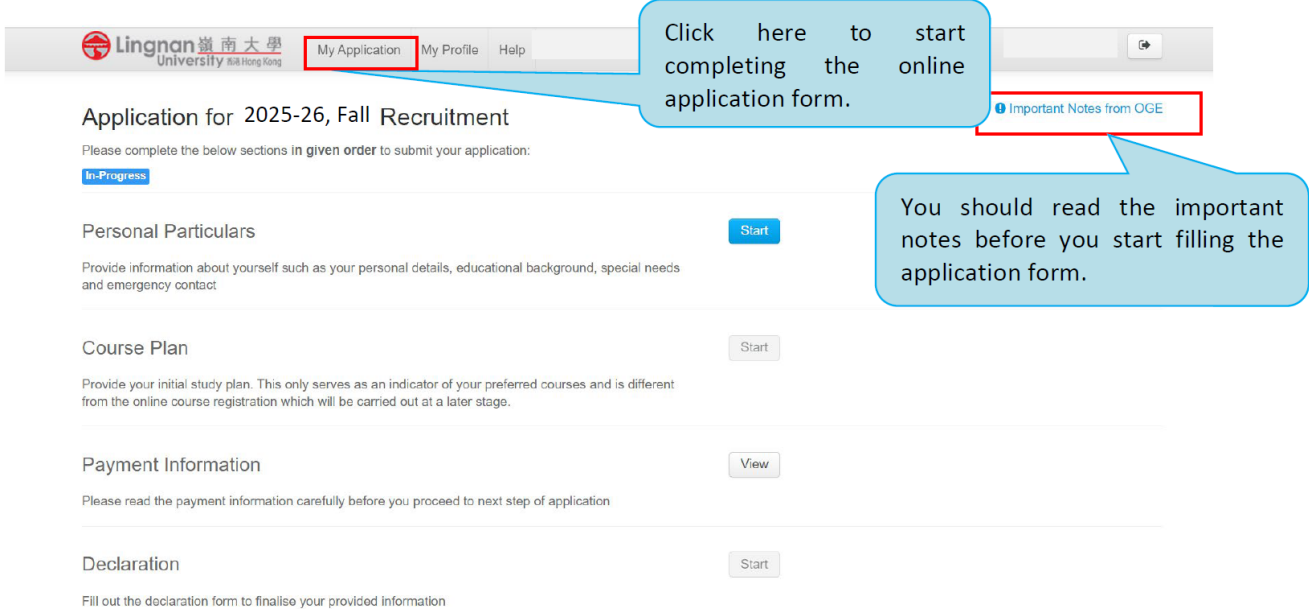
STEP 3. Set your own password.



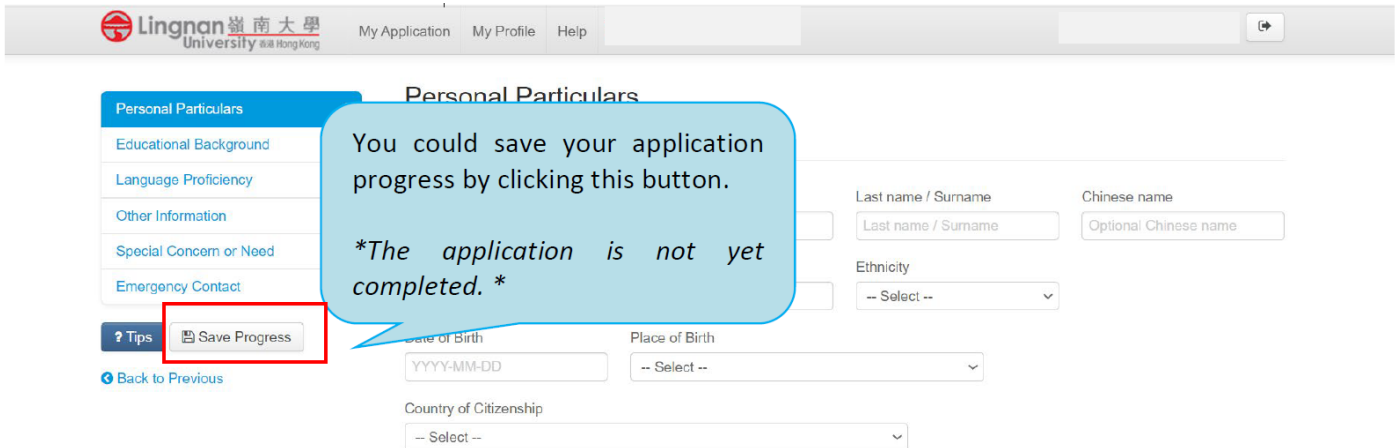
STEP 4. Complete the online application form.

Please read the “Important Notes from OGE” carefully and complete the sections in given order (Personal Particulars > Initial Course Plan > Payment Information > Declaration for Insurance Arrangement, Use of Personal Data and Others).

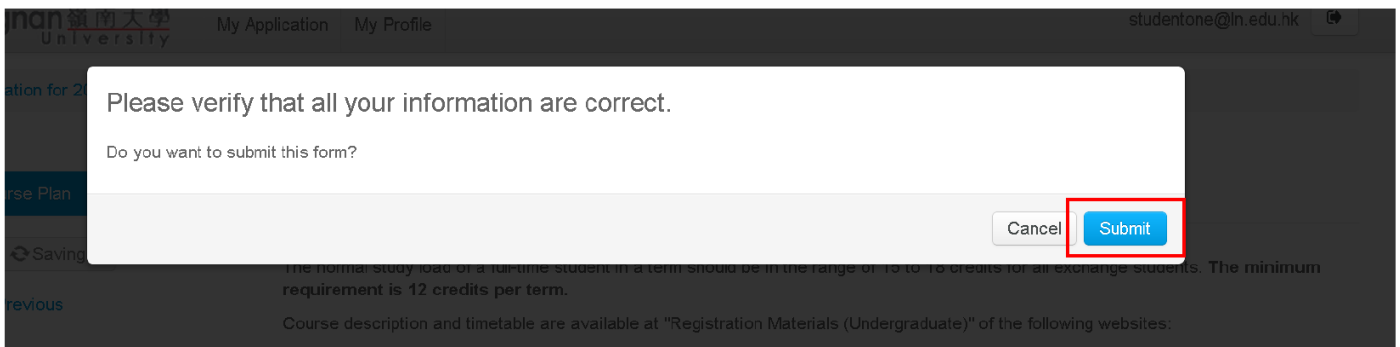
Click “My Application” to start filling the application form.



Section 1. Fill in Personal Particulars.



Remark: You will be asked to confirm the information provided before proceeding to the next section.



Section 2. Initial Course Plan *for 2nd (Spring) Term 2026-27*

Please note that the initial course plan serves as a preliminary guide to help you organize your study schedule. It does not reflect your final course selection.


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Initial Course Plan

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Initial Course Plan For University's Reference Only

The normal study load for incoming students is a full schedule in the range of 18-20 credits for all exchange students. The minimum requirements for credits are listed below.

Course descriptions and materials are available at "Registration Materials (undergraduate)" of the following website:

- http://www.ln.edu.hk/infocentre/initialcourse_plan_materials.php
- http://www.ln.edu.hk/infocentre/initialcourse_plan_materials_1year.php

Exchange students can choose courses that hold 3-year and 4-year undergraduate programmes. For list of courses offered in Fall Term, please refer to "Fall Term, 2026-27" under "Courses offering under the first and second terms, 2026-27".

Basically, students are advised to choose any courses available at Lingnan. However, some courses declare pre-requisite requirements/transferable conditions. You should refer the requirements from the "Course Description" at:

- http://www.ln.edu.hk/course_descriptions.php for courses under 3-year programmes; and
- http://www.ln.edu.hk/course_descriptions_1year.php for courses under 4-year programmes.

In such cases, students are required to provide proof of fulfillment of equivalent courses (e.g. transcript and course syllabus, etc.) and enrolment will be subject to the approval of the course instructors (and the availability of the courses).

In order to increase the flexibility in course selection, we would like to gather your initial study plan at Lingnan. Please indicate 4-6 courses in priority order. This does not mean the details in the relevant descriptions for best information and consideration. It is important to highlight the information you provide before will only serve as an indication of your preferred courses, and final course registration will have to be done by yourself online once the course has been offered. The schedule for online registration will be from 18 to 24 June 2026 (HKT). Arrived students have to register their courses online and have all the courses confirmed prior to their departure for Hong Kong. The following is my Initial Course Plan.

#	Course Code	Course Title	No. of credits
1	Type to search		
2	Type to search		
Total:			0

(Minimum 1 course or maximum 2 courses)

Please verify your provided information before proceeding.

Proceed

Section 3. Declaration for Insurance Arrangement, Use of Personal Data and Others.


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Insurance

Declaration

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Starting from Fall Term 2009-10 academic year and onwards, the University requires all exchange students to have suitable and adequate insurance covering travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation/repatriation throughout the entire period of their study at Lingnan. Students are required to send us their proof of insurance coverage prior to their departure. For those who fail to do so prior to their arrival are required to do it immediately after their arrival to Hong Kong and provide proof to OGE before they can register as students at Lingnan.

I will arrange my own insurance at my home country and provide the details of the coverage to Lingnan University. (All students should send a copy of the insurance policy and coverage to OGE by fax at (852) 2465-9660 or by email (exchange@ln.edu.hk) prior to their arrival to Hong Kong.) I understand that I will bear my own risk and be responsible for any consequences that may arise for not able to arrange my own insurance, including travel insurance, prior to my departure for exchange at Lingnan University.

Declaration

I authorize 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 accordance with the procedures of Lingnan University. I understand that any need subsequent enrollment in Lingnan University, I understand that I will be responsible for my own insurance coverage at Lingnan University (via Lingnan University, Office of Global Education). I understand that it is my responsibility to observe regulations and procedures (incl. completing the online evaluation survey) and also my responsibility to cover myself with appropriate insurance that may arise. I give my consent for Lingnan University to use my data for the above purposes.

Provide your account password here to confirm your declaration.

Please provide your account password

Your Password

Declaration Date

24 June 2022

Sign & Submit your Application

Press this button to submit your application.

Do you want to submit your application?

ⓘ Your application cannot be edited after submission.

Cancel **Submit Application**

Click this button to submit your application.

Starting from Fall Term 2009-10 academic year and onwards, the University requires all exchange students to have suitable insurance covering travel, personal accident, medical expenses (accident and nonaccident), hospitalization and repatriation/repatriation throughout the entire period of their study at Lingnan. Students are required to send us their proof

STEP 5. Download Application Form and Endorsement from Home Institution.

✔ Application Submitted Successfully

Now that you have submitted your online application, next step is to print out a copy of your application and get the endorsement from your home institution. Please send the endorsed application form to us along with all your supporting documents.

Once we receive your documents by mail, we will then proceed to process your application and you will be notified of changes to your application status on this page.

Download copy of Application

Close

Please submit a printed copy of your application form together with all required documents (please refer to Part D of this guidelines) and seek endorsement from the International Office at your home institution in this section (Part K).

LINGNAN UNIVERSITY

Office of Global Education

Application for Student Exchange Programmes (Fall2022-23)

PART H EMERGENCY CONTACT (for the whole period at your study at Lingnan)

Name jk	Relationship Sibling
His/Her E-mail Address jk@ln.edu.hk	His/Her Mobile Number 10
His/Her Home Telephone Number 10	His/Her Fax Number 10

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 reviewed the completed application and hereby endorse the applicant for participation in student exchange programmes at Lingnan University.

Name Title
 Signature Date

STEP 7. Submit Application by Email*

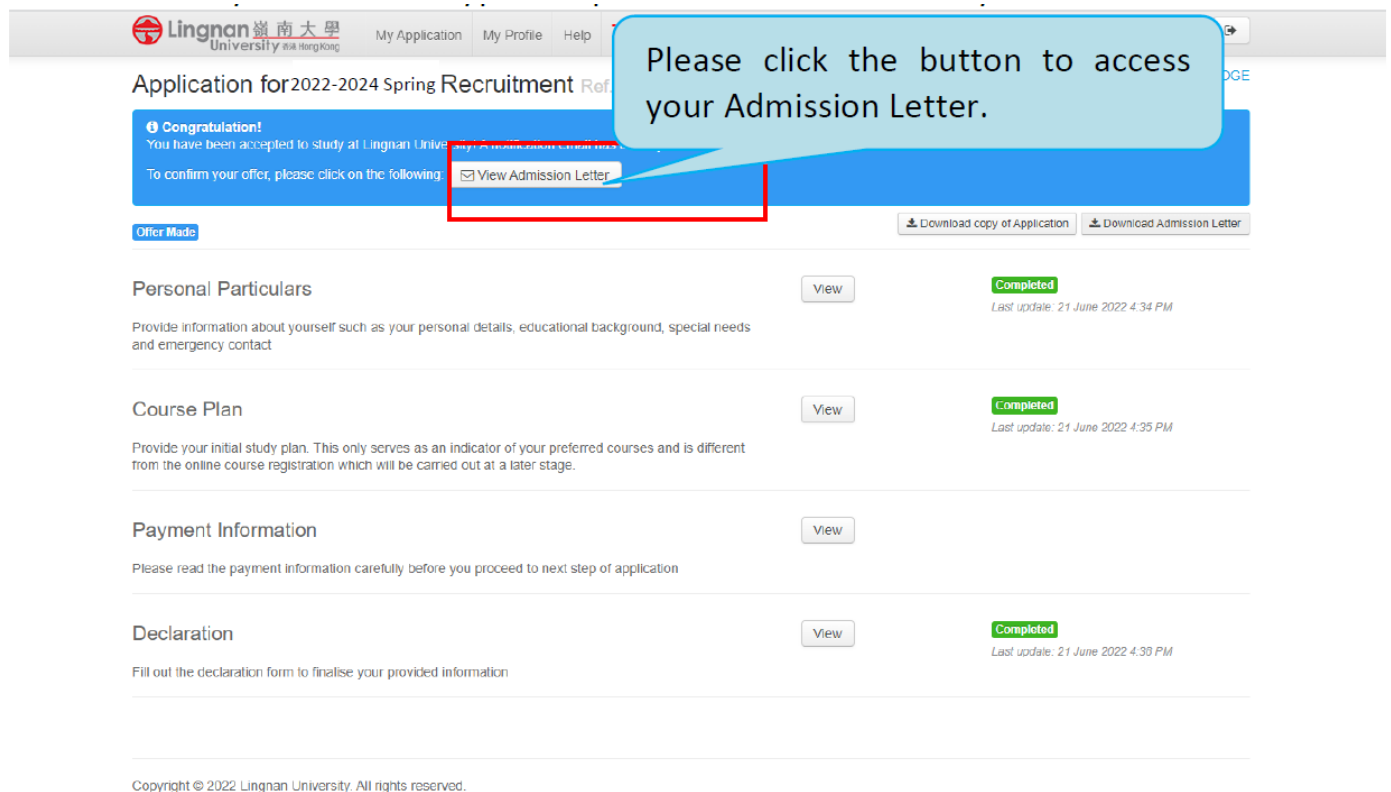
Your coordinator will confirm the endorsement and submit all information by email on your behalf.

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

[For Accepting and Confirming Your Offer]

STEP 8. Offer Made by Lingnan University and Admission Letter

After your application is endorsed by both your home institution and Lingnan University, the offer will be made via the online application system for Student Exchange Programme. You will receive an email regarding acceptance. Please get access to the system via the hyperlink provided in the email for your admission letter.



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My Application My Profile Help

Application for 2022-2024 Spring Recruitment Ref: [REDACTED]

🎉 Congratulations!
You have been accepted to study at Lingnan University.

To confirm your offer, please click on the following: [View Admission Letter](#)

Offer Made [Download copy of Application](#) [Download Admission Letter](#)

Personal Particulars Provide information about yourself such as your personal details, educational background, special needs and emergency contact	View	Completed Last update: 21 June 2022 4:34 PM
Course Plan Provide your initial study plan. This only serves as an indicator of your preferred courses and is different from the online course registration which will be carried out at a later stage.	View	Completed Last update: 21 June 2022 4:35 PM
Payment Information Please read the payment information carefully before you proceed to next step of application	View	
Declaration Fill out the declaration form to finalise your provided information	View	Completed Last update: 21 June 2022 4:39 PM

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1 Step 1: Confirmation of Acceptance 2 Step 2: Payment Offer Confirmed

Admission Letter Online version




Shalendra SHARMA (Prof.)
Associate Vice President (Academic Quality Assurance and
Internationalisation)
Lingnan University

Offer Acceptance

I, _____ would like to accept the offer of participating in the Student Exchange Programmes of Lingnan University for the _____ of the 2022-2023 academic year.

I have read, understood and accepted the conditions outlined in the Admission Letter.

Please provide your account password to confirm acceptance

Your Password

Please enter your password here.

Registration for Orientation

Orientation for New Exchange Students (Compulsory Sessions)

Orientation for New Exchange Students (Optional Sessions)

☐ I would like to join the compulsory sessions as listed above only.

☐

Submit Confirmation of Acceptance

Please click here to submit your confirmation of acceptance.

STEP 9. Payments and Declaration

Payment

You will be asked to pay the required fees either by credit card, Alipay or bank transfer and opt to buy a new linen set from us/ bring your own linen set. * Please note that once the linen set purchase period has ended, we will no longer be able to accept new orders.


 My Application My Profile Help

1 Step 1: Confirmation of Acceptance **2 Step 2: Payment** Offer Confirmed

Payment

☒ Payment by Flywire *flywire*

1. Student Visa Fee	HK\$	
2. Air-conditioning Fee	HK\$	
3. Hostel Fee	HK\$	
Optional item: 4. Linen Set, include a pillow, a pillow case, a bed sheet and a comforter for living in hostel ☒ Buy a full set ☐ Bring my own set		
Total Amount		HK\$

Hostel Fees after Check-out

Choose to Pay via

- ☒ Credit Card
☐ Alipay or Bank transfer/deposit.

Authorization for Credit Card Payment for Hostel Fees after Check-out

I hereby agree that Lingnan University is authorised to charge my unpaid bills owed to the University to my credit card with details as below for any amount in settlement of any utilities, key loss, furniture damages, and etc. I further understand that Lingnan University reserves the right of collecting money from me by other methods if appropriate.

Name of Card Holder	Type of Credit Card
	☐ Visa ☐ Master Card
Credit Card Number	Card Expiry Date
	January ▼ 2022 ▼
Payment Description	Maximum amount to be charged
Hostel Fees after Check-out	HK\$1000

Hostel Fees after Check-out

The purpose of the fees is to cover any utilities expenses, e.g. library fines, key loss, furniture damage, etc., incurred by the students. The form will be kept by the University without clearing until the actual amount of deduction (if any) is confirmed at the end of the term. Students will be informed by email of the amount to be deducted (if any) and the form will be destroyed within six months after the completion of the exchange. The University may withhold the student's transcript should he/she have any unsettled account due to the University. Therefore, you need not to pay the hostel fees after check-out in the application period.

Hostel Fees after Check-out

Choose to Pay via

- ☐ Credit Card
- ☒ Alipay or Bank transfer/deposit.

Declaration by students who do not have credit cards

☐

I will settle any fees incurred by me (library fines, key loss, furniture damages and etc), if any, by a bank draft in Hong Kong dollars payable to "LINGNAN UNIVERSITY"

Remarks: (a) The OGE will contact you through your home institution for the settlement of bills once the amount outstanding is confirmed.
(b) The University may withhold the issue of any transcript or testimonial to a student who has unpaid account due to the University.

Personal Information Collection Statement

☒

- The data provided in this form shall be released to banks and relevant units within the University for the purpose of collecting payment from you.
- Unless required by law, the data collected will not be disclosed to any third parties other than those specified above without your consent.
- If the data provided is incomplete or inaccurate, the University may be unable to collect any payment from you.
- The data collected via this form will be erased from the system after 6 months from the date of completion of your study.
- You have a right of access and correction in respect of the data contained in this form under the Personal Data (Privacy) Ordinance. Please raise such request(s) to Data Protection Officer of Office of Global Education at exchange@LN.edu.hk.

Proceed

Reset

Check the box to authorize OGE and Lingnan University to use the above information or personal data for payments.

Do you want to submit payment online by Flywire?

Total Amount: HK\$

☒ Upon confirmation:

- A separate window will open containing the invoice for the required payment items. **Please download it and save to your computer, as supporting document is required for Flywire bank-transfer payment method**
- You will then be redirected to online payment page

Cancel Confirm

Please click here to submit your confirmation the payment.

Invoice

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My Application My Profile

[Important Notes from OGE](#)

[Download copy of Application](#) [Download Admission Letter](#)

Offer Confirmed

Personal Particulars Provide information about yourself such as your personal details, educational background, special needs and emergency contact	View	Completed Last update: 21 June 2022 4:34 PM
Course Plan Provide your initial study plan. This only serves as an indicator of your preferred courses and is different from the online course registration which will be carried out at a later stage.	View	Completed Last update: 21 June 2022 4:35 PM
Declaration Fill out the declaration form to finalise your provided information	View	Completed Last update: 21 June 2022 4:38 PM
Payment Detail information of your payment method and required fees.	View	Completed Last update: 21 June 2022 5:05 PM

Payment

Online Payment By Flywire Paid

Flywire Payment ID:

[Download Invoice](#)

STEP 10. Proofs of Insurance Coverage and Arrival Information

When your student visa is approved by the Hong Kong Immigration Department, you will receive an email confirming your postal address for visa delivery. In the email, you will also be asked to provide Proofs of Insurance Coverage and Arrival Information via the online application system for Student Exchange Programme



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Attention
You may now finalize your travel plan. You are required to provide us with your arrival details by completing the Arrival Information Sheet.
To access the Arrival Information Sheet, please click on the following: [Arrival Information](#)

Visa Issued

[Download copy of Application](#)
[Download Admission Letter](#)

Personal Particulars Provide information about yourself such as your personal details, educational background, special needs and emergency contact	View	Completed Last update: 21 June 2022 4:34 PM
Course Plan Provide your initial study plan. This only serves as an indicator of your preferred courses and is different from the online course registration which will be carried out at a later stage.	View	Completed Last update: 21 June 2022 4:35 PM
Declaration Fill out the declaration form to finalise your provided information	View	Completed Last update: 21 June 2022 4:38 PM
Payment Detail information of your payment method and required fees.	View	Completed Last update: 21 June 2022 5:05 PM



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visit within 2 weeks before departing for Hong Kong.

Transportation Arrangement *

☐ I will make my own travel arrangements to Lingnan. I understand that the earliest date to check-in student hostel is

Important Notes:

- You are also required to provide us with your arrival information by completing this form on or before
- Please be sure to notify our office of any changes of arrival details at exchange@ln.edu.hk.

Part B: Insurance

All exchange students at Lingnan University are required to have suitable and adequate insurance covering travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation/repatriation throughout the entire-period of their study at Lingnan University. Failure to do so may delay your student registration at Lingnan University.

Please upload your proof of insurance coverage (e.g. a copy of your insurance card and the policy) here

 **Select files**

(Max. size: 2MB. Accept pdf, doc, docx, images files)

Submit