

Partner Nomination Guide

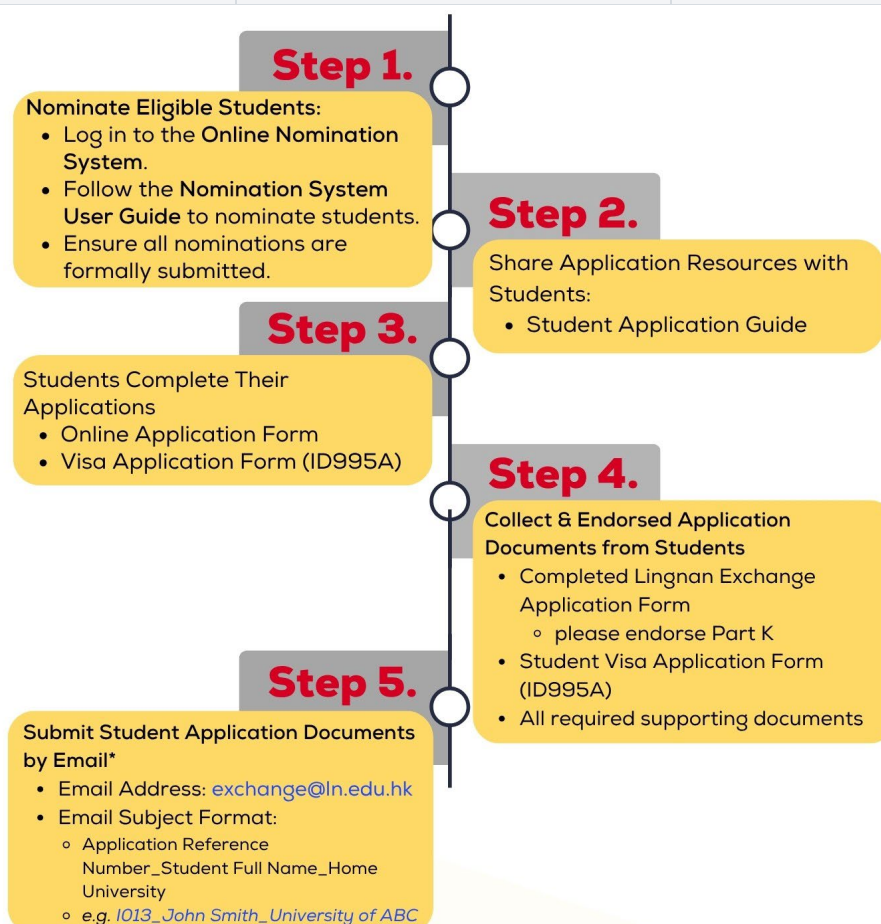
Spring 2027 Student Exchange Programme

Key Dates

Study Period	8 January 2027 – 12 May 2027
Nomination Deadline	15 October 2026
Application Deadline	15 October 2026

Partner responsibilities

01 Nominate Submit eligible students through the online nomination system.	02 Guide Share the application resources with nominated students and support them in completing the application procedures.	03 Submit Application by Email* Confirm endorsement and submit all application documents by email*.
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**Effective from the Spring 2027 application cycle, all student applications must be submitted by email. Paper submissions are no longer required.*

PART 1 | NOMINATION

Student Eligibility

Before submitting a nomination, please confirm that each proposed student meets the following admission requirements:

Requirement	Details														
Student Eligibility	Lingnan University does not normally accept first-year as well as final-year-final-semester Students.														
Academic performance	A cumulative Grade Point Average of 2.5 (on a 4-point scale) or above is generally required.														
English Language Requirement	Non-native English speakers should provide evidence of English proficiency. For home universities where English is the medium of instruction, a university-issued Proof of English Proficiency Letter may be considered on a case-by-case basis. <table> <tr> <th>Qualification</th><th>Minimum requirement</th></tr> <tr> <td>TOEFL iBT</td><td>60–74</td></tr> <tr> <td>TOEFL CBT</td><td>213</td></tr> <tr> <td>TOEFL PBT</td><td>550 or 3.5* *For tests starting 21 January 2026</td></tr> <tr> <td>IELTS Academic</td><td>6.0 overall</td></tr> <tr> <td>TOEIC*</td><td>750</td></tr> <tr> <td>TOEFL ITP*</td><td>550</td></tr> </table>	Qualification	Minimum requirement	TOEFL iBT	60–74	TOEFL CBT	213	TOEFL PBT	550 or 3.5* *For tests starting 21 January 2026	IELTS Academic	6.0 overall	TOEIC*	750	TOEFL ITP*	550
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Submit Student Nomination

Step 1 — Log in to the Online Nomination System

- **Online nomination System:** <http://webapp.ln.edu.hk/sys/ex/exchange/coordinator>

Please use the same coordinator account from previous exchange cycles to nominate students through the online nomination system.

If you experience any difficulties logging into the system, please contact the Office of Global Education at exchange@ln.edu.hk.

-  **Nomination System User Guide:**  [Click HERE](#)

Step 2 — Complete and Submit the Nomination Details

Please ensure that every nomination is formally submitted, as this will activate the next stage of the application process for the nominated student.

PART 2 | Student Application Process

01 Complete Online application Student receives the portal link, username, and password by email.	02 Complete Visa application Students complete the Visa Application Form (ID995A) and prepare the required supporting documents.	03 Submit Application Documents to Home University Coordinator Students submit all required documents to their home university coordinator for endorsement and submission.
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 **Student Application Guide:**  [Click HERE](#)

 **Application Document Checklist:**  [Click here](#)

Application Package Checklist

Prepare every required file, check it against the points below, and follow the submission instructions in your application invitation.

USE THIS CHECKLIST		Tick the box when the document is complete, current, legible, and ready to submit. Keep a copy of each file for your records.
01 ☐ Completed Application Form Complete every section; Part K must be endorsed and signed by your home university.	05 ☐ Passport Copy Provide a clear scan copy of the photo page of your passport.	
02 ☐ Official Academic Transcript Minimum cumulative GPA: 2.50/4.0. If no 4.0 GPA system is used, add a GPA conversion certificate or official equivalency letter from the University.	06 ☐ Visa/Entry Permit Application Form (ID995A) Complete and sign where required. ID995A is the official study-visa application form. [1]	
03 ☐ Recommendation Letter From a faculty member or International Office representative; assess academic performance and recommendation for exchange.	07 ☐ Passport-sized Photograph (JPG) Recent colour photograph with a plain, clear background.	
04 ☐ English Proficiency Letter Required if English is not your native language and you do not hold a valid IELTS or TOEFL result.	08 ☐ Financial Proof (in English) Bank statement or certificate showing a minimum balance of HKD 25,000 for living expenses.	
08 - IF YOUR PARENT IS YOUR FINANCIAL SPONSOR - Submit his/her passport copy - Signed sponsorship letter (Template)		FINAL REVIEW ☐ All 8 files are present and legible. ☐ Names and ID details are consistent. ☐ Forms are complete and signed.

[1] Visa form: Hong Kong Immigration Department — Form ID995A |

www.immd.gov.hk/eng/forms/forms/id995a.html

For current exchange guidance: www.ln.edu.hk/oge/incoming-students/incoming-exchange/application-visa

PART 3 | Email Submission by Partners

Please send the student application documents by email.

Nomination and Application Deadline

15 October 2026

 **Sample Application Package:**  [Click HERE](#)

EMAIL SUBMISSION FORMAT

Please use the following email subject format:

Application Reference Number_Student Full Name_Home University

(e.g.,: I013_John Smith_University of ABC)

Please note that incomplete applications may delay processing.

Partner's checklist

- ☐ Confirm the student's eligibility.
- ☐ Submit the nomination through the online nomination system and remind students to monitor their application email regularly.
- ☐ Ensure Part K of the application form is endorsed by the home institution.
- ☐ Gather all the required documents
- ☐ Submit the complete application document by email to exchange@ln.edu.hk by **15 October 2026**.

Resources:

-  **Nomination System User Guide:**  [Click HERE](#)
-  **Student Application Guide:**  [Click HERE](#)
-  **Application Document Checklist:**  [Click HERE](#)
-  **Sample Application Package:**  [Click HERE](#)

Other Programme Information:

-  **Fact Sheet (Spring 2027):**  [Click HERE](#)
-  **Academic calendar (2026-2027):**  [Click HERE](#)
-  **Tentative Schedule (Spring 2027):**  [Click HERE](#)

Thank you for supporting the Spring 2027 Student Exchange Programme. We would appreciate your assistance in promoting the opportunity to eligible students and in helping nominees submit complete applications on time.

Enquiry

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