Part A – Important Notes for Applicants
Please read the following carefully before you fill in the application.

Personal Information Collection Statement
The purpose(s) of collecting personal data by means of this form are
(a) as a basis for selection for admission to Inbound Student Exchange Programmes offered by Lingnan University and for communications and other relevant purposes;
(b) for transferring the relevant part of the applicants’ personal data to the student record system of Lingnan University upon successful application.

In order to serve the specified purpose(s), the personal data collected may be transferred to the HKSAR Government, Qualtrics, LLC (survey tool service provider), Lingnan students who serve as Student Buddies and consulate offices of applicants’ respective countries for student visa application, programme evaluation and contact purposes. All information provided will be destroyed 5 years after the year of exchange.

The personal data collected will not be disclosed to third parties other than those specified without your expressed approval, or unless required by law.

The personal data collected will be processed when this form is submitted to Lingnan University.
The personal data provided will be used for direct marketing activities organised or facilitated by Lingnan University.

Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, the application will not be processed.

As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/ update/ delete personal data, object to data processing, restrict data processing to an interim period, transfer your personal data to another data controller or stop receiving our promotional materials related to our direct marketing activities, please contact Office of Global Education and Interdisciplinary Studies at exchange@LN.edu.hk.

Basic Admission Requirements
Only the applications through the nomination submitted by partner institutions will be processed. A recommendation letter from partner institution (in English, either from a Faculty Member of student's home institution or the International Office) for each applicant is required. The applicants must be full-time students other than first-year or final-year-final-semester students.

For those applicants whose native languages are not English, they are generally required to have a TOFEL score of 213 (computer-based), 550 (paper-based/institutional testing program) or 79 (internet-based), an IELTS score of 6 or a TOEIC score of 750. We also accept a TOEIC score of 750* or a TOEFL ITP score of 550*.

*additional supporting letter on the student’s English language proficiency i.e. the student is able to follow classes conducted in English from partner institutions is required.

A cumulative Grade Point Average of 2.5 (on a 4-point scale) or above is generally required.

Deadlines for Application
Online application along with all the required documents should be submitted by 31 October 2020.

Payment of Tuition
Waived

For enquiries, you may also refer to our Frequently Asked Questions (http://www.ln.edu.hk/ogeis/faq/incoming.php) or email us at exchange@LN.edu.hk.
### Part B – Tentative Schedule for 2nd (Spring) Term, 2020-2021

<table>
<thead>
<tr>
<th><strong>Prospective incoming exchange students</strong></th>
<th><strong>Timeline</strong></th>
</tr>
</thead>
</table>
| 1) Talk to your study abroad advisor and/or academic advisor of your home institution on:  
  i) Application procedures for going abroad on exchange  
  ii) Course selection at Lingnan University | Sept-Oct 2020 |
| 2) Complete the online application form  
  i) Refer to the email from Lingnan University regarding the online application form for Student Exchange Programme, your username and password  
  ii. Read carefully the Important Notes to Applicant (in Part A)  
  ii. Read carefully the checklist of supplementary documents (in Part D) | Sept-Oct 2020 |
| 3) Submit your online application form for Student Exchange Programme (ask your home institution to make endorsement in Part K) with the following documents to Office of Global Education and Interdisciplinary Studies (OGEIS):  
  i) Official TOEFL/IELTS Score Report (if English is not your native language)  
  ii) An Official Transcript  
  iii) A Reference Letter from either the International Office or Academic Faculty of your home institution  
  iv) A copy of valid passport (for Overseas students) / Identity Card (for Mainland students) | By 31 Oct 2020 |
| 4) Application be approved by senior management of Lingnan University | Nov 2020 |

**Shortlisted inbound exchange students**

<table>
<thead>
<tr>
<th><strong>Timeline</strong></th>
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</thead>
<tbody>
<tr>
<td>5) Receive an e-admission letter from OGEIS</td>
</tr>
<tr>
<td>6) Confirm acceptance via online application system for Student Exchange Programme</td>
</tr>
</tbody>
</table>
| 7) On-line course registration (on a first-come-first-served basis)  
| 9) Classes begin | 15 Jan 2021 |
| 10) Examination Period  
Examination Period (including the day reserved for examinations postponed due to extenuating circumstance) | 5-18 May 2021 |
Part C – Application Procedures

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 Application Form for Exchange Programme, your username and your initial password.

Step 2 Login to the application page.

Step 3 Set your own password

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

Please click this hyperlink if you fail to login your account.
Step 4 Complete the online application Form

Please read the “Important Notes from OGEIS” 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 Personal Particulars

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

You could save your application progress by clicking this button.

*The application is not yet completed.*

Postal Address: whole period from November to January (in English)

Street Address 1:

Street Address 2:

City / Province:

Country:

Postal Code:

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

Please verify that all your information are correct.

Do you want to submit this form?
Section 2 Initial Course Plan
For Fall or Spring Term in 2020-21

Remark: Again, you will be asked to confirm the information provided before proceeding to the next section.

Please verify that all your information are correct.

Do you want to submit this form?

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

Press this button to submit your application.

Provide your account password here to confirm your declaration.

Click this button to submit your application.

Do you want to submit your application?

Your application cannot be edited after submission.

Cancel  Submit Application
Step 5 Download Application Form and Endorsement from Home Institution

Please download your submitted application and send it to your home institution for endorsement in this section (Part K).
**Step 6 Offer Made by Lingnan University and Admission Letter**

After your application is endorsed by both your home institution and Lingnan University, offer will be made via the online application system for the 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.

Please click the button to access your Admission Letter.

Please enter your password here.

Please click here to submit your confirmation of acceptance.
Part D – List of Required Document for Application

Please check against the following by putting a ✓ in all the boxes provided below:

I. Application for Student Exchange Programmes

☐ Have you read and understood the terms and conditions before you fill in your application form?

☐ Has the International/Exchange/Study Abroad Office of your home institution endorsed and signed the Part K Endorsement from Home Institution in the application form?

☐ Have you attached your official transcript?

☐ Have you attached your official TOEFL/ IELTS score report (if English is not your native language)?

☐ Have you attached a recommendation letter from home institution (in English, either from a faculty member of your home institution or the International Office)