

LINGNAN UNIVERSITY
NOTES ON APPLICATION FOR TRANSCRIPTS

Please read the below instructions carefully before submitting the application.

INSTRUCTIONS TO APPLICANTS

1. Transcripts will NOT be issued to the following persons:
 - a. Students who have unpaid accounts/obligations due to the University/have unofficially withdrawn from the University.
 - b. Students who have not completed a Term of studies at the University.
 - c. Auditing students.
 - d. RPg students who have pursued the programme for less than 6 months.
2. Academic award(s) and disciplinary action(s) taken against a student may be entered into the transcript.
3. Non-academic awards/scholarships and student activities of undergraduate programmes will be recorded in the Certificate of Awards and Participation (CAP), which is issued by the **Office of Student Affairs (OSA)**. For application, please contact OSA direct at osa@LN.edu.hk (**Not applicable to graduates of 2002 and before**).
4. Students are advised NOT to apply for transcripts during the periods where academic records are subject to confirmation/change (e.g. before assessment results release).
5. Only hard copy of the academic transcript will be issued by the Registry.

SUBMITTING THE APPLICATION AND PAYMENT METHODS

6. Current students and graduates of Year 2003 or after with access to the myLingnan Portal are required to submit applications via myLingnan Portal.
7. Graduates of Year 2002 or before or graduates/former students without access to the myLingnan Portal may submit this prescribed paper application form by one of the following means:
 - a. **In person** at the Registry counter on ground floor of the Wong Administration Building of Lingnan University.
 - Payment can be made by Octopus Card at the Registry counter
 - b. **By post** to the following address: Registry, G/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong
 - Please clearly indicate “Application for Transcript” on the envelop
 - Please include all required documents and credit card (Visa/Mastercard) payment is accepted
 - c. **By email** to registry@LN.edu.hk
 - Please attach the duly completed application form and all required documents in a single email
 - Please specify the email subject as “Application for Transcript (*your name*)”
 - Credit card (Visa/Mastercard) payment is accepted

Note: For application submitted by email, an acknowledgement email will normally be sent to your provided email address within 5 working days upon receipt of your application.
8. A duly signed application form is required (signature is required on page 4). Application form without the applicant’s proper signature will be regarded as incomplete and the application cannot be processed.
9. For applications by post/email, a copy of the applicant’s HKID card/Passport (for graduates or former students) **must be** provided along with the duly completed application form for verification purpose. For applications made in person at the Registry counter, applicants should present his/her HKID card/Passport (for graduates or former students) for verification of identity.
10. The application fee for transcript is \$70 per copy. Please note that the fees paid are **non-refundable**.
11. Payment methods not listed on the application form **will NOT be accepted**.
12. All application documents received will be destroyed 1 year after the date of application.

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PROCESSING THE APPLICATION

13. Your application will be processed only upon receipt of complete information and payment. Late payment/incomplete information/insufficient document(s) will delay the application process. **Under normal circumstances, processing of each complete application takes 7 working days (excluding the date of application).** Applications will be processed in the order of receipt. Urgent requests may not be entertained. Please also note that applications made near the release dates of examination results and graduation information may require longer processing time due to grade and graduation information processing.

IMPORTANT NOTES

14. If applicants have not indicated the mailing method (i.e. registered mail / surface mail) in the application form, their transcripts will be sent by registered mail to the address(es) they provided.
15. The Registry accepts no responsibility for any loss or damage of the documents during postal delivery, or in confirming with the recipient(s) on the transcript receipt status.
16. Applicants should provide FULL and correct address(es) clearly in the application to avoid postal error.

PERSONAL INFORMATION COLLECTION STATEMENT

1. Lingnan University may collect, use and/or process the following types of personal data (a) basic identification, biometric data and personal information such as your name, age, gender, ID and passport numbers; (b) contact details such as your address, mobile number, email address and emergency contact; and (c) other information about you provided to Lingnan University.
2. The purpose of collecting/ using/ processing personal data by means of this form is to process applications for Registry Services. The Registry may use your emails and phone numbers for communication with you.
3. In order to serve the specified purpose(s), the personal data collected in this form may be transferred to other units within Lingnan University, which are located in the jurisdiction of Hong Kong. All information provided will be disposed of after all the required actions.
4. Without your express approval, or unless required/ permitted by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point 3.
5. Unless indicated otherwise, all personal data requested in this form is required for its purpose. If such data is incomplete or inaccurate, your application will be void or delayed.
6. Without your consent, Lingnan University will not use your personal information provided to us to conduct direct marketing, and you may opt-out from direct marketing at any time.
7. 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 to access your personal data, please contact the Chief Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the Registry at registry@LN.edu.hk/Programme Office concerned for TPg programmes/School of Graduate Studies for RPg programmes at sgs@LN.edu.hk.
8. This Personal Information Collection Statement may be supplemented by the [Addendum to Personal Information Collection Statement – Mainland China](https://www.ln.edu.hk/reg/pics/mainland) (<https://www.ln.edu.hk/reg/pics/mainland>) and/or [Addendum to Personal Information Collection Statement – EU](https://www.ln.edu.hk/reg/pics/eu) (<https://www.ln.edu.hk/reg/pics/eu>) as applicable.

LINGNAN UNIVERSITY

Application Form for Transcripts

(For graduates of Year 2002 or before or graduates/former students WITHOUT access to the myLingnan Portal use only)

Please read the "NOTES ON APPLICATION FOR TRANSCRIPTS" before filling in the form.

* Please delete as appropriate.

☐ Please ☒ as appropriate.

Name of Applicant (English): _____ (Chinese): _____

Study Programme: _____ Student ID No. : _____

HKID Card / Passport No.* (for graduates/former students only) : _____ Left University / Graduate * in Year: _____

Day-time Contact Telephone No. : _____ Email address: _____

For application by post/email, please submit a copy of your HKID card/Passport (for graduates/former students) along with this form for verification.

All academic results recorded **at the time of processing the application** will be shown in the transcript. If students wish to include their academic results for the current term, including graduation information, the application should be made **after** the corresponding assessment release dates. For details on the assessment release dates for UG programmes, please visit <https://www.ln.edu.hk/reg/undergraduate-programmes/important-dates>.

Type of Transcript	Official Copy (please fill in Part A below) (to be sent directly to another institution / employer)	Student's Copy (please fill in Part B below)
No. of Copies		
Transcript Fee (HK\$70 per copy)	HK\$	HK\$
TOTAL Transcript Fee	HK\$	
Payment Methods ☐ Please ☒ as appropriate <u>Notes on payment by Credit Card:</u> a. The credit card information provided will be kept confidential and used for the transaction indicated in this application only. b. If you choose to pay by credit card, it implies that you authorise Lingnan University to charge you through your credit card to pay for such application.	☐ Octopus Card (<i>only for application submitted in person</i>) ☐ Credit Card (Visa/Mastercard)(<i>only for application by post / email</i>) Please provide the below information: (1) Name of the credit card holder: _____ (3) Visa/Mastercard number (16 digits): _____ (2) Expiry date of the credit card (MM/YY): _____ (4) Name of Bank: _____ _____	
REG's Use	Payment Checked by	

Part A. Official Copy

The information contained in both the Official Copy and Student's Copy of the transcript is the same. Applicant should apply for an Official Copy for admission to other institutions or employment purposes. Upon request, it will be securely sealed and directly delivered to the institutions or employers.

If you want the CAP (for undergraduate programme only) be sent together with your official copy of transcripts to the address(es) below, please **inform OSA at osa@LN.edu.hk to send the required set(s) of CAP to Registry within 4 working days from the transcript application date.**

Name(s) and address(es) of Official Copy of transcript recipient(s): Please give clear and complete address(es) in the below respective mailing label(s) to avoid postal error. *For a single receiving address, please fill in one mailing label only.*

(1) Mailing label to be used for sending out transcript(s):

✂

Mail to (address and recipient name below):

✂

Sent by ☐ Surface Mail ☐ Registered Mail
 No. of Copies: () CAP enclosed? ☐ Yes / ☐ No
 With Attachment? ☐ Yes / ☐ No. if "Yes", please state: _____

(2) Mailing label to be used for sending out transcript(s):

✂

Mail to (address and recipient name below):

✂

Sent by ☐ Surface Mail ☐ Registered Mail
 No. of Copies: () CAP enclosed? ☐ Yes / ☐ No
 With Attachment? ☐ Yes / ☐ No. if "Yes", please state: _____

Part A. Official Copy (Cont'd)

(3) Mailing label to be used for sending out transcript(s):

✂

Mail to (address and recipient name below):

✂

Sent by ☐ Surface Mail ☐ Registered Mail
No. of Copies: () CAP enclosed? ☐ Yes / ☐ No
With Attachment? ☐ Yes / ☐ No. if "Yes", please state:

(4) Mailing label to be used for sending out transcript(s):

✂

Mail to (address and recipient name below):

✂

Sent by ☐ Surface Mail ☐ Registered Mail
No. of Copies: () CAP enclosed? ☐ Yes / ☐ No
With Attachment? ☐ Yes / ☐ No. if "Yes", please state:

Part B. Student's Copy

The information contained in both the Official Copy and Student's Copy of the transcript is the same. Applicant should apply for a Student's Copy if the transcript is for personal use or retention and it will be marked with the remark 'Student's Copy' on the transcript.

- ☐ To be collected at the Registry counter **No. of Copies:** ()
(An authorisation letter signed by the applicant together with a copy of the applicant's identity document are required for verification upon collection by an authorised person.)

- ☐ To be sent to below address by ☐ surface mail ☐ registered mail **No. of Copies:** ()

✂

Mail to (address and recipient name below):

✂

Please give clear and complete address in the mailing label on the left to avoid postal error. If insufficient space, please attach supplementary sheet to state clearly the mailing address of the student's copy of transcript to be sent to.

Note: Transcripts not collected within 1 year from the date of application will be destroyed by the University without further notice. Applicants concerned, if later on require a transcript, should submit application afresh with appropriate payment.

- ☐ I confirm that I have read and understood the information in the application form, and declare that all the information I have provided to the University is complete and accurate.

Signature of Applicant

(required) : _____ **Date :** _____

[For application by email/post, please submit a **copy of your HKID card/Passport** (for graduates/former students) along with this completed application form for verification purpose. Failure to provide your identity document will render your application unsuccessful.]

Processing of each application normally takes 7 working days (excluding the date of application).
Processing will start upon receipt of complete information and payment.