

LINGNAN UNIVERSITY
Education Verification Authorisation Form

Important Notes:

This form is only applicable to

- 1. current undergraduate students and*
- 2. graduates of undergraduate and taught postgraduate programmes of Lingnan University whose degree was conferred **before 2003**.*

Graduates with a degree conferment date in 2003 or onwards should apply through the Online Education Verification System by following the steps in the [user manual](#).

*Please complete this authorisation form for submission to the Registry (registry@ln.edu.hk) by the authorised organisation conducting the education verification. **This form is valid for 6 months from the date of authorisation.***

I hereby authorise _____ to verify my academic
(Name of Organisation)

record. I also authorise the release of such information by Lingnan University to the above organisation for the said purposes.

Personal Information Collection Statement

1. Lingnan University may collect, use and/or process the following types of personal data (a) basic identification and personal information such as your name, HKID/Student ID number and signature; (b) contact details such as your email address; 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 your application. The Registry may use your email address for communication with you.
3. In order to serve the specified purpose, 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 destroyed within 6 months after the processing of your application.
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 Office of Institutional Advancement and Public Affairs (alumni@LN.edu.hk).
8. This Personal Information Collection Statement may be supplemented by the [Addendum to Personal Information Collection Statement – Mainland China](#) and/or [Addendum to Personal Information Collection Statement – EU](#) as applicable.

- ☐ I confirm that I have read and understood the personal information collection statement above, and declare that all the information I have provided to the University is complete and accurate.

Name: _____ HKID No./ Student ID No.: _____

Signature: _____ Date: _____