

LINGNAN UNIVERSITY
Application for Replacement Certificates of Graduation

IMPORTANT NOTES

1. A graduate may apply for a **replacement certificate** in case of loss or damage of an original certificate. Application for replacement due to change of name after graduation is **NOT** accepted.
2. At any given time, a graduate shall only be in possession of ONE valid copy (including the replacement copy) of the certificate for each academic qualification conferred by the University. After the replacement certificate is collected, the original certificate concerned is rendered null and void. If a certificate previously reported lost is subsequently found, the graduate concerned is required to return it to the Registry for destruction.
3. A replacement certificate shall in general follow the current format of the graduation certificate, bearing the signatures of the current University officers and an additional statement in English and Chinese "This certificate is reissued on (date). 本證書於(日期)補發".
4. **Replacement certificates are processed according to the following schedule:**

Application period (both dates inclusive)		Reissue Date
From	To	
1 Jan	15 Feb	31 Mar (same year)
16 Feb	30 Jun	31 Jul (same year)
1 Jul	31 Jul	31 Aug (same year)
1 Aug	30 Sep	15 Nov (same year)
1 Oct	31 Dec	31 Mar (+ 1 year)

5. Application for replacement certificates is **only applicable to graduates of undergraduate and research/taught postgraduate programmes (except the joint degree programme BA Contemporary English and Education) from 1998-99 onwards**. Graduates before 1998-99 and graduates of BA Contemporary English and Education may apply for transcripts or testimonials as proof of graduation.
6. To apply for a replacement certificate, please submit, preferably in person, to the Registry a duly completed application form, present the original copy of HKID card¹ for inspection (or enclose a photocopy of the HKID card² in case of postal application) and provide:
 - a) (for a lost/stolen/destroyed certificate) relevant documentary evidence, e.g. original police report, notarised statement or declaration administered by a Commissioner for Oaths;
 - b) (for a damaged certificate) the original certificate³; and
 - c) the application fee.

Your application will only be processed upon receipt of **all required documents** and the **application fee**.
7. The application fee is HK\$800 for each replacement certificate and **all fees paid are non-refundable**. To avoid unnecessary delay, you are advised to submit a cheque/bank draft payable to "Lingnan University" or provide your credit card details to settle the required fees. Please note that **overseas personal cheques and postal orders are NOT accepted**.
8. Upon notification by the Registry, the graduate may collect the replacement certificate(s) in person or by an authorised person. The graduate or the authorised person is required to present his/her HKID card¹ for inspection. The authorised person should also present a duly completed authorisation letter (template downloadable at: <https://ln.edu.hk/reg/forms-for-registry-services>) together with a photocopy of the applicant's HKID card².
9. For enquiry, please contact the Registry at (+852) 2616 8750 or registry@ln.edu.hk.

¹ If the graduate/authorised person has lost/does not have a HKID card, please provide a copy of his/her passport. For the graduate, the name and date of birth printed on the passport should be the same as the registration records at the University.

² The HKID photocopy will be destroyed right after the collection of the replacement certificate.

³ The original certificate will be destroyed right after the collection of the replacement certificate.

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, student ID number, HKID/passport number and signature; (b) contact details such as your address, phone number and email address; and (c) other information about you provided to Lingnan University such as the academic award concerned, year of graduation, the reason for your application, supporting documents and credit card information, if applicable.
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 and phone number 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 1 month after the date of issuance of the replacement graduation certificate.
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 Points 2 and 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.

Please read the "Important Notes" on page 1 before filling in the form.

Name in English: _____ Name in Chinese: _____
 (Surname) (Given Name) (if any, as in HKID)

Student ID No.: _____ HKID/Passport* No.: _____
 Day-time Tel. No.: _____ Email: _____

Qualification Awarded (e.g. BA Contemporary English Studies)	Year of Graduation									
					-					
					-					

☐ Original certificate(s) lost / stolen / destroyed*:
Supporting document(s) attached: ☐ *original police report* ☐ *notarised statement*
☐ *declaration administered by a Commissioner for Oaths*

☐ Original certificate(s) damaged:
☐ ***Original certificate(s) attached***

No. of Award Certificates	Fee per Certificate	Total Application Fee	Payment Method (Please tick ✓ as appropriate.)
	× HK\$800 =	HK\$	☐ Cheque (cheque no.: _____) ☐ Bank draft (only for <u>non-local</u> applicant) (bank draft no.: _____) ☐ Credit card (Visa/Master only) Please provide the information below: (1) Name of the Credit Card Holder: _____ (2) Expiry Date of the Credit Card: _____ _____(MM)/_____(YYYY) (3) Visa/Master Card Number (16 digits): _____ _____ (4) Name of Bank: _____ _____

➤ I am aware that I am not permitted to retain more than one copy, including the replacement copy, of the certificate for each academic qualification. I hereby declare that my original certificate(s) for the academic qualification(s) listed in Part 2 above **is/are* lost/stolen/destroyed/damaged*** and that if a certificate, previously reported lost, is subsequently found, **I am required to return it to the Registry for destruction.**

➤ I have read and understood the Personal Information Collection Statement on p.2, and declare that all the information I have provided to the University is complete and accurate.

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