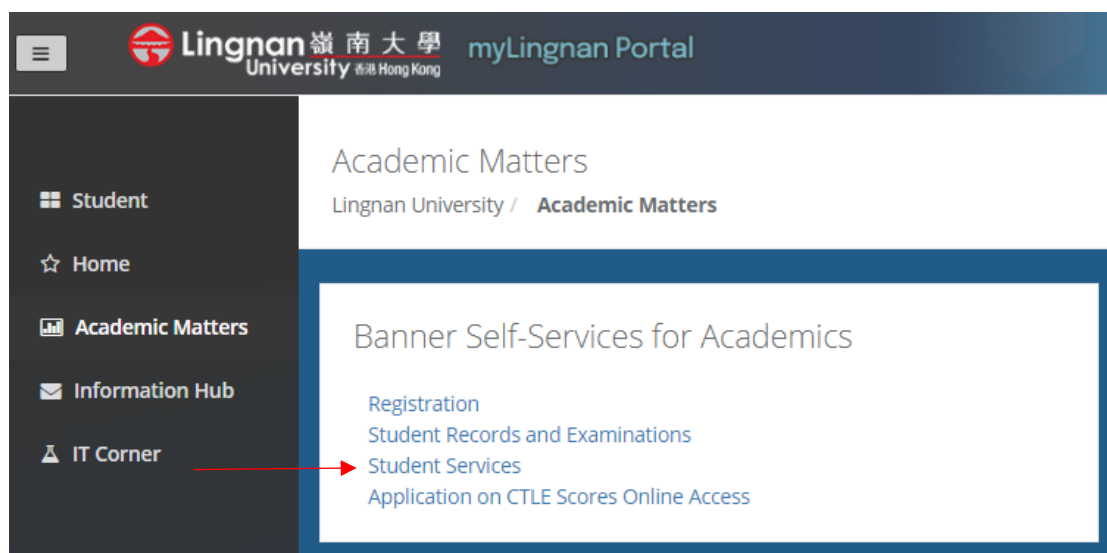


## User Guide for Online Submission of IELTS Results

1. Log in to “myLingnan Portal” (<https://myportal.ln.edu.hk/>). Click on the “Academic Matters” tab and then click on “Student Services”.



2. Click on “Submission of IELTS Results from Test Centres Outside Lingnan University”.



- > Registration
- > Student Records & Examinations
- > Online Application for Transcript
- > Application for Testimonial
- > Application for Temporary Certificates of Graduation
- > View Student Bank Account Information
- > Review of Grades / Reassessment
- > eFees Note for Student
- > Major Selection for Year 1 BA Students NEW
- > Discipline Major/Stream Selection for Year 2 Social Science Students (4-year programme)
- > Stream Selection for Year 2 BBA Students NEW
- > eDeferment for Student
- > Online Application for Testimonial
- > Submission of IELTS Results from Test Centres Outside Lingnan University

3. Input all the fields and upload a scanned copy of your IELTS Test Report Form. Then click the “Next” button.

 **Lingnan University** 嶺南大學 香港 Hong Kong **Banner System**

**English Language Graduation Requirement**  
**IELTS Results from Test Centres Outside Lingnan University**  
Please note:  
1. If the IELTS results you submit below meet the English language graduation requirement, the IELTS results will be passed to the Registry for verification and graduation evaluation. If not, your IELTS results will not be passed to the Registry for verification and graduation evaluation.  
2. [Rules Governing the Refund of IELTS Test Fee](#)

Name: **CHAN Tai Man**  
Student ID: **4065054**  
Programme: **BA (Hons)**

Please input the information below and upload a copy of your IELTS Test Report Form

Test Date:  

Test Report Form Number:

**Your IELTS (Academic) Results**

Overall Band:

Listening:

Reading:

Writing:

Speaking:

You can only upload GIF, JPG, PNG, PDF files.  
Maximum allowed file size is 4MB.

**Note:** If the alert “Results of this test date already submitted” appears, it means your IELTS results of this test date have already been recorded in the University database. Please check the “[Student Information Dashboard](#)” in Degree Works to see whether you have fulfilled your English Graduation Requirement (ELGR).

**English Language Graduation Requirement**  
**IELTS Results from Test Centres Outside Lingnan University**  
Please note:  
1. If the IELTS results you submit below meet the English language graduation requirement, the IELTS results will be passed to the Registry for verification and graduation evaluation. If not, your IELTS results will not be passed to the Registry for verification and graduation evaluation.  
2. [Rules Governing the Refund of IELTS Test Fee](#)

Name: **CHAN Tai Man**  
Student ID: **4064054**  
Programme: **BA (Hons)**

Please input the information below and upload a copy of your IELTS Test Report Form

Test Date:    Results of this test date already submitted

Test Report Form Number:   Required

**ENGLISH LANGUAGE GRADUATION REQUIREMENT**  
Your status of fulfilment of this graduation requirement:  
**Fulfilled/Exempted**  
Minimum overall band score in IELTS (Academic) required:  
**6.5**  
For details about the English Language Graduation Requirement, please visit <https://www.ln.edu.hk/reg/undergraduate-programmes/graduation-requirements>  
Please note that you will only be recommended for graduation after the successful completion of **ALL academic, English language and co-curricular requirements** by the cut-off date specified for each term as set out in this web page: <https://www.ln.edu.hk/reg/undergraduate-programmes/important-dates>.  
**NOTE:**  
\*Only IELTS results verified by the University are used in the evaluation of your fulfilment of the English language graduation requirement. If you have submitted your IELTS results to the University, you will receive a notification email when the University has completed the verification process.

4. Check the information you have submitted. If you need to revise anything, click “Back”. If no revision is needed, click “Submit”.  
(Please note that **NO** change is allowed after clicking “Submit”).

#### English Language Graduation Requirement

##### IELTS Results from Test Centres Outside Lingnan University

###### Preview

Please check whether the information below is correct. Click “Back” to revise if necessary. No change is allowed after clicking “Submit”.

Name: CHAN Tai Man  
Student ID: 4064054  
Programme: BA (Hons)  
Test Date(DD/MM/YYYY): 03/09/2017  
Test Report Form Number: abcd12589774

###### Your IELTS (Academic) Results

Overall Band: 6.5  
Listening: 7.0  
Reading: 6.5  
Writing: 6.0  
Speaking: 6.5  
Test Report Form: [TestReportForm1234567.pdf](#)

Back

Submit

5. An acknowledgement web page will appear and an acknowledgement email will be sent to your LU email account.

**Lingnan**嶺南大學  
University 香港 Hong Kong

Banner System (CB73)

#### English Language Graduation Requirement

##### IELTS Results from Test Centres Outside Lingnan University

Your IELTS results have been uploaded and they will be verified before they are used for graduation evaluation. You will be notified by email when the verification is completed.

Name: CHAN Tai Man  
Student ID: 4064054  
Programme: BA (Hons)  
Test Date (DD/MM/YYYY): 03/09/2017  
Test Report Form Number: abcd12589774

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| Your IELTS (Academic) Results |     |
|-------------------------------|-----|
| Overall Band:                 | 6.5 |
| Listening:                    | 7.0 |
| Reading:                      | 6.5 |
| Writing:                      | 6.0 |
| Speaking:                     | 6.5 |

## **Sample acknowledgement email**

To: taimanchan2@ln.hk

Cc: registry@ln.edu.hk

Subject: IELTS Results from Test Centres Outside Lingnan University

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The following IELTS results you have uploaded will be verified before they are used for graduation evaluation. You will be notified by email when the verification is completed.

| <b>Your IELTS (Academic) Results</b> |            |
|--------------------------------------|------------|
| <b>Overall Band:</b>                 | <b>6.5</b> |
| Listening:                           | 7.0        |
| Reading:                             | 6.5        |
| Writing:                             | 6.0        |
| Speaking:                            | 6.5        |

Notes:

For more details about the English language graduation requirement, please

see <https://www.ln.edu.hk/reg/undergraduate-programmes/graduation-requirements>

6. When the verification of your submitted IELTS results is completed, you will receive an email informing you to check your fulfilment of the English language graduation requirement in Degree Works.

### **Sample Notification Email**

To: taimanchan2@ln.hk  
Cc: registry@ln.edu.hk  
Subject: IELTS Results from Test Centres Outside Lingnan University

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The following IELTS results you submitted have been verified. **Please check DegreeWorks to see whether you have fulfilled the English language graduation requirement.** Your attention is drawn to the maximum period for students to meet the requirement (see Note 2).

#### **Your IELTS (Academic) Results**

|                                 |                     |
|---------------------------------|---------------------|
| <b>Test Date:</b>               | <b>03/09/2017</b>   |
| <b>Test Report Form Number:</b> | <b>abcd12589774</b> |
| <b>Overall Band:</b>            | <b>6.5</b>          |
| Listening:                      | 7.0                 |
| Reading:                        | 6.5                 |
| Writing:                        | 6.0                 |
| Speaking:                       | 6.5                 |

#### **Notes:**

For more details about the English language graduation requirement, please see <https://www.ln.edu.hk/reg/undergraduate-programmes/graduation-requirements>