

# Procedures for Applying Credit Transfer and Course Exemption

JUPAS Admittees

Direct Admission Applicants

Complete the [Application for Credit Transfer/Course Exemption form](#). Please read the regulations and instructions on the form carefully before apply.

Submit to the Registry the completed form together with copies of academic results and the relevant syllabi including an outline of what is covered in the course, number of credits of the course, total teaching hours, teaching and assessment methods, required and suggested reading materials used for the course, etc.

If the results of some courses are not available at the time of application, please mark "Pending" in the section of "Grade/Score" of the course in the form.

Upload the completed form together with copies of academic results by using "Uploading Supporting Documents" function of the [Online Application System](#).

Upon acceptance of an admission offer from the University, submit to the Undergraduate Admissions Office the relevant syllabi including an outline of what is covered in the course, number of credits of the course, total teaching hours, teaching and assessment methods, required and suggested reading materials used for the course, etc.

The original syllabi with official institution chop should reach the Registry, Lingnan University, 8 Castle Peak Road, Tuen Mun, Hong Kong by post.

*(Note: LIFE students would be requested to submit the relevant syllabi if the syllabi are not listed in the LIFE student intranet.)*

\*Application will **NOT** be processed until all the required documents are received.