

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Application for Student Exchange Programmes (Fall 2013 or Full Year 2013-14)

IMPORTANT NOTES

.....

Please read the following carefully before you fill in the application.

1 Use of Information in the Application

The information provided by an applicant will be used for the following purposes:

- (a) As a basis for selection for admission to undergraduate programmes offered by Lingnan University and for other relevant purposes;
- (b) For transferring the relevant part of the applicant's personal data to the student record system of Lingnan University upon successful application.

2 Basic Admission Requirements

Application will be entertained only through the nomination submitted by partner institutions. The applicants must be full-time students other than first-year or final-year-final-semester students.

For those whose native languages are not English, are generally required to have a TOFEL score of 213 (computer-based), 550 (paper-based) or 79 (internet-based), or an IELTS score of 6.

A cumulative Grade Point Average of 2.5 (on a 4-point scale) or above is generally required.

3 Deadlines for Application

A completed set of application should reach the Office of Mainland and International Programmes (OMIP) on or before the deadline listed below:

Deadline for Application for the 1st (Fall) Term: 30 April

Deadline for Application for the 2nd (Spring) Term: 31 October

Deadline for Application for the entire academic year: 30 April

4 Student Visa Application (to be submitted together with your application for student exchange programme)

All applicants should make sure that they are eligible to apply for a proper student visa to study in Hong Kong. The University is not responsible for obtaining visas for non-local students but will render all necessary support to admitted students.

The form and guidance notes on application for visa/entry permit for Hong Kong can be downloaded from the Immigration Department website, respectively, at:

Application Form: <http://www.immd.gov.hk/pdforms/ID995A.pdf>

Guidance Notes (for English version): [http://www.immd.gov.hk/pdforms/ID\(E\)996.pdf](http://www.immd.gov.hk/pdforms/ID(E)996.pdf)

Guidance Notes (for Chinese version): [http://www.immd.gov.hk/pdforms/ID\(C\)996.pdf](http://www.immd.gov.hk/pdforms/ID(C)996.pdf)

Applicants should complete only **Part "A" (Page 1 to 4)** of the visa application form. Please provide the evidence of your **financial standing** as stated in section 7 of Part A of the visa application (e.g. latest bank statement, certificate of deposits or payroll slip of the applicants or their supporting family members, documentation of financial aids), and a **clear copy of your travel document** (the page containing personal particulars and issuance and expiry dates), as we need to make sure that the passport/travel document is valid for **at least 6 months beyond the intended stay in Hong Kong**. For Mainland students, please provide a clear copy of your **identity card (both front and rear sides)**.

Please return the **student visa application form** and the above documents with an amount of **HK\$400**, covering the non-refundable fee for student visa application (HK\$160) and the postage (HK\$240), either by sending us a **bank draft** or providing the **credit card details** on the attached Credit Card Payment Authorization Form. Failure to do so will incur a late fee upon arrival. Lingnan University

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Application for Student Exchange Programmes (Fall 2013 or Full Year 2013-14)

IMPORTANT NOTES

will submit the visa application to the Immigration Department of Hong Kong as a sponsor. Once the approval is granted, the University will collect it from the same Department and send it to the applicant through international courier. **Please be reminded that the visa processing time may be affected if there are any follow-up questions regarding your visa application, so please complete Part A of the application form with special care.**

5 Study Load

To qualify for a full-time status at Lingnan, a student is required to take **at least 12 credits** (or 4 courses, 3 credits each) per term. All students coming to Lingnan as exchange students must enroll for a full time status with reference to the immigration laws of the HKSAR. In general, we encourage students to enroll for 5 or 6 courses to start with. Please consult with your academic advisors at your home institution regarding your course selection at Lingnan University before submitting your application.

6 Accommodation Requirement

All exchange students **are required to live on-campus and share room with a local student during the entire period of study at Lingnan University. Rooms are randomly assigned. Room assigned cannot be changed without justifiable reason and prior approval by the University.** There are eight student hostels (i.e. Hall A-F, WHC Hall and WJY Hall) in Lingnan University in air-conditioned rooms, each of them shared by two students.

Please visit <http://www.ln.edu.hk/ssc/campuslife/hostel/index.html> for details of the hostels.

7 Payment of Tuition, Accommodation and Other Fees

Depending upon the exchange agreement between Lingnan and the respective home institutions, an exchange student is normally required to pay tuition to his/her home institution. **For other fee such as hostel (dorm) fee, please check with your home institution.** For students who are required to pay accommodation fee to Lingnan, the fee (approximately HK\$5,250 per term*, depending on the allocation result), is required to be settled upon admission and before arrival. However, all students are required to pay HK\$200 per semester* as air-conditioning fee. **If you are assigned to Hostels A-F, you will get a refund for the price discrepancy upon arrival.**

* The hostel fee and air-conditioning fee are under University's review and subject to change.

8 Caution Money

All exchange students are required to sign a credit card payment authorization form, namely "Authorisation for Direct Debit to Credit Card on lieu of Advance Payment for Caution Money". The purpose of this caution money is to cover any utilities expenses, e.g. library fines, key loss, furniture damage, etc., incurred by the students. The form will be kept by the University **without clearing** until the actual amount of deduction (if any) is confirmed at the end of the term. Students will be informed by email of the amount to be deducted (if any) and the form will be destroyed within two months after the completion of the exchange. The University may withhold the student's transcript should he/she has any unsettled account due to the University. Therefore, you need not to pay the caution money in the application period.

9 Information on our exchange programme, application and visa application procedures are available at "Incoming Students" of the following website: <http://www.ln.edu.hk/omip>. For enquiries, you may also refer to our Frequently Asked Questions (<http://www.ln.edu.hk/omip/faq/incoming.php>) or email us at exchange@LN.edu.hk.

LINGNAN UNIVERSITY

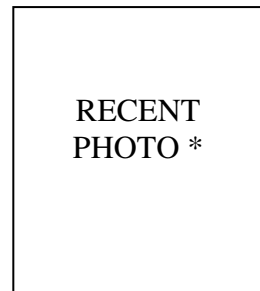
Office of Mainland and International Programmes

Application for Student Exchange Programmes (Fall 2013 or Full Year 2013-14)

PART A PERSONAL PARTICULARS

Full Name (as shown on Passport, type or use BLOCK letters)

Surname	(in Chinese, if any)
First name	
Middle name	



Gender	Height (cm)	Date of Birth (dd/mm/yy)	Place of Birth	Marital Status

Passport No. /

Identity Card No. (for Mainland student)	Passport Expiry Date	Country of Citizenship

Postal Address in English (and Chinese if the postal address is in Mainland China):

Please ensure the validity of the address throughout the period of application as your admission correspondence and student visa will be mailed to this address by courier.

For entire period of application from May to August:

For period between July to August, visa dispatch use (if not same as above):

Email Address	Home Phone Number (with country code)	Mobile Phone Number (with country code)
	()	()

Please indicate your intended period of exchange:

- 1st Term (Fall) 2013/2014 (September 2013 – December 2013)
 Both 1st Term (Fall) 2013/2014 and 2nd term (Spring) 2013/2014 (September 2013 – May 2014)

*** Please affix a photo on this form and SEND A DIGITAL PHOTO (with BLUE background) to exchange@ln.edu.hk for your Student ID Card.**

PART B EDUCATIONAL BACKGROUND

Home Institution

Your Current Year of Study at Home Institution

Year 1/Year 2/Year 3/Year 4* (of 3-year/4-year curriculum*)

Your Expected Degree at Home Institution (e.g. Bachelor of Arts, Master of Social Sciences)	Expected Graduation Date (Month/Year)

Major Field	Minor Field(s)

Cumulative Grade Point Average (on a 4-point scale)

(Please submit along with your official transcript)

* Delete as appropriate

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Application for Student Exchange Programmes (Fall 2013 or Full Year 2013-14)

.....
PART C LANGUAGE PROFICIENCY

Native Language: English
 Others, please specify _____

English Language Proficiency (if native language is not English):

TOEFL score _____, or
 IELTS score _____

*(Please submit along with your official TOEFL/IELTS score report or letter from your home institution certifying you possess sufficient English knowledge to carry out studies at Lingnan University. **Please note that College English Test (CET) is not accepted.**)*

PART D COURSE REGISTRATION (FOR UNIVERSITY'S REFERENCE ONLY)

The normal study load of a full-time student in a term should be in the range of 15 to 18 credits for all exchange students. **The minimum requirement is 12 credits per term.**

Course description and timetable are available at "Registration Materials (Undergraduate)" of the following websites: http://www.ln.edu.hk/reg/info/timetable/ug_reg_materials.php and http://www.ln.edu.hk/reg/info/timetable/ug_reg_materials_4year.php. Exchange students can choose courses from both 3-year and 4-year undergraduate programmes. For list of courses offered in Fall Term, please click on "1st Term, 2013-14" under "Course offering list for 1st and 2nd Terms, 2013-14".

Basically, students are welcome to choose any courses available at Lingnan. However, some courses do have **pre-requisite requirements/major restrictions**. You will find the requirements from the "Course Description" at http://www.ln.edu.hk/reg/course_descriptions.php for courses under 3-year programmes and http://www.ln.edu.hk/reg/info/timetable/ug_reg_materials_4year.php for courses under 4-year programmes. In such cases, students are required to provide **proof of fulfillment of equivalent course(s)** (e.g. transcript and course syllabus, etc.) and enrolment will be subject to the approval of the course instructor(s) and the availability of the course(s).

In order to increase the flexibility in course selection, we would like to gather your initial study plan at Lingnan. Please indicate **4-6 courses** in priority order. We shall pass on the details to the relevant departments for their information and consideration. **It is important to highlight that the information you provide below will only serve as an indicator of your preferred courses, and final course registration will have to be done by yourself online on a first-come-first-served basis.** The schedule for online registration will be from 19 to 21 June 2013 (HKT) and all students have to register their courses online and have all the courses confirmed prior to their departure for Hong Kong.

The followings are my **Initial Course Plan**:

Course Code	CRN Code	Course Title	No. of credits
1			
2			
3			
4			
5			
6			
			Total: _____ (Minimum 12 credits per term)

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Application for Student Exchange Programmes (Fall 2013 or Full Year 2013-14)

.....

PART E INSURANCE

Starting from Fall Term 2009-10 academic year and onwards, the University requires all exchange students to have suitable and adequate insurance covering travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation/repatriation throughout the entire-period of their study at Lingnan. **Students are required to send us their proof of insurance coverage prior to their departure. For those who fail to do so prior to their arrival are required to do it immediately after their arrival to Hong Kong and provide proof to OMIP before they can register as students at Lingnan.**

I will arrange my own insurance at my home country and provide the details of the coverage to Lingnan University. (All students should send a copy of the insurance policy and coverage to OMIP by fax at (852) 2465 9660 or by email (exchange@ln.edu.hk) prior to their arrival to Hong Kong.) I understand that I will bear my own risk and be responsible for any consequences that may arise for not able to arrange my own insurance, including travel insurance, prior to my departure for exchange at Lingnan University.

Signature _____ Date _____

PART F OTHER INFORMATION

Exchange students are cordially invited to share their talents to the university community during the International Day/Spring Festival. Please indicate to us about **your interests/ hobbies/ talents** e.g. playing guitar, magic, pop dance etc that you can give a performance for us:

You are strongly advised to bring along with you the musical instrument(s)/ national costume to Lingnan

PART G SPECIAL CONCERN OR NEED

Any special concern or need (e.g. health condition, special dietary requirement) that you would like to bring to the attention of the University (if applicable):

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Application for Student Exchange Programmes (Fall 2013 or Full Year 2013-14)

.....
PART H EMERGENCY CONTACT (for the whole period at your study at Lingnan)

Name

Relationship

His/Her E-mail Address

His/Her Mobile Number

His/Her Home Telephone Number

His/Her Fax Number

.....
PART I PAYMENT METHOD (Please note: Below amounts are under University's review and are subject to change)

You are required to pay the following fees together with your application, otherwise they will be regarded as late payment and 10% late charge will be incurred.

Please indicate your payment method below:

1. **Student Visa Application Fee and Courier Fee** (Non refundable)

By bank draft (HK\$400)

By credit card (HK\$412 including bank charges)*

2. **Air-conditioning Fee for a Term**

By bank draft (HK\$200)

By credit card (HK\$206 including bank charges) *

3. **Linen Set (include a pillow, a pillow case, a bed sheet and a comforter) for living in hostel**

You can choose to bring your own or to buy a full set from Lingnan. It will be refunded if your application is unsuccessful.

Late requests may not be entertained, or an extra 10% will be charged as late fee.

Buy a full set- pay by bank draft (HK\$430)

Buy a full set- pay by credit card (HK\$443 including bank charges) *

Bring my own set

Remarks:

* If you choose to pay by credit card, please fill in the attached Credit Card Payment Authorization Form (Page 8).

If you choose to pay by bank draft, please send us a bank draft payable to "Lingnan University" together with the completed application form.

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Application for Student Exchange Programmes (Fall 2013 or Full Year 2013-14)

.....

PART J DECLARATION

I authorise Lingnan University to use my data to carry out checks on records of my studies. I understand that, upon registration in the Student Exchange Programmes, the data will become a part of my student record and may be used for all purposes relating to my study and stay in Hong Kong accordance with the procedures of Lingnan University. I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will result in disqualification of my application for admission and subsequent enrollment in Lingnan University. I understand that if admitted I am responsible for applying to the Immigration Department of Hong Kong (via Lingnan University, Office of Mainland and International Programmes) for a student visa to study in Hong Kong for the entire period of exchange at Lingnan University. I understand that it is my responsibility to meet the course requirements (if any) before I enroll for the courses. I understand that it is my responsibility to observe regulations of Lingnan University. I understand that I have to follow the clearance procedures (incl. completing the online evaluation surveys) upon completion of my exchange at Lingnan University. I understand that it is also my responsibility to cover myself with appropriate insurance package. Should I fail to do the above, I am liable for any consequences that may arise. I give my consent for Lingnan University to release my official transcript to my home institution.

Signature _____ Date _____

PART K ENDORSEMENT FROM HOME INSTITUTION (To be completed by the International /Exchange/Study Abroad Office of home institution)

I have reviewed the completed application and hereby endorse the applicant for participation in student exchange programmes at Lingnan University.

Name _____ Title _____

Signature _____ Date _____

PART L APPLICATION RESULT (FOR LINGNAN OFFICE USE)

The applicant is / is not* admitted to study at Lingnan University for the Fall Term 2013-14 / Fall Term 2013-14 and Spring Term 2013-14*.

Associate Vice-President (Academic Affairs)
and Registrar _____ Date _____
Signature

* delete as appropriate

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Application for Student Exchange Programmes (Fall 2013 or Full Year 2013-14)

.....

Credit Card Payment Authorisation Form

Personal Information:

Family Name: _____ First Name: _____

Lingnan Student ID: _____ Home Institution: _____
(to be completed by Lingnan)

Telephone No.: _____ Email Address: _____

Type of Credit Card: *(Please tick as appropriate.)*

1. Visa Card 2. Master Card

Credit Card No.:

				-					-					-			
--	--	--	--	---	--	--	--	--	---	--	--	--	--	---	--	--	--

Expiry Date: _____ (at least valid until September 2013)
MM / YY

Card Holder's Name: _____ (in English)

Payment Item(s): *(Please tick as appropriate.)*

1. Visa Application (Application Fee + Courier Fee + Bank Charges) :
HK\$(160+240+12) = **HK\$412**
2. Air-conditioning Fee (HK\$150 + Bank Charges) :
HK\$(200+6) = **HK\$206**
3. Linen Set
Buy a full set (HK\$430 + Bank Charges) :
HK\$(430+13) = **HK\$443**

Total Amount: **HK\$**_____

* Please note that 10% late charge will be charged if you do not settle the above payment or make your request before arrival.

Card Holder's Signature: _____ Date: _____

Note: Please submit this form to Office of Mainland and International Programmes, Lingnan University together with your application form.

LINGNAN UNIVERSITY
Office of Mainland and International Programmes

.....

Application for Student Exchange Programmes (Fall 2013 or Full Year 2013-14)

CHECKLIST

Please return this page along with your completed application form and other required documents.

*** Incomplete application form and/or with missing supporting document(s) and signature(s) will not be processed.**

Please check against the following by putting a ✓ in **all the boxes** provided below:

I. Application Form for Student Exchange Programmes

- Have you read and understood the terms and conditions before you fill in your application form?
- Have you affixed your recent photo on your application form?
- Have you sent the **digital copy of a blue background photo** to exchange@LN.edu.hk?
- Have you provided Lingnan a valid mailing address for the period of July to August 2013, **where we will send your student visa to.**
- Have you attached your official **TOEFL/IELTS Score Report** OR a letter from your home institution certifying you possess sufficient English knowledge to carry out studies at Lingnan University (if your native language is not English) (**CET result not acceptable**)?
- Have you attached a copy of your **Official Transcript** in your application form?
- Have you completed **Part D - Course Registration**?
- Have you indicated your preferred courses (with course code) and met the minimum requirement of 12 credits?
- Has the International/Exchange/Study Abroad Office of your home institution endorsed and signed the **Part J Endorsement From Home Institution** in the application form?
- Have you filled out the **Credit Card Payment Authorisation Form** (if the payment is settled by credit card)? / Have you attached a **bank draft** payable to “Lingnan University” (if the payment is settled by bank draft)?

II. Hong Kong Visa Application Form

- Have you read and understood the terms and conditions listed in the Guidance Notes?
- Have you affixed your **recent photo** on your application form?
- Have you provided the **proof of your Financial Standing** as stated in section 7 of Part A of the visa application (e.g. latest bank statement, certificate of deposits or payroll slip of the applicants/your supporting family members)?
- If your proof of Financial Standing does not belong to yourself, have you attached a supporting letter signed by the account holder?
- Have you attached a clear copy of your Travel Document e.g. passport (the page containing personal particulars and issuance and expiry dates)/ both sides of your identity card (for mainland students)?
- Is your travel document **valid for at least 6 months** beyond your intended stay in Hong Kong?
- Have you **signed your name** at the bottom of **all** pages as requested (i.e. **Page 1 to 4, include blank page(s)**)?

III. Authorisation Form for Caution Money

- Have you completed the form of Authorisation for Direct Debit to Credit Card in lieu of Advance Payment for Caution Money?

OMIP, Room AD208/1, 2nd Floor, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong
Telephone: (852) 2616-8990, Facsimile: (852) 2465-9660, Email: exchange@LN.edu.hk

LINGNAN UNIVERSITY
Office of Mainland and International Programmes

Application for Student Exchange Programmes (Fall 2013 or Full Year 2013-14)
Tentative Time Schedule of Inbound Exchange Programme

➤ Prospective inbound exchange students	Timeline
1) Talk to your study abroad advisor and/ or academic advisor of your home institution on: i) Application procedures for going abroad on exchange ii) Course selection at Lingnan University	Mar 2013
2) Download the application forms i) Download application form for student exchange programmes from http://www.ln.edu.hk/omip/download#incoming i. Read carefully the Important Notes attached with the application form ii. Read carefully the checklist of supplementary documents attached with the application form ii) Download application form for visa/ entry permit for study in Hong Kong from http://www.immd.gov.hk/pdfforms/ID995A.pdf i. Read carefully the Guidance Notes (for English version): http://www.immd.gov.hk/pdfforms/ID(E)996.pdf or ii. Read carefully the Guidance Notes (for Chinese version): http://www.immd.gov.hk/pdfforms/ID(C)996.pdf	Mar-Apr 2013
3) Submit the Exchange Programme Application and Visa Application with the following documents to OMIP via your home institution: i) Official TOEFL/ IELTS Score Report (if English is not your native language) or Proof of English Proficiency (issued by home institution) ii) An Official Transcript iii) Financial proof (e.g. bank statement) iv) Financial supporting letter (if the financial proof is not belongs to the applicant) v) A copy of valid passport (for Overseas students) / Identity Card (for Mainland students)	By 30 Apr 2013
4) Application be approved by senior management of Lingnan University	May 2013
➤ Shortlisted inbound exchange students	
5) Receive scanned admission letter from OMIP	May 2013
6) Sign and return the “Offer Acceptance” confirmation slip to OMIP by: i) Fax to (852) 24659660 ii) Email to exchange@LN.edu.hk	May 2013
7) On-line course registration (on a first-come-first-serve basis) i) Courses on offer Courses on offer (you can take courses for both 3-year/ 4-year programmes): http://www.ln.edu.hk/reg/info/timetable/201309courselist.pdf and http://www.ln.edu.hk/reg/info/timetable/201309_4yr.pdf ii) Course descriptions: http://www.ln.edu.hk/reg/course_descriptions.php iii) Guidelines for on-line registration: http://www.ln.edu.hk/reg/info/timetable/regprocedure.pdf and http://www.ln.edu.hk/reg/course_descriptions4yr.php	19-21 Jun 2013

8) Receive original admission letter, student visa and student handbook by courier *It is important for you to provide OMIP with your corresponding address for this period in your application form.	*Jul - Aug 2013
9) Inform OMIP of your flight itinerary, arrival details and apply for arrival pick-up service	By 8 Aug 2013
10) Submit a proof of insurance covering travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation/ repatriation throughout the entire-period of your study at Lingnan University	By 8 Aug 2013
11) Check-in to student hostel	19 Aug 2013 and onwards
12) Arrival pick-up service i) Hong Kong International Airport: at 12:00, 16:00 and 21:00 ii) Hung Hom Train Station: at 14:30 iii) Fanling Train Station: at 13:00 and 17:00	20-21 Aug 2013
13) Attend orientation programme for new exchange students	22-26 Aug 2013
14) Course Add/Drop Period (on a first-come-first-serve basis) i) Courses on offer Courses on offer (you can take courses for both 3-year/ 4-year programmes): http://www.ln.edu.hk/reg/info/timetable/201309courselist.pdf and http://www.ln.edu.hk/reg/info/timetable/201309_4yr.pdf ii) Course descriptions: http://www.ln.edu.hk/reg/course_descriptions.php iii) Guidelines for on-line registration: http://www.ln.edu.hk/reg/info/timetable/regprocedure.pdf and http://www.ln.edu.hk/reg/course_descriptions4yr.php	29 Aug - 7 Sept 2013
15) Classes begins	2 Sept 2013
16) i) Examination Period for Fall term (including the day reserved for examinations postponed due to extenuating circumstance) ii) Examination Period for Spring term (including the day reserved for examinations postponed due to extenuating circumstance)	10-23 Dec 2013 7-18 May 2014
17) International Day It is an annual campus-wide cross-cultural event. All exchange students will be invited to showcase their cultures by giving cultural performances and organizing their country booths in the carnival. Please make sure you bring along some things/ ideas (e.g. your national costumes, music instruments/ snacks/ photos/ traditional games of your country etc.) that you would like to share with us.	Mid Oct 2013
18) Check-out from student hostel (Fall term) Check-out from student hostel (Full year)	By noon, 30 Dec 2013 By noon, 20 May 2014