

**Lingnan University**  
**Office of Global Education**  
**Application for Student Exchange Programme**  
**Tentative Schedule for Fall Term in 2017-18**

**Prospective Incoming Exchange Students:**

Items	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 2017
2) Complete the application forms i) Refer to the email from Lingnan University regarding the online application form for Student Exchange Programme, your username and password i. Read carefully the Important Notes to Applicant (in Part A) ii. Read carefully the checklist of supplementary documents (in Part D) ii) Download application form for visa / entry permit for study in Hong Kong from <a href="http://www.immd.gov.hk/pdfforms/ID995A.pdf">http://www.immd.gov.hk/pdfforms/ID995A.pdf</a> i. Read carefully the Guidance Notes (for English version): <a href="http://www.immd.gov.hk/pdfforms/ID(E)996.pdf">http://www.immd.gov.hk/pdfforms/ID(E)996.pdf</a> or ii. Read carefully the Guidance Notes (for Chinese version): <a href="http://www.immd.gov.hk/pdfforms/ID(C)996.pdf">http://www.immd.gov.hk/pdfforms/ID(C)996.pdf</a>	Mar-Apr 2017
3) Submit the printed version of your online application form for Student Exchange Programme (ask your home institution to make endorsement in Part K) and Visa Application with the following documents to Office of Global Education (OGE) via your home institution: i) Official TOEFL/ IELTS Score Report (if English is not your native language) ii) An Official Transcript iii) A Reference Letter from either the International Office or Academic Faculty of your home institution iv) Financial proof (e.g. bank statement) v) Financial supporting letter (if the financial proof is not belongs to the applicant) vi) A copy of passport of the financial sponsor (if the financial proof is not belongs to the applicant) vii) A copy of valid passport (for Overseas students) / Identity Card (for Mainland students)	By 30 Apr 2017
4) Application be approved by senior management of Lingnan University	May 2017

**Shortlisted Incoming Exchange Students:**

Items	Timeline
5) Receive an e-admission letter from OGE	May 2017
6) Confirm acceptance via online application system for Student Exchange Programme	May 2017
7) Settle exchange related payment by: i) Online payment via online application system ii) Bank draft* (amount in Hong Kong dollar payable to “Lingnan University”, write your name at the back of the bank draft, post to Office of Global Education, AD208/1, 2/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong)	May-Jun 2017
*To save postage cost, you may choose to post your bank draft together with your applications during application stage	

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**Shortlisted Incoming Exchange Students (Cont.):**

Items	Timeline
8) On-line course registration (on a first-come-first-served basis)	3-5 Jul 2017 (for Fall 2017 semester);
i) Courses on offer Courses on offer: <a href="http://www.ln.edu.hk/reg/info/timetable/201709courselist.pdf">http://www.ln.edu.hk/reg/info/timetable/201709courselist.pdf</a> (Class timetable will be available via the same hyperlink on 28 June)	12-14 Dec 2017 (for Spring 2018 semester)
ii) Course descriptions: <a href="http://www.ln.edu.hk/reg/course_descriptions4yr.php">http://www.ln.edu.hk/reg/course_descriptions4yr.php</a>	
iii) Guidelines for on-line registration: <a href="http://www.ln.edu.hk/reg/info/timetable/regprocedure_4yr.pdf">http://www.ln.edu.hk/reg/info/timetable/regprocedure_4yr.pdf</a>	
9) Receive original admission letter, student visa and student handbook by international courier *It is important for you to provide OGE with your corresponding address for this period in your application form.	* Jul-Aug 2017
10) Inform OGE of your flight itinerary, arrival details and apply for arrival pick-up service via online application system for Student Exchange Programme	By 1 Aug 2017
11) 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 via the online application system.	By 1 Aug 2017
12) Check-in at student hostel	16 Aug 2017
13) Arrival pick-up service	16-17 Aug 2017
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: 17:00	
14) Attend orientation programme for new exchange students	18-25 Aug 2017
15) Classes begin	28 Aug 2017
16) Examination Period	8-22 Dec 2017
i) Examination Period for Fall term (including the day reserved for examinations postponed due to extenuating circumstance)	(for Fall 2017 semester);
ii) Examination Period for Spring term (including the day reserved for examinations postponed due to extenuating circumstance)	8-21 May 2018 (for Spring 2018 semester)
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.	18 Oct 2017
18) Check-out from student hostel (Fall term)	29 Dec 2017
Check-out from student hostel (Full year)	18 May 2018