

Lingnan University
Office of Global Education
Application for Student Exchange Programme
Tentative Schedule for Spring 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	Aug 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 http://www.immd.gov.hk/pdforms/ID995A.pdf i. Read carefully the Guidance Notes (for English version): http://www.immd.gov.hk/pdforms/ID(E)996.pdf or ii. Read carefully the Guidance Notes (for Chinese version): http://www.immd.gov.hk/pdforms/ID(C)996.pdf	Aug-Oct 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 31 Oct 2017
4) Application be approved by senior management of Lingnan University	Nov 2017

Shortlisted Incoming Exchange Students:

Items	Timeline
5) Receive an e-admission letter from OGE	Nov 2017
6) Confirm acceptance via online application system for Student Exchange Programme	Nov 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)	Nov-Dec 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)	12-14 Dec 2017
i) Courses on offer: http://www.ln.edu.hk/reg/info/timetable/201801courselist.pdf	
ii) Course descriptions: http://www.ln.edu.hk/reg/course_descriptions4yr.php	
iii) Guidelines for on-line registration: http://www.ln.edu.hk/reg/info/timetable/regprocedure_4yr.pdf	
9) Receive original admission letter, student visa and student handbook by international courier	* Dec 2017 - Jan 2018
*It is important for you to provide OGE with your corresponding address for this period in your application form.	
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 Jan 2018
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 Jan 2018
12) Check-in at student hostel	09 Jan 2018
13) Arrival pick-up service	09-10 Jan 2018
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	11-12 Jan 2018
15) Course Add/Drop Period (on a first-come-first-serve basis)	15-24 Jan 2018
i) Courses on offer: http://www.ln.edu.hk/reg/info/timetable/201801courselist.pdf	
ii) Course descriptions: http://www.ln.edu.hk/reg/course_descriptions4yr.php	
iii) Guidelines for on-line registration: http://www.ln.edu.hk/reg/info/timetable/regprocedure_4yr.pdf	
16) Classes begin	18 Jan 2018
17) Spring Festival	Feb 2018
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) Examination Period	8-21 May 2018
Examination Period for Spring term (including the day reserved for examinations postponed due to extenuating circumstance)	
19) Check-out from student hostel	23 May 2018