

**Lingnan University**  
**Office of Global Education**  
**Application for Student Exchange Programme**  
**User Guides for Coordinators**

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## Part A – Making online nomination

### Browser Support

Internet Explorer version older than or equal to 7 is not supported. We recommend you to upgrade your browser to the latest Internet Explorer, Google Chrome, or Firefox.

If you are using Internet Explorer 8 or higher, please make sure the "Compatibility View" feature is turned off.

**Step 1** Refer to the email from Lingnan University for the hyperlink to the **online nomination system** for Institution Coordinator, the username and password for coordinator user account of your institution.

**Step 2** Login to the nomination page for institution coordinator.



## Exchange Application for Institution Coordinator

The screenshot shows a login page titled "User Authentication Service". It features two input fields: "Username:" with a placeholder "Username" and "Password:" with a placeholder "Password". Below the fields are two buttons: a blue "Sign in" button and a red-bordered "Can't access your account?" link. Two blue callout boxes provide instructions: one points to the input fields saying "Please enter the username and password as provided in the email." and the other points to the "Can't access your account?" link saying "Please click this hyperlink if you fail to login your account."/>

User Authentication Service

Username:

Password:

[Sign in](#) [Can't access your account?](#)

Please enter the username and password as provided in the email.

Please click this hyperlink if you fail to login your account.

**Step 3** Update the profile of your outgoing coordinator and set a new password for initial login.

First time login? Please provide a new password and update your information below.

My Profile

Institution:

Prefix:  \*

Name:

Email:  \*

Title:

Phone no.:

New Password:  \*

Repeat Password:  \*

Please update your profile and change the password before nominating students.

Save changes

## Step 4 Nominate your students to Lingnan Student Exchange Programme

Lingnan 嶺南大學 University 香港 Hong Kong Student Nomination Other Test One

**My Profile**

**New Nomination**  
Manage Nomination

Please make a new student nomination by choosing "New Nomination" under the tab "Student Nomination".

Institution: University

Prefix: Miss \*

Name: First name Middle name Last name / Surname  
Test Middle name One

Email: exchange@ln.edu.hk \*

Title: Title

Phone no.: Country code Area code Phone no.

New Password: \*\*\*\*\* \*

Repeat Password: \*\*\*\*\* \*

Save changes

Lingnan 嶺南大學 University 香港 Hong Kong Student Nomination Other Test One

**New Student Nomination** Help

Please fill in the basic information of your student(s).

Name: First name \* Middle name Last name / Surname \*  
First name Middle name Last name / Surname

Email: Email \*  
Email will be used as username for student's account creation

Confirm Email: Confirm Email \*

Gender: -- Select -- \*

Date of Birth: \*  
Date of Birth will be used as the initial password

Exchange Duration

- Fall Recruitment
  - 1<sup>st</sup> (Fall) Term (September 2013 - December 2013)
  - Both 1<sup>st</sup> (Fall) and 2<sup>nd</sup> (Spring) Term (September 2013 - May 2014)
- Spring Recruitment
  - 2<sup>nd</sup> (Spring) Term (January 2014 - May 2014)

Reset Save Nomination

Please click "Save Nomination" to save the record.

## Step 5 Confirm student nominations

Lingnan University 嶺南大學

Student Nomination Other

New Nomination  
Manage Nomination

All Recruitment Show Withdrawn Applicant

Pending (1) Submitted (1)

10 records per page

Username / Email First name Middle name Last name / Surname Exchange Duration

Showing 1 to 1 of 1 entries

Submit Pending Nomination(s)

Please confirm your student nomination by choosing "Manage Nomination" under the tab "Student Nomination".

Please check the box next to your nomination and click "Submit Pending Nomination(s)" to confirm your nominations.

**Step 6** Nominated students will then receive an email regarding her/his login information for her/his online application for Lingnan Student Exchange Programme.

Dear diao,

Greetings from Office of Global Education (OGE), Lingnan University!

We are pleased to inform you that you are nominated by your home institution to join our student exchange programme for your exchange study at Lingnan University, i.e. online application form for exchange programme and student visa/entry permit application form.

**Online Application Form for Exchange Programme**

Hyperlink to complete the online application form for exchange programme: <http://webappdev.ln.edu.hk/sys/oge/exchange/student/>

**User Guides for Applicants:**  
<http://www.ln.edu.hk/oge/download/documents/incoming-students/UserGuidesforStudents.pdf>

Below is your login information:

**Username:** @ln.edu.hk

**Password:** Your birth date in DDMMYYYY format (For example, if your birthday is on 2 January 1988, your password will be "02011988")

*Important Notes: You are strongly advised to change your password immediately after your first login.*

**Visa/Entry Permit Application Form**

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

**Guidance Notes on Visa Application:**  
English version: [http://www.immd.gov.hk/pdforms/ID\(E\)996.pdf](http://www.immd.gov.hk/pdforms/ID(E)996.pdf)  
Chinese version: [http://www.immd.gov.hk/pdforms/ID\(C\)996.pdf](http://www.immd.gov.hk/pdforms/ID(C)996.pdf)

A similar email will be received by the nominated student.

## Part B – Endorsement from home institution

When your student completes his/her online application, he/she will be asked to print a copy of the application form and ask for an endorsement from home institution.


Please endorse in Part K (P.4 of the application form) and post the application package (including the endorsed application form, the visa application form and other required documents such as transcript, English Proficiency Proof, Financial Standing, Passport copy, etc.) to OGE office **by courier** before the submission deadline. Please find our address as below:

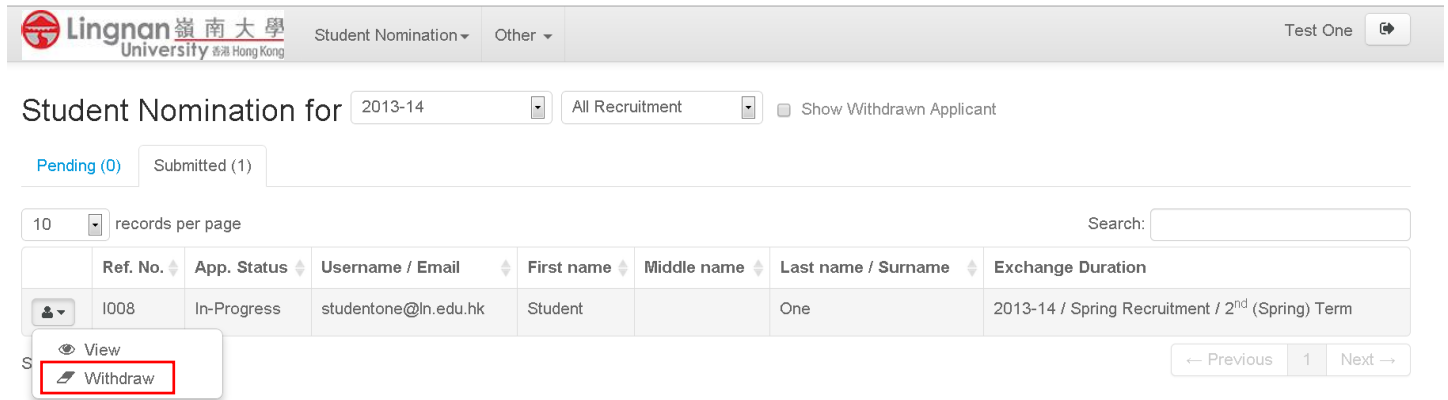
Attn: Ms. Christine CHOI  
Office of Global Education  
AD208/1, 2/F, Wong Administration Building  
Lingnan University  
8 Castle Peak Road, Tuen Mun,  
New Territories, Hong Kong

Please endorse in Part K of the application form after the student has completed the online application form

LINGNAN UNIVERSITY Office of Global Education Application for Student Exchange Programmes ( )	
<b>PART H EMERGENCY CONTACT</b> (for the whole period at your study at Lingnan)	
Name <input type="text"/>	Relationship <input type="text"/>
His/Her E-mail Address <input type="text"/>	His/Her Mobile Number <input type="text"/>
His/Her Home Telephone Number <input type="text"/>	His/Her Fax Number <input type="text"/>
<b>PART I PAYMENT METHOD</b>	
You will be notified to complete an online form for your preferred payment method and settle the required fees once your application has been approved.	
<b>PART J DECLARATION</b>	
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 in 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 Global Education) 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.	
Name <input type="text"/>	Date <input type="text"/>
<b>PART K ENDORSEMENT FROM HOME INSTITUTION</b> (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 <input type="text"/>	Title <input type="text"/>
Signature <input type="text"/>	Date <input type="text"/>
OGE, AD208/1, 2/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong Telephone: (852) 2616-8990, Facsimile: (852) 2465-9660, Email: exchange@LN.edu.hk	
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## Part C – Withdrawal case

If your nominated student decides to withdraw from Lingnan University Student Exchange Programme, please click “Withdrawal” under the tab  next to the corresponding student.



Student Nomination for 2013-14 All Recruitment  Show Withdrawn Applicant

Pending (0) Submitted (1)

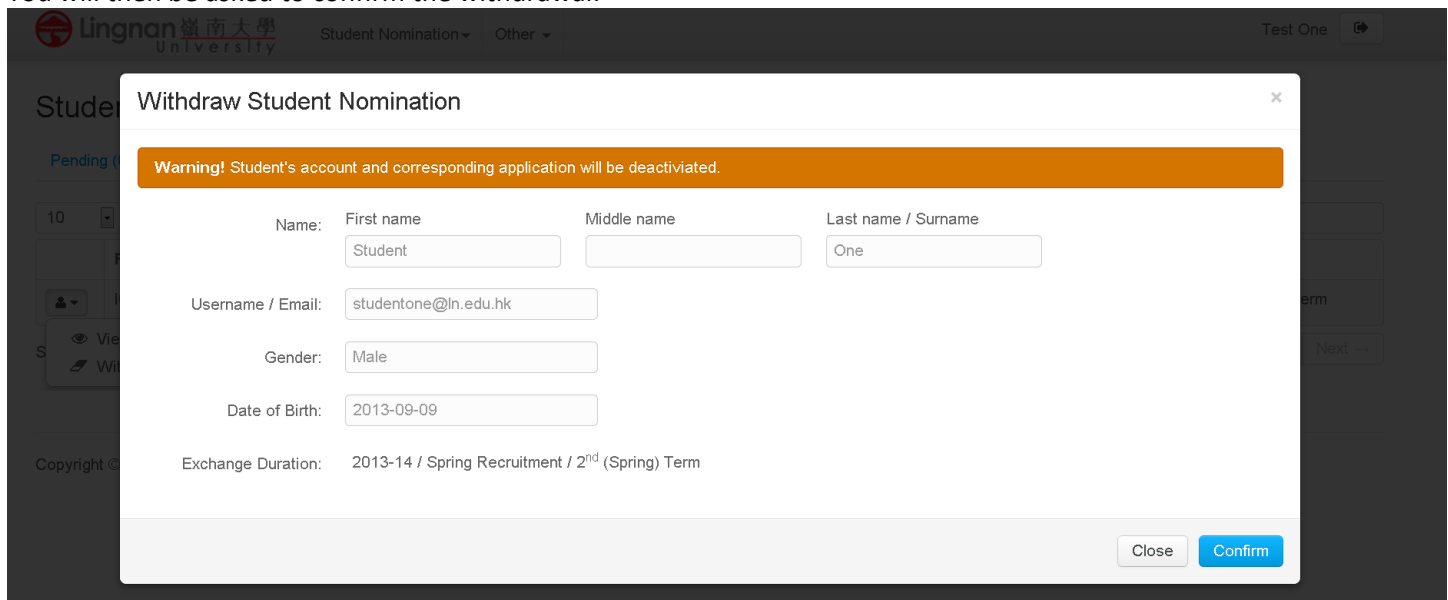
10 records per page Search:

Ref. No.	App. Status	Username / Email	First name	Middle name	Last name / Surname	Exchange Duration
1008	In-Progress	studentone@ln.edu.hk	Student		One	2013-14 / Spring Recruitment / 2 <sup>nd</sup> (Spring) Term

View Withdraw

← Previous 1 Next →

You will then be asked to confirm the withdrawal:



Withdraw Student Nomination

Warning! Student's account and corresponding application will be deactivated.

Name: First name: Student Middle name: Last name / Surname: One

Username / Email: studentone@ln.edu.hk

Gender: Male

Date of Birth: 2013-09-09

Exchange Duration: 2013-14 / Spring Recruitment / 2<sup>nd</sup> (Spring) Term

Close Confirm

Remarks: Student's account will be deactivated once the withdrawal is confirmed and reactivation is not allowed.