

LINGNAN UNIVERSITY
NOTES ON APPLICATION FOR TRANSCRIPTS

Please read the below instructions carefully before submitting the application.

IMPORTANT NOTES

1. Transcripts will NOT be issued to the following persons:
 - (a) Students who have unpaid accounts/obligations due to the University/have unofficially withdrawn from the University.
 - (b) Students who have not completed a Term of studies at the University.
 - (c) Auditing students.
2. Academic award(s) and disciplinary action(s) taken against a student may be entered into the transcript.
3. Non-academic awards/scholarships and student activities of undergraduate programmes will be recorded in the Certificate of Awards and Participation (CAP), which is issued by the **Office of Student Affairs (OSA)**. For application, please contact OSA direct (**Not applicable to graduates of 2002 and before**).
4. Students are advised NOT to apply for transcripts during the periods where academic records are subject to confirmation/change (e.g. before assessment results release).

SUBMITTING THE APPLICATION AND PAYMENT METHODS

5. Applications by this prescribed paper application form can be submitted by one of the following means:
 - (a) **In person** at the Registry counter at G/F, Wong Administration Building of Lingnan University.
 - Payment can be made by Cash or Cheque payable to “Lingnan University”
 - (b) **by post** to “Registry, G/F, Wong Administration Building, Lingnan University, 8 Castle Peak Road, Tuen Mun, Hong Kong”
 - Please indicate clearly on the envelop “Application for Transcript”
 - Payment has to be made by Cheque payable to “Lingnan University” (for non-local applicants, payment can be made in bank draft)
 - Please include all required documents and the cheque payment/bank draft in one single envelop to be sent by post
 - (c) **by email** to registry@LN.edu.hk
 - Please attach the duly completed application form and all required documents in one go in the email
 - Please specify the email subject as “Application for Transcript (*your name*)”
 - Credit Card (Visa/Master Card) payment is accepted; or
 - Cheque payment made payable to “Lingnan University” by post separately is also accepted

Note: For application by email, an acknowledgement email will be sent to your applying email address normally within 5 working days upon receipt of your email application.
6. A duly signed application form is required (signature is required on page 2). Application form without the applicant’s proper signature will be regarded as incomplete and the application cannot be processed.
7. For applications by post/email, a copy of the applicant’s HKID card/Passport (for graduates or former students) / Student ID card (for current students) **must be** provided along with the duly completed application form for verification purpose. For applications made in person at the Registry counter, applicants should present his/her HKID card/Passport (for graduates or former students) / Student ID card (for current students) for verification of identity.
8. Please note that the fees paid are **non-refundable**.
9. To avoid unnecessary delay, applicants are advised to send to the Registry, together with the completed application form, a cheque/bank draft which shall be made payable to “Lingnan University” to settle the required fees. Please note that **overseas personal cheques and postal orders are NOT accepted**.
10. All application documents received will be destroyed 1 year after the date of application.

PROCESSING THE APPLICATION

11. Your application will be processed only upon receipt of complete information and payment. Late payment/incomplete information/insufficient document(s) will delay the application process. **Under normal circumstances, processing of each complete application takes 7 working days (excluding the date of application)**. Applications will be processed in the order of receipt. Urgent requests may not be entertained. Please also note that applications made near the exam results release day may require longer processing time due to grade processing.

DISCLAIMER

12. Students should note the possibility of mails being lost during transmission for transcripts not sent by registered mail.
13. The Registry accepts no responsibility for any loss or damage of the documents during postal delivery. Applicants should provide FULL and correct address(es) clearly on the application mailing label(s) to avoid postal error.
14. The Registry accepts no responsibility in confirming with the receiver(s) on the transcript receipt status. Applicants are advised to check with the receivers on their own for the transcript receipt status if they so wish/have any uncertainties.

PERSONAL INFORMATION COLLECTION STATEMENT

- (a) Personal data provided on this form will be treated confidentially and will be used for processing this application only.
- (b) Information provided may be transferred to other units within the University for necessary actions, where applicable.
- (c) Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the Registry (registry@LN.edu.hk).

LINGNAN UNIVERSITY

Application Form for Transcripts

Please read the "NOTES ON APPLICATION FOR TRANSCRIPTS" before filling in the form.

* Please delete as appropriate. Please ✓ as appropriate.

Name of Applicant (English): _____ (Chinese): _____ Student ID No. : _____

Study Programme: _____ HKID Card / Passport No.* (for graduates/former students only) : _____

[For application by post/email, please submit a copy of your HKID card/Passport (for graduates/former students) or Student ID card (for current students) along with this form for verification]

Year of Study (for current students) : _____ OR Left University / Graduate * in Year: _____

Await inclusion of academic results of current study Term? Yes / No. If "Yes", include preliminary results / only confirmed results.

(If you have indicated to include academic results of current Term, your application will be processed only **after** the release of the relevant results.)

Day-time Contact Telephone No. : _____ Email address: _____

Type of Transcript	Official Copy (please fill in Part A below) (to be sent direct to another institution / employer)	Student's Copy (please fill in Part B below)
No. of Copies		
Transcript Fee (HK\$50 per copy)	HK\$	HK\$
Mailing Charge (Non-local mail: HK\$4.9 per mailing address; Local mail: no charge)	HK\$	HK\$
Registered mail (HK\$15.5 per mailing address) (if chosen, to be added on top of the above mailing charge)	HK\$	HK\$
TOTAL (by adding up the above items)	HK\$	HK\$
Payment Method (<input type="checkbox"/> Please ✓ as appropriate) <u>Notes on payment by Credit Card:</u> (a) The credit card information provided will be kept confidential and used for the transaction indicated in this application only. (b) If you choose to pay by credit card, it implies that you authorize Lingnan University to charge you through your credit card to pay for such application.	<input type="checkbox"/> Cheque (cheque No.: _____) <input type="checkbox"/> Cash (only for application in person) <input type="checkbox"/> Bank draft (only for non-local applicants) <input type="checkbox"/> Credit Card (Visa/Master)(only for application by email) Please provide the below information: (1) Name of the credit card holder: _____ (2) Expiry date of the credit card (MM/YY): _____ (3) Visa/Master card number (16 digits): _____ (4) Name of Bank: _____	<input type="checkbox"/> Cheque (cheque No.: _____) <input type="checkbox"/> Cash (only for application in person) <input type="checkbox"/> Bank draft (only for non-local applicants) <input type="checkbox"/> Credit Card (Visa/Master)(only for application by email) Please provide the below information: (1) Name of the credit card holder: _____ (2) Expiry date of the credit card (MM/YY): _____ (3) Visa/Master card number (16 digits): _____ (4) Name of Bank: _____
	REG's Use Payment Checked by	

Part A. Official Copy An official copy of transcript is **NOT** issued to a student as a personal copy or to any private individual. It will be sent sealed direct to the institution requesting the transcript (for the purpose of admission to another institution / prospective employment).

If you want the CAP (for undergraduate programme only) be sent together with your official copy of transcripts to the address(es) below, please **inform OSA to send the required set(s) of CAP to Registry within 4 working days from the transcript application date.**

Name(s) and address(es) of Official Copy of transcript receiver(s): Please give clear and complete address(es) in the below respective mailing label(s) to avoid postal error. *For a single receiving address, please fill in one mailing label only.*

(1) Mailing label to be used for sending out transcript(s):

✂

Mail to (address and recipient name below):

✂

No. of Copies: () CAP enclosed? Yes / No
 With Attachment? Yes / No. if "Yes", please state:

(2) Mailing label to be used for sending out transcript(s):

✂

Mail to (address and recipient name below):

✂

No. of Copies: () CAP enclosed? Yes / No
 With Attachment? Yes / No. if "Yes", please state:

Part A. Official Copy (Cont'd)

(3) Mailing label to be used for sending out transcript(s):

✂

Mail to (address and recipient name below):

No. of Copies: () CAP enclosed? Yes / No
With Attachment? Yes / No. if "Yes", please state:

(4) Mailing label to be used for sending out transcript(s):

✂

Mail to (address and recipient name below):

No. of Copies: () CAP enclosed? Yes / No
With Attachment? Yes / No. if "Yes", please state:

Part B. Student's Copy

A student's copy of transcript is issued to student as a personal copy. It contains the same information as an official copy of transcript.

To be sent to below address: No. of Copies: ()

✂

Mail to (address and recipient name below):

✂

Please give clear and complete address in the mailing label on the left to avoid postal error. If insufficient space, please attach supplementary sheet to state clearly the mailing address of the student's copy of transcript to be sent to.

To be collected by the applicant at the Registry in person

To be collected by an authorised person (an authorisation letter signed by the applicant together with a copy of the applicant's identity document are required for verification upon collection.)

Note: Transcripts not collected within 1 year from the date of application will be destroyed by the University without further notice. Applicants concerned, if later on require a transcript, should submit application afresh with appropriate payment.

Signature of Applicant

(required) : _____ Date : _____

[For application by email/post, please submit a **copy of your HKID card/Passport** (for graduates/former students) or **Student ID card** (for current students) along with this completed application form for verification purpose. Failure to provide your identity document will render your application unsuccessful.]

Processing of each application normally takes 7 working days (excluding the date of application).

Processing will start upon receipt of complete information and payment.

Personal Information Collection Statement:

1. Personal data provided on this form will be treated confidentially and will be used for processing this application only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable.
3. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the Registry (registry@LN.edu.hk).