

LINGNAN UNIVERSITY
NOTES ON APPLICATION FOR TESTIMONIALS

Please read the below instructions carefully before submitting the application.

INSTRUCTIONS TO APPLICANTS

1. A testimonial is an official document issued by the University to a current or former student for certification of his/her study at the University. The testimonial provides brief information including period of attendance, programme of study, programme duration, year of study, academic award* (if any) and medium of instruction.
* Graduation information will only be shown on testimonial applied AFTER the graduation information release. For details on the release of graduation information for UG programmes, please visit <https://www.ln.edu.hk/reg/undergraduate-programmes/important-dates>.
2. For certification of study in greater details including a listing of courses and grades, a student/graduate should apply for a transcript on which a fee is applied.

SUBMITTING THE APPLICATION AND PAYMENT METHODS

3. Current students and graduates of Year 2003 or after with access to the myLingnan Portal are required to submit applications via myLingnan Portal.
4. Graduates of Year 2002 or before or graduates/ former students without access to the myLingnan Portal may submit this prescribed paper application form by one of the following means:
 - (a) **In person** at the Registry counter on the ground floor of the Wong Administration Building at Lingnan University.
 - Payment can be made by Octopus Card at the Registry counter
 - (b) **By post** to the following address: Registry, G/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong
 - Please clearly indicate “Application for Testimonial” on the envelop
 - Please include all required documents and credit card (Visa/Mastercard) payment is accepted
 - (c) **By email** to registry@ln.edu.hk
 - Please attach the duly completed application form and all required documents in a single email
 - Please specify the email subject as “Application for Testimonial (your name)”
 - Credit card (Visa/Mastercard) payment is accepted

Note: For application submitted by email, an acknowledgement email will normally be sent to your provided email address within 5 working days upon receipt of your application.
5. A duly signed application form is required (signature is required on page 1). Application form without the applicant’s proper signature will be regarded as incomplete and the application cannot be processed.
6. For applications by post/email, a copy of the applicant’s HKID card/Passport (for graduates or former 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) for verification of identity.
7. The application fee for testimonial is HK\$50 per copy. All fees paid are **NOT refundable**.
8. Applicants may choose to either collect the testimonial at the Registry counter or have it mailed to the address provided by the applicants. If applicants choose to have their applications mailed, the testimonial will be sent out via the Hongkong Post, including local or overseas mail. No additional charge will be applied for registered mail.
9. Payment methods not listed on the application form **will NOT be accepted**.
10. All application documents received will be destroyed 1 year after the date of application.
11. Testimonials 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 testimonial, should submit application afresh with appropriate payment.
12. Lingnan University reserves the right to withhold issuance of testimonials to applicants who have outstanding accounts due to the University/unofficially withdrawn from the University, or who have not completed a term of studies at the University.

PROCESSING THE APPLICATION

13. Upon receipt of duly completed application and payment, it normally takes 7 working days (excluding the application day) to process a testimonial application. Applications will be processed in the order of receipt. Urgent requests may not be entertained.

IMPORTANT NOTES

14. If applicants have not indicated the mailing method (i.e. registered mail / surface mail) in the application form, their testimonial will be sent by registered mail to the address(es) they provided.
15. The Registry accepts no responsibility for any loss or damage of the documents during postal delivery, or in confirming with the recipient(s) on the testimonial receipt status.
16. Applicants should provide FULL and correct address(es) clearly in the application to avoid postal error.

PERSONAL INFORMATION COLLECTION STATEMENT

- (a) The purpose of collecting personal data by means of this form is to process the application for testimonials only.
- (b) In order to serve the specified purpose(s), the personal data collected may be transferred to other units within the University for necessary actions, where applicable. All information provided will be destroyed in one year.
- (c) Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point (b).
- (d) Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application cannot be processed.
- (e) Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
- (f) As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the Registry at registry@LN.edu.hk/Programme Office concerned for TPg programmes/School of Graduate Studies for RPg programmes (sgs@LN.edu.hk).

LINGNAN UNIVERSITY
Application Form for Testimonials

(For graduates of Year 2002 or before or graduates/former students WITHOUT access to the myLingnan Portal use only)

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

* Please delete as appropriate. Please ✓ as appropriate.

Name of Applicant (English): _____ (Chinese): _____

Study Programme: _____ Student ID No. : _____

HKID Card / Passport No.* (for graduates/former students only) : _____ Left University / Graduate * in Year: _____

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

For application by post/email, please submit a **copy of your HKID card/Passport** (for graduates/former students) along with this form for verification.

All academic results recorded **at the time of processing the application** will be shown in the testimonial. If students wish to include their academic results for the current term, including graduation information, the application should be made **after** the corresponding assessment release dates. For details on the assessment release dates for UG programmes, please visit <https://www.ln.edu.hk/reg/undergraduate-programmes/important-dates>.

No. of Copies	
Total Testimonial Fee (HK\$50 per copy)	HK\$
Payment Methods (<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 authorise Lingnan University to charge you through your credit card to pay for such application.	<input type="checkbox"/> Octopus Card (<i>only for application submitted in person</i>) <input type="checkbox"/> Credit Card (Visa/Mastercard) (<i>only for application by post / email</i>) Please provide the below information: (1) Name of the credit card holder: _____ (3) Visa/Mastercard number (16 digits): _____ (2) Expiry date of the credit card (MM/YY): _____ (4) Name of Bank: _____ _____
REG's Use	Payment Checked by

Include medium of instruction information?

(If yes, an additional information indicating all courses of the University are generally taught in English will be included on the testimonial.)

Yes No

Include Studentship/Fellowship? (For RPg students Only)

Yes No

Collection Method

To be collected at the Registry counter **No. of Copies: ()**
 (An authorisation letter signed by the applicant together with a copy of the applicant's identity document are required for verification upon collection by an authorised person.)

To be sent to below address by surface mail registered mail **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 testimonial to be sent to.

Note: Testimonial 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 testimonial, should submit application afresh with appropriate payment.

Signature of Applicant	Date : _____
(required) : _____	

[For application by email/post, please submit a **copy of your HKID card/Passport** (for graduates/former 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.