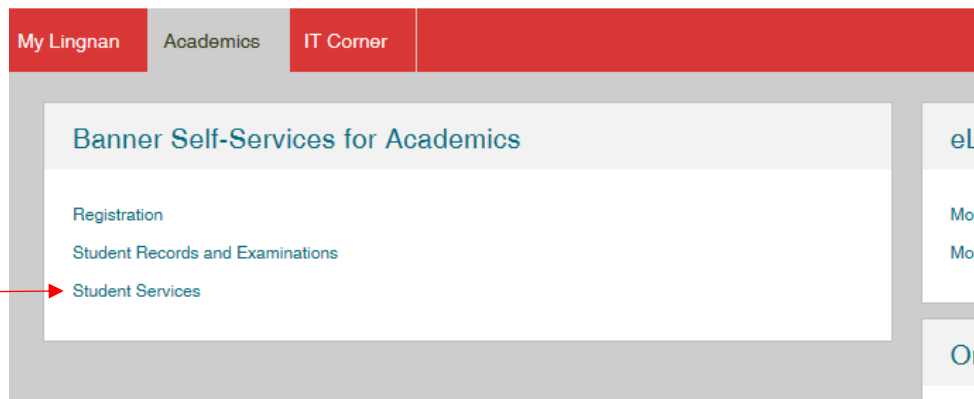**Online Application for Extension of Maximum Period to Fulfil**
English Language Graduation Requirement (ELGR)
User Guide for Students

1. Log in to "myLingnan Portal" (http://www.ln.edu.hk/intranet.htm). Click on the "Academics" tab and then click on "Student Services".

2. Click on "Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement".

3. Complete all the fields and upload a scanned copy of your previous IELTS results if you have taken IELTS before.   Then, click "Preview and Submit".

Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (ELGR)

Notes:

1. Applications should be made **three months** before the end of the maximum period.
2. The application will be submitted to the Programme Director/Head of Department concerned who will make a recommendation to the Dean concerned for approval. The extra period approved will be specified if an approval is granted.

Name	CHAN Tai Man
Student ID	4444444
ELGR Fulfilment Status	Not Fulfilled
Last Day to Fulfil ELGR	31 AUG 2022
Reasons for extension *	
Request to extend period to *	--- ⌄
Plan to achieve the IELTS threshold *	
Planned time line to retake IELTS *	
Have you taken IELTS before? *	⦿ Yes ◯ No
Upload previous results *	Select files...
	PDF and Image files only. Maximum 4MB per file.

⦿ Back   ⦿ Preview and Submit

4. A preview page of what you have just inputted will appear for your checking. Please click "Submit" to proceed or click "Back" to make revisions.

Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (ELGR)

Notes:

1. Applications should be made **three months** before the end of the maximum period.
2. The application will be submitted to the Programme Director/Head of Department concerned who will make a recommendation to the Dean concerned for approval. The extra period approved will be specified if an approval is granted.

Name	CHAN Tai Man
Student ID	·4444444
ELGR Fulfilment Status	Not Fulfilled
Last Day to Fulfil ELGR	31 AUG 2022
Reasons for extension	I am working hard to improve my English but I cannot reach the requierd IELTS score by August 2022.
Request to extend period to	31 JAN 2023
Plan to achieve the IELTS threshold	I am taking an IELTS intensive course.
Planned time line to retake IELTS	I will retake IELTS in December 2022.
Have you taken IELTS before?	Yes
Previous IELTS results	rgds.pdf

⦿ Back   ⦿ Submit

5. An acknowledgement email will be sent to your University email account and the application status will be shown as "Submitted" in the online system:

SAMPLE EMAIL

Subject: Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (Student ID: 4444444)

Your application for extension of maximum period to fulfil the English Language Graduation Requirement (ELGR) was submitted successfully on 11 FEB 2019 . You will be notified of the result of your application in due course by email.

Please note that the application will be submitted to the Programme Director/Head of Department concerned who will make a recommendation to the Dean concerned for approval. The extra period approved will be specified if an approval is granted.

Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (ELGR)

Submission Date	Name	Student ID	Major	Catalog Term	Last Day to Fulfil ELGR	Application Status	
11 FEB 2019	CHAN Tai Man	4444444	SOC4	201709	31 AUG 2022	Submitted	⤤ View

Notes:

1. Applications should be made **three months** before the end of the maximum period.
2. The application will be submitted to the Programme Director/Head of Department concerned who will make a recommendation to the Dean concerned for approval. The extra period approved will be specified if an approval is granted.

6. If your application has been processed, you will receive a notification email and you can go to the online system in portal to see the results.


SAMPLE EMAIL

Subject: Re: Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (Student ID: 4444444)

Your application for extension of maximum period to fulfil the English Language Graduation Requirement (ELGR) submitted on 11 FEB 2019 has been processed by your Faculty. Please log in to the portal to view the result.

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7. If your application has been approved, the application status will be shown as "Approved" and you can see your newly approved "Last Day to Fulfil ELGR".

Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (ELGR)

Submission Date	Name	Student ID	Major	Catalog Term	Last Day to Fulfil ELGR	Application Status	
11 FEB 2019	CHAN Tai Man	4444444	SOC4	201709	31 JAN 2023	Approved	⤤ View

Notes:

1. Applications should be made **three months** before the end of the maximum period.
2. The application will be submitted to the Programme Director/Head of Department concerned who will make a recommendation to the Dean concerned for approval. The extra period approved will be specified if an approval is granted.

8. If your application has been rejected, the application status will be shown as "Rejected" and your "Last Day to Fulfil ELGR" will remain unchanged.

Application for Extension of Maximum Period to Fulfil English Language Graduation Requirement (ELGR)

Submission Date	Name	Student ID	Major	Catalog Term	Last Day to Fulfil ELGR	Application Status	
11 FEB 2019	CHAN Tai Man	4444444	SOC4	201709	31 AUG 2022	Rejected	View

Notes:
1. Applications should be made **three months** before the end of the maximum period.
2. The application will be submitted to the Programme Director/Head of Department concerned who will make a recommendation to the Dean concerned for approval. The extra period approved will be specified if an approval is granted.