

**Lingnan University**  
**Office of Global Education (OGE)**  
**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

A screenshot of a web 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 a blue "Sign in" button and a red-bordered link "Can't access your account?". 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 another 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?](#)

### 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 University 嶺南大學 Student Nomination Other

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 University 嶺南大學 Student Nomination Other

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 2017 - December 2017)
  - Both 1<sup>st</sup> (Fall) and 2<sup>nd</sup> (Spring) Term (September 2017 - May 2018)
- Spring Recruitment
  - 2<sup>nd</sup> (Spring) Term (January 2018 - May 2018)
- Summer Recruitment
  - Summer Term
    - Session 1 (June 2018 - August 2018)
    - Session 2 (September 2018 - November 2018)

Reset Save Nomination

Please select the Study Term and Study Session that your students intend to come.

Please be reminded that **full year** exchange will be open in the 1<sup>st</sup> (Fall) Term Recruitment only.

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
<input checked="" type="checkbox"/>	stud			Recruitment / 1 <sup>st</sup> (Fall) Term

Showing 1 to 1 of 1 entries

← Previous 1 Next →

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.

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. You are required to complete the online application form (not applicable for students participating in Virtual Student Exchange Programme).

### Online Application Form for Exchange Programme

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

User Guides for Applicants:

<https://www.ln.edu.hk/oqe/download/UserGuidesforStudents.pdf>

Below is your login information:

Username: [bhjhi@gmail.com](mailto:bhjhi@gmail.com)

Password: *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 (not applicable for students participating in Virtual Student Exchange Programme)

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

Guidance Notes on Visa Application:

English version: [https://www.immd.gov.hk/pdforms/ID\(E\)996.pdf](https://www.immd.gov.hk/pdforms/ID(E)996.pdf)

Chinese version: [https://www.immd.gov.hk/pdforms/ID\(C\)996.pdf](https://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.

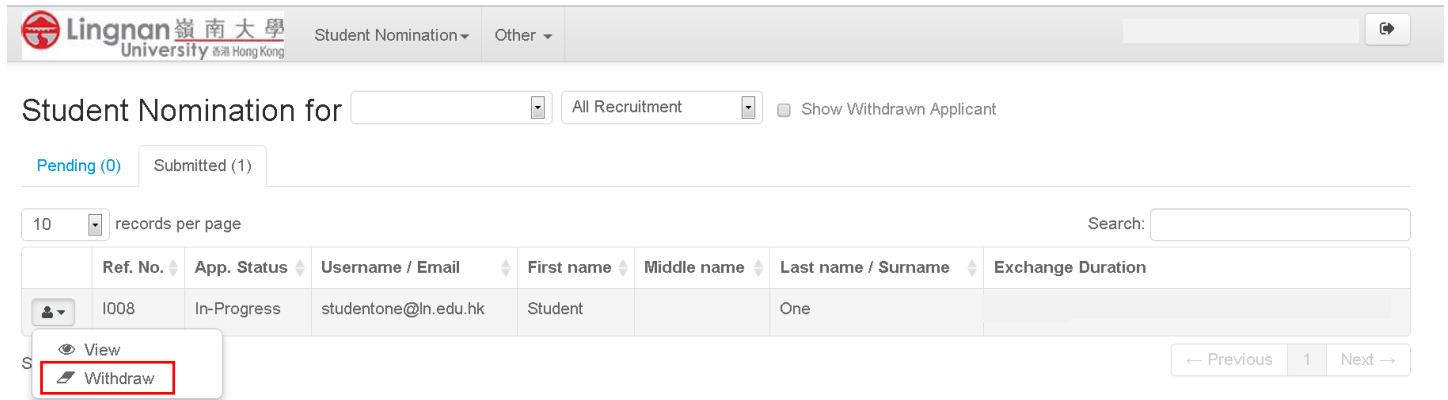
Please endorse in Part K (P.4 of the application form) and send to OGE **by email** ([exchange@ln.edu.hk](mailto:exchange@ln.edu.hk)) before the submission deadline.

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	Relationship
His/Her E-mail Address	His/Her Mobile Number
His/Her Home Telephone Number	His/Her Fax Number
<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 to the University. I am responsible for my educational expenses while enrolled 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	Date
<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	Title
Signature	Date
OGE, AD208/1, 2/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong Telephone: (852) 2616-8990, Facsimile: (852) 2465-9660, Email: <a href="mailto:exchange@ln.edu.hk">exchange@ln.edu.hk</a>	
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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.



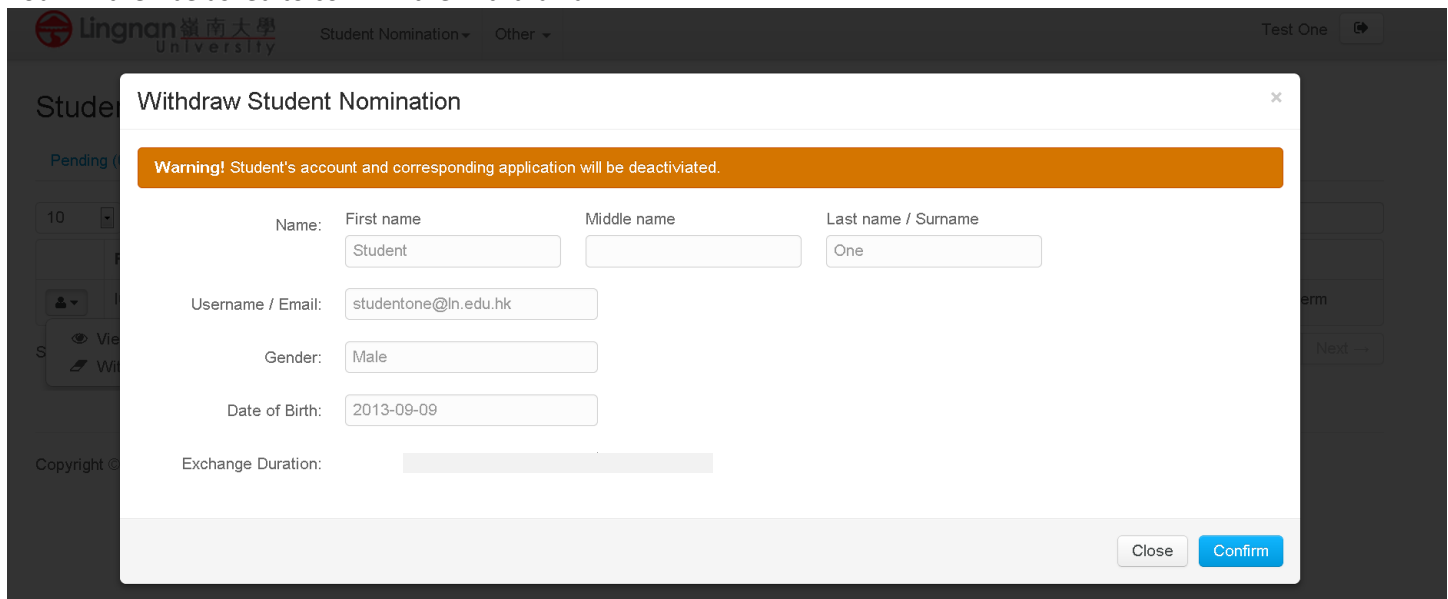
Student Nomination for  All Recruitment  Show Withdrawn Applicant

Pending (0) Submitted (1)

10 records per page Search:

Ref. No.	App. Status	Username / Email	First name	Middle name	Last name / Surname	Exchange Duration
I008	In-Progress	studentone@ln.edu.hk	Student		One	

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 Middle name Last name / Surname

Student One

Username / Email: studentone@ln.edu.hk

Gender: Male

Date of Birth: 2013-09-09

Exchange Duration:

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