

Dear Student,

As an undergraduate student of Lingnan University, you can sit the Password Test for free twice. If you need to make a third attempt (or further subsequent attempts), you are required to pay the full test fee (HK\$800) and submit the attached application form to Center for English and Additional Languages. Please note that no refund will be provided if you cancel your Password Test after the registration.

Please also note Password test on request basis is not regularly conducted and is usually held during term time only. You can propose a test date but it is not guaranteed. You should submit your application at least **3 weeks** prior to your intended test date. Result notification may take up to **3 weeks** after the test is taken. It is your own responsibility to observe any deadlines you have to meet.

Please feel free to contact us via email at cealdiag@ln.edu.hk if you have any questions.

Yours sincerely,

Center for English and Additional Languages

Please return the completed form together with the e-banking/payment advice to CEAL by email at cealdiag@ln.edu.hk .



Application for taking Password Test at students' own accord

Name: _____ (English) _____ (Chinese)

Student ID: _____ Email Address: _____

Study Programme: _____ Current Year of study* : 1 / 2 / 3 / 4

Contact Phone No.: _____ (Home) _____ (Mobile)

Please provide the following information:

(a) Your completed Password test records

First attempt: Test date (dd/mm/yy) : _____ (Part A) _____ (Part B)

Second attempt: Test date (dd/mm/yy) : _____ (Part A) _____ (Part B)

(b) Reason for taking the Password Test this time: _____

(c) Your intended test date (excluding Saturday, Sunday and public holidays) (dd/mm/yy): _____

Applicant's Signature: _____ Date: _____

Payment of Test Fee (HK\$800):

Test fee will not be refunded. Please refer to the attached payment methods to make payment:

1. Payment Methods in Hong Kong
2. Payment Method outside Hong Kong

Please attach the e-banking/payment advice with this application form as a proof of payment to CEAL by email at cealdiag@ln.edu.hk .

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.

**Delete as appropriate*

Payment Methods in Hong Kong

Password Test Fee

Payment reference number: your student ID number + 3081, e.g. "40123453081"


1. By Cash / Cheque

- a. You may pay your fees at any branch of The Bank of East Asia by Cash / Cheque.

Account Name: Lingnan University

Account Number: 514-40-42677-6

- b. Cheque should be crossed and made payable to "Lingnan University". Please write down the "Payment Reference No." and student name at the back of the cheque.
- c. Keep the pay-in-slip as shown below returned by the bank as a proof of payment.

 BEA 東亞銀行 Account Deposit Form 戶口存款單

Account No.: 514-40-42677-6 戶口號碼		Account Name: LINGNAN UNIVERSITY NO.2 A/c 戶口名稱	
Cheque No. 支票號碼	Drawee Bank 付款銀行	Branch 分行	Currency & Amount 貨幣及金額
Cheque Sub-Total 支票共計:			
Cash 現金		HK\$ 21,183	
Transfer From 轉帳			
Total (in Account Currency) 合共 (戶口貨幣):		Teller	Supervisor
		HK\$ 21,183	

Please check the machine validation before leaving the counter. 請於離開櫃檯前，核對以下資料。

MACHINE VALIDATION (for Bank Use Only) 機印證明 (只供銀行使用):

DATE 日期	TEN REF. 支票號碼	ACCOUNT NO. 戶口號碼	VALUE DN. 紙幣金額
TIME 時間	OTHER REF. 其他證明	ACCOUNT NAME 戶口名稱	TEN AMOUNT 支票金額
	EXCHANGE REF. 兌換碼		BANK REF. 銀行號碼

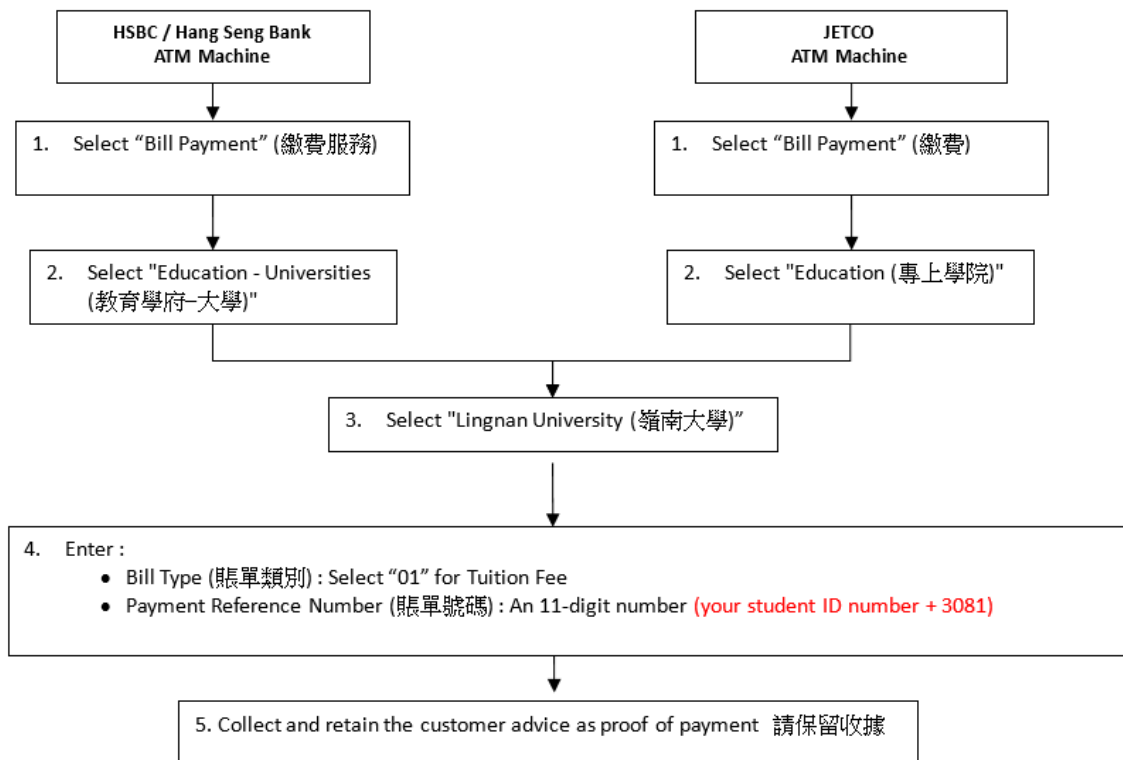
22APR10 CASH DEPOSIT
16:30 182 L082024 HKD
514-40-42677-6
LINGNAN UNIVERSITY NO.2 A/C
21,183.00 HKD

CF 4B1 (03/2009) 1/2

Please ensure "Payment Ref No." is printed on the bank pay-in-slip

2. Through Automatic Teller Machine (ATM)

If you have an ATM card issued by HSBC, Hang Seng or JETCO, you may settle your fees at the ATM by following the steps shown in the chart below:



3. Through e-Banking

On the 'Bill Payment' page:

1. Select "View & Pay Bill"
2. Add New Bill and Select "Lingnan University"
3. Bill Type – Select "01" for Tuition Fee
4. Bill Account Number – An 11-digit number (your student ID number + 3081)

4. Payment by Phone Services (PPS) - PPS Merchant Code 商戶編號 – “9154”

Payment may be made by funds transfer from any designated bank account in Hong Kong using a touch-tone phone or via the PPS website <https://www.ppschk.com>. Please call 18011 (English) / 18013 (Cantonese) for bill registration and 18031 (English) / 18033 (Cantonese) for bill payment.

When you settle your fees with PPS, please key in:

1. PPS Merchant Code – “9154”
2. Bill Account Number- An 11-digit number (your student ID number + 3081)
3. Bill Type – Select “01” for Tuition Fee
4. Write down the “Payment Reference No.” as a proof of payment

Important Notes:

1. Please note that if you pay by credit card, you may have to pay a charge to your credit card issuing bank.
2. Although the payment data will be transferred to the University electronically, it is advisable to keep a proof of payment yourself.
3. For payments by ATM, E-banking and PPS, some banks may name the “Bill Account Number” as “Payment Reference Number “or “Bill Number” or “Account Number” or “Student Number”, please input the 11-digit reference number (your student ID number + 3081)
4. If you have any inquiries on payment, please contact Ms. Chau at (852) 2616 8815 / Ms. Lam at (852) 2616 8810 or email at echau@ln.edu.hk / winnielam@ln.edu.hk .
5. If you have any inquiries on password test fee, please contact CEAL via email at cealdiag@ln.edu.hk .

Payment Method outside Hong Kong 香港境外的付款方法

Password Test Fee

Payment reference number 付款參考編號 : your student ID number + 3081

你的學生編號 + 3081, e.g. "40123453081"

1. Via Flywire 通過 Flywire

Lingnan University accepts International Payments through Flywire which allows you to pay from almost any country and any bank in your home currency.

嶺南大學通過Flywire接受國際付費，讓您可以從幾乎任何國家和任何銀行，使用您當地的貨幣支付費用。

Depending on your remitting country, Flywire currently offers the following payment options:

根據您的匯款國家/地區，Flywire目前提供下列付款方式：

- Domestic Bank Transfer 國內銀行轉賬
- eBanking 電子付款
- Visa Card 信用卡
- Master Card 萬事達卡
- American Express 美國運通
- UnionPay 銀聯
- Alipay 支付寶
- Paypal 貝寶

Due to cost differences, students are reminded to note the exact amounts required before selecting their payment options.

由於成本差異，同學在選擇付款方法時，須留意所需支付的確實金額。

Click [here](#) or scan the below QR code to pay via Flywire.

請按[此](#)或素描以下QR碼付款。



For details of making international payments via Flywire, please click the following icons to refer to the [Payer Guide](#) and introduction videos from Flywire.

有關通過Flywire進行國際付款，請點擊以下圖標以參閱「付款人指南」及觀看介紹影片。



Payer_Guide.pdf



[Introduction video
\(English version\)](#)



[介紹影片 \(中文版\)](#)

2. By Money Order or Bank Draft 匯票

You may send a money order or bank draft in Hong Kong Dollar in favour of “Lingnan University” at the exact amount required to the Office of the Comptroller, Accounts Receivable Division, 1/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong. For identification purpose, please write your name and payment reference number at the back of the money order/bank draft.

你可郵寄收款人為“嶺南大學”的港幣銀行匯票到「香港屯門嶺南大學黃行政大樓1樓應收賬款部」。為了識別匯款，請在匯票背面寫上你的姓名及付款參考編號。

3. By T/T 電匯:

Payment through T/T should be made with the following bank details on or before the due date:

請於限期前電匯款項至下列銀行帳戶:

Beneficiary Bank 收款銀行	CMB Wing Lung Bank Limited 招商永隆銀行
Bank Address 銀行地址	45 Des Voeux Road Central, Hong Kong 香港德輔道中45號
Beneficiary's Account Number 收款人帳號	020-601-003-1151-8
Beneficiary's Name 收款人	LINGNAN UNIVERSITY 嶺南大學
Beneficiary's Address 收款人地址	1/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong 香港屯門嶺南大學黃氏行政大樓1樓
SWIFT Code 環球財務通訊協會密碼	WUBAHKHH
Payment Details 匯款資料	Your payment reference number 你的付款參考編號 (Student ID + 3081 學生編號+ 3081)
Remit Currency 貨幣	Hong Kong dollars 港幣

All bank charges should be paid by the remitter and should not be deducted from the remittance.

匯款手續費應由匯款人支付，不可從匯款中扣除。

If you have any inquiries on payment, please contact Ms. Chau at (852) 2616 8815 / Ms. Lam at (852) 2616 8810 or email at echau@LN.edu.hk / winnielam@LN.edu.hk.

如您有任何繳款查詢，請聯繫周小姐 (852) 2616 8815 / 林小姐 (852) 2616 8810 或電郵至 echau@LN.edu.hk / winnielam@LN.edu.hk。

If you have any inquiries on password test fee, please contact CEAL via email at cealdiag@ln.edu.hk.

如您有關考試查詢，請電郵至 cealdiag@ln.edu.hk。