

**LINGNAN UNIVERSITY**  
**NOTES ON APPLICATION FOR TRANSCRIPTS**

Please read the below instructions carefully before submitting the application.

**INSTRUCTIONS TO APPLICANTS**

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  - a. Students who have unpaid accounts/obligations due to the University/have unofficially withdrawn from the University.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 at [osa@LN.edu.hk](mailto:osa@LN.edu.hk) (**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).
5. Only hard copy of the academic transcript will be issued by the Registry.

**SUBMITTING THE APPLICATION AND PAYMENT METHODS**

6. Current students and graduates of Year 2003 or after with access to the myLingnan Portal are required to submit applications via myLingnan Portal.
7. 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 ground floor of the Wong Administration Building of Lingnan University.
    - Payment can be made by Octopus Card at the Finance Office 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 Transcript” on the envelop
    - Please include all required documents and credit card (Visa/Mastercard) payment is accepted
  - c. **By email** to [registry@LN.edu.hk](mailto: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 Transcript (*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.
8. 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.
9. 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.
10. The application fee for transcript is \$70 per copy. Please note that the fees paid are **non-refundable**.
11. Payment methods not listed on the application form **will NOT be accepted**.
12. All application documents received will be destroyed 1 year after the date of application.

**PROCESSING THE APPLICATION**

13. 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.

**IMPORTANT NOTES**

14. If applicants have not indicated the mailing method (i.e. registered mail / surface mail) in the application form, their transcripts 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 transcript 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 transcripts 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](mailto:DPO@LN.edu.hk). For requests to correct/update personal data, please contact the Registry at [registry@LN.edu.hk](mailto:registry@LN.edu.hk)/Programme Office concerned for TPg programmes/School of Graduate Studies for RPg programmes ([sgs@LN.edu.hk](mailto:sgs@LN.edu.hk)).

## LINGNAN UNIVERSITY Application Form for Transcripts

(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 TRANSCRIPTS" 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 transcript. 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, please visit <https://www.ln.edu.hk/reg/undergraduate-programmes/important-dates>.

Type of Transcript	Official Copy (please fill in <b>Part A</b> below) (to be sent directly to another institution / employer)	Student's Copy (please fill in <b>Part B</b> below)
No. of Copies		
Transcript Fee (HK\$70 per copy)	HK\$	HK\$
<b>TOTAL Transcript Fee</b>	<b>HKS</b>	
<b>Payment Methods</b> <input type="checkbox"/> Please <input checked="" type="checkbox"/> as appropriate)	<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: _____ _____ _____	
Notes on payment by Credit Card: a. The credit card information provided will be kept confidential and used for the transaction indicated in this application only. b. <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.</b>		
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 at [osa@LN.edu.hk](mailto:osa@LN.edu.hk)** 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 recipient(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.*

<p><b>(1) Mailing label to be used for sending out transcript(s):</b></p> <div style="border: 2px solid black; padding: 10px; min-height: 150px;">           Mail to (address and recipient name below):            _____            _____            _____            _____            _____         </div> <p>Sent by <input type="checkbox"/> Surface Mail <input type="checkbox"/> Registered Mail          No. of Copies: ( ) CAP enclosed? <input type="checkbox"/> Yes / <input type="checkbox"/> No          With Attachment? <input type="checkbox"/> Yes / <input type="checkbox"/> No. if "Yes", please state:          _____</p>	<p><b>(2) Mailing label to be used for sending out transcript(s):</b></p> <div style="border: 2px solid black; padding: 10px; min-height: 150px;">           Mail to (address and recipient name below):            _____            _____            _____            _____            _____         </div> <p>Sent by <input type="checkbox"/> Surface Mail <input type="checkbox"/> Registered Mail          No. of Copies: ( ) CAP enclosed? <input type="checkbox"/> Yes / <input type="checkbox"/> No          With Attachment? <input type="checkbox"/> Yes / <input type="checkbox"/> No. if "Yes", please state:          _____</p>
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