

# Lingnan University

## Fall 2025 Student Exchange Programme

### [Nomination and Application Deadline: 30 April 2025]

We are delighted to announce the commencement of our recruitment for the Fall 2025 Student Exchange Programme. We warmly invite your students to join us for a semester or year-long exchange.

#### **Eligibility:**

Each nominated student must meet the following academic requirements for any of our exchange programmes:

- Provide a recommendation letter from student's home institution (written in English by a faculty member or a representative from the International Office) articulating the reasons for recommending the student for our exchange programme.
- Have completed at least two terms of full-time study but must not be in their final year or final semester at their home institution.
- Maintain a cumulative Grade Point Average (GPA) of 2.5 or higher on a 4-point scale at their home institution.
- If a student is considered as a non-native English speaker, they must provide us with evidence of English proficiency.

We accept the following standardised tests of English proficiency:

Qualification:	Minimum score
TOEFL (computer-based)	213
TOEFL (paper-based)	550
TOEFL (internet-based)	79
IELTS (Academic Module)	6.0 (overall)
<i>TOEIC with supporting letter<sup>&amp;</sup></i>	750
<i>TOEFL ITP with supporting letter<sup>&amp;</sup></i>	550

- <sup>&</sup>The letter of support can be issued by your office or faculty members to confirm the student's ability to participate in classes conducted in English language.

#### **A) Online System for Student Nomination (For Partner Institution Action):**

Student nominations and applications are made via our [online system](#). Each partner institution should already have a user account to facilitate online nominations. Please use the same coordinator account as in previous semesters for this purpose.

#### **Typical issues with the Online System for Student Nominations:**

- 1) If you've forgotten how to use the system, do not worry, [user guides for coordinators](#) are available to you [online](#).
- 2) If you forgot your username/password, please email us.
- 3) If you have never activated your institution's coordinator account, a separate email with account details will be sent to you (email us if you don't receive them in the next 48 hours).

#### **Important remarks when nominating students through the system:**

Once you enter your students' basic information, make sure to **submit pending nominations** in the system by selecting "Manage Nomination" under the "Student Nomination" tab. Otherwise, your students will not have access to the

Online Application System. The steps are outlined below:

The image displays three sequential screenshots of the Lingnan University Student Nomination System interface, illustrating the steps for managing nominations.

**Step 1 - Click on "Student Nominations"**: The first screenshot shows the main navigation menu. A red arrow points to the "Student Nominations" dropdown menu, which is highlighted in yellow. The dropdown menu includes options for "New Nomination" and "Manage Nomination".

**Step 2 - Click on "Manage Nominations"**: The second screenshot shows the "Manage Nomination" page. A red arrow points to the "Manage Nomination" button in the top navigation bar.

**Step 3 - Choose academic year and select "Fall Recruitment"**: The third screenshot shows the "Student Nomination for" page. A green arrow points to the "Academic Year" dropdown menu, which is open and showing the year "2025-26". Another green arrow points to the "Recruitment" dropdown menu, which is set to "Fall Recruitment".

**Step 4 - Use checkbox to select students and click "Submit Pending Nomination(s)" button**: The fourth screenshot shows the table of nominations. A blue arrow points to the checkbox in the first column of the table. A blue callout box contains the text: "Please check the box next to your nomination and click 'Submit Pending Nomination(s)' to confirm your nominations." Below the table, there is a blue button labeled "Submit Pending Nomination(s)".

### B1) Online System for Student Application Submission (For Student Action):

Once coordinators have nominated students via the system, the nominated students will be invited to complete their applications through the Online System for Student Applications. Each nominated applicant will receive an individual email containing a hyperlink, username, and password to access the system and continue the application process.

**Important!** To avoid delays and ensure a smooth process for all parties involved, we provide [comprehensive user guide](#) for students. It includes the following:

- Step-by-step application procedures
- A checklist of all required documents
- A tentative schedule for Fall 2025 and entire academic year in 2025-2026
- Important notes to applicants regarding study exchange including **Visa** requirements

### B2) Other Application Materials (VISA)

Students must obtain the Hong Kong student visa before studying at Lingnan University. Applicants must complete [VISA/ENTRY Permit Application Form](#). Immigration Department has provided Guidance Notes on Visa Application in [English](#) and [Chinese](#).

We prepared a short [fact sheet](#) about Lingnan University in case you have any further questions.

### B3) Submitting printed application to Lingnan University

- Nominated students who wish to pursue a study exchange with Lingnan University must complete and submit an online application form.
- **In addition:** Students must return to us the **printed / paper forms** including:
  - Complete application form
  - Endorsement from their home institution
  - All requested documents mentioned before
  - Complete VISA/ENTRY Permit Application Form

To ensure the timely processing of your application, including your VISA, and to avoid any delays or unnecessary complications, we must receive all paper documents by **30 April 2025**. Please ensure that all required documents are included. Kindly send the requested paper documents via **international courier** to the following address:

Attn: Ms. CHAN Wing Yin, Winki  
Office of Global Education  
AD208/1, Wong Administration Building  
Lingnan University, Tuen Mun,  
Hong Kong

#### Other Information:

**#Course selection:** All exchange students are invited to enroll in any undergraduate courses listed in [course offering list](#). However, please note that certain courses may have prerequisite requirements or major-specific restrictions. We strongly recommend that students consult with their academic advisors at their home institution regarding their course selections at Lingnan University.

For most [Updated & Detailed Class Schedule](#):

Click on the above link, scroll to "*Programme and Course Information > Course Offering List > 2025-26 Academic Year > 1st Term, 2025-26*".

Detailed course descriptions can be found [here](#).

It is important to note that exchange students must register for their courses through the Lingnan student portal on a first-come, first-served basis. The online course registration for exchange students is tentatively scheduled for 8-10 July 2025. Detailed instructions for online course registration will be provided to students upon their acceptance into the program.

We would greatly appreciate it if you could promote our exchange programmes to your students. If you have any further inquiries, please feel free to contact us via email at [exchange@LN.edu.hk](mailto:exchange@LN.edu.hk).

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