Tentative Schedule for Fall 2015

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| ****Prospective inbound exchange students**** | ****Timeline**** |
| 1. Talk to your study abroad advisor and/ or academic advisor of your home institution on:
2. Application procedures for going abroad on exchange
3. Course selection at Lingnan University
 | Mar 2015 |
| 1. Complete the application forms
	1. Refer to the email from Lingnan University regarding the online application form for Student Exchange Programme, your username and password
		1. Read carefully the Important Notes to Applicant (in Part A)
		2. Read carefully the checklist of supplementary documents (in Part D)
	2. Download application form for visa / entry permit for study in Hong Kong from <http://www.immd.gov.hk/pdforms/ID995A.pdf>
	3. Read carefully the Guidance Notes (for English version): [http://www.immd.gov.hk/pdforms/ID(E)996.pdf](http://www.immd.gov.hk/pdforms/ID%28E%29996.pdf) or

ii. Read carefully the Guidance Notes (for Chinese version): [http://www.immd.gov.hk/pdforms/ID(C)996.pdf](http://www.immd.gov.hk/pdforms/ID%28C%29996.pdf) | Mar-Apr 2015 |
| 1. Submit the printed version of your online application form for Student Exchange Programme (ask your home institution to make endorsement in Part K) and Visa Application with the following documents to OMIP via your home institution:
	1. Official TOEFL/ IELTS Score Report (if English is not your native language) or Proof of English Proficiency (issued by home institution)
	2. An Official Transcript
	3. A Reference Letter from either the International Office or Academic Faculty of your home institution
	4. Financial proof (e.g. bank statement)
	5. Financial supporting letter (if the financial proof is not belongs to the applicant)
	6. A copy of valid passport (for Overseas students) / Identity Card (for Mainland students)
 | By 30 Apr 2015  |
| 1. Application be approved by senior management of Lingnan University
 | May 2015 |
| Shortlisted incoming exchange students |  |
| 1. Receive an e-admission letter from OMIP
 | May 2015 |
| 1. Confirm acceptance via online application system for Student Exchange Programme
 | May 2015 |
| 1. Settle exchange related payment by:
	1. Online payment via online application system
	2. Bank draft\* (amount in Hong Kong dollar payable to “Lingnan University”, write your name at the back of the bank draft, post to Office of Mainland and International Programme, AD208/1, 2/F, Wong Administration Building, Lingnan University, Tuen Mun, Hong Kong)

\*To save postage cost, you may choose to post your bank draft together with your applications during application stage | May-Jun 2015 |
| 1. On-line course registration (on a first-come-first-serve basis)
	1. Courses on offer Courses on offer: <http://www.ln.edu.hk/reg/info/timetable/201509courselist.pdf> (Class timetable will be announced via the same hyperlink on 2 July)
	2. Course descriptions: <http://www.ln.edu.hk/reg/course_descriptions4yr.php>
	3. Guidelines for on-line registration: <http://www.ln.edu.hk/reg/info/timetable/regprocedure.pdf>
 | 6-8 Jul 2015 |
| 1. Receive original admission letter, student visa and student handbook by international courier

\*It is important for you to provide OMIP with your corresponding address for this period in your application form. | \*Jul-Aug 2015 |
| 1. Inform OMIP of your flight itinerary, arrival details and apply for arrival pick-up service via online application system for Student Exchange Programme
 | By 10 Aug 2015 |
| 1. Submit a proof of insurance covering travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation/ repatriation throughout the entire-period of your study at Lingnan University via online application system for Student Exchange Programme
 | By 10 Aug 2015 |
| 1. Check-in at student hostel
 | 17 Aug 2015 |
| 1. Arrival pick-up service
2. Hong Kong International Airport: at 12:00, 16:00 and 21:00
3. Hung Hom Train Station: at 14:30
4. Fanling Train Station: at 13:00 and 17:00
 | 17-18 Aug 2015 |
| 1. Attend orientation programme for new exchange students
 | 19-30 Aug 2015 |
| 1. Course Add/Drop Period (on a first-come-first-serve basis)
2. Courses on offer Courses on offer: <http://www.ln.edu.hk/reg/info/timetable/201509courselist.pdf> (Class timetable will be announced via the same hyperlink on 2 July)
3. Course descriptions: <http://www.ln.edu.hk/reg/course_descriptions4yr.php>
4. Guidelines for on-line registration: <http://www.ln.edu.hk/reg/info/timetable/regprocedure.pdf>
 | To be announced upon acceptance |
| 1. Classes begin
 | 31 Aug 2015 |
| 1. Examination Period
	1. Examination Period for Fall term (including the day reserved for examinations postponed due to extenuating circumstance)
	2. Examination Period for Spring term (including the day reserved for examinations postponed due to extenuating circumstance)
 | To be announced upon acceptance |
| 1. International Day

It is an annual campus-wide cross-cultural event. All exchange students will be invited to showcase their cultures by giving cultural performances and organizing their country booths in the carnival. Please make sure you bring along some things/ ideas (e.g. your national costumes, music instruments/ snacks/ photos/ traditional games of your country etc.) that you would like to share with us. | Mid-Oct 2015 |
| 1. Check-out from student hostel (Fall term)

Check-out from student hostel (Full year) | 30 Dec 201520 May 2016 |