

Notes for Admission to Postgraduate Diploma in Business Programme 2020-21

Submission of Application

Applicants may submit an application with the following items in person or by post to Lingnan Institute of Further Education (UG01, Lau Chung Him Building, Lingnan University, Tuen Mun, New Territories, Hong Kong)

1. The duly completed application form;
2. The verified copy of relevant academic certificates;
3. The verified copy of international English test result (e.g. IELTS / TOEFL);
4. The original bank receipt of application fee;
5. Credentials (if any)

Remarks: Applicants should provide original copy of passport or ID card for verification upon submission of application form in person or participation in interview.

Application Fee

Application Fee: HK\$200 (Local Applicants)
 HK\$400 (Non-local Applicants)

All fees paid are neither refundable nor transferable. Please pay by one of the following methods:

1. Deposit into the following bank account at any branch of the Bank of East Asia Limited in Hong Kong with payment reference number "PGD2021":

Bank Account Number	015-514-40-401541-2
Bank Account Name	Lingnan University
Bank Name	The Bank of East Asia, Limited

2. Pay via Online Credit Card Payment System: <https://life.ln.edu.hk/creditcardpayment.php>
3. Pay by bank draft payable to "Lingnan University"

4. Pay by Telegraphic Transfer:

Bank Account Number	015-514-40-401541-2
Bank Account Name	Lingnan University
Bank Name	The Bank of East Asia, Limited
Address of Bank	10 Des Voeux Road Central, Central, Hong Kong
Swift Code	BEASHKHH
Payment Reference	Please state the English full name of applicant and "PGD2021"

Remarks:

- If telegraphic transfer is made, all bank charges will be borne by the applicants. Charges cannot be deducted from the application fee payment.
- Please write down the Chinese and English full names of applicant at the back of the original bank receipt of application fee, bank draft or payment document.
- Please submit the original bank receipt of application fee, bank draft or payment document with application form to Lingnan Institute of Further Education.

Confirmation of Eligibility

Applicants with conditional offer will receive the offer letter, payment advice for the tuition fee of the first academic term and relevant documents for visa application. Applicants should return the required documents and payment receipts within the specified period so as to proceed with the procedures of admissions and visa application, which takes around two months. Failure to return the documents as scheduled may lead to disqualification of the application for admission.

Enquiry

Lingnan Institute of Further Education

UG01, Lau Chung Him Building, Lingnan University, Tuen Mun, New Territories, Hong Kong

Tel: (852) 2616 7256 (For enquiries on programme details)
 (852) 2616 8247 / 2616 8274 (For enquiries on application, interview, student visa or registration)

Fax: (852) 2460 2049

Email: cn@ln.edu.hk

Website: life.ln.edu.hk/pgd

Application Form for Admission to Postgraduate Diploma in Business Programme 2020-21

Please complete the application form in English, and in BLOCK letters using black / blue ink. For supporting documents, submit photocopies together with your application for evaluation. The original documents will need to be presented at a later time upon request by Lingnan University (LU) or Lingnan Institute of Further Education (LIFE).

1. Personal Particulars (As stated on ID Card / Passport)

Name in English: _____ Name in Chinese: _____ Gender: Male / Female*
(Surname first) (if applicable) (*Delete where inapplicable)

Date of Birth: ____ / ____ / ____ HKID / Passport No.: _____ () Nationality: _____
(DD / MM / YYYY)

Address: _____
(In English)

Tel.: _____ Email: _____

Person to Contact in Case of Emergency

Name in English: _____ Name in Chinese: _____
(Surname first) (If applicable)

Relationship : _____ Language: _____

Contact No.: _____ Email: _____

2. Public Examination Results (Please attach copies of supporting documents)

Public Examination (e.g. DSE, IELTS, TOEFL, GMAT, CET6)	Sections / Subjects	Grade Attained	Date of Award (MM/YY)

3. Undergraduate / Postgraduate Education (Please attach copies of transcripts)

From (MM/YY)	To (MM/YY)	Name of Institution and Country	Programme of Study and Classification of Award	Study Mode (FT / PT)	Date of Award (MM/YY)

Have you ever taken any programme at The Community College at Lingnan University or Lingnan Institute of Further Education?
 Yes (The latest programme taken _____ Student no. _____ Year _____)
 No

4. Professional Qualification (Please attach copies of transcripts)

Name of Awarding Institution and Country	Professional Qualification	Date of Award (MM/YY)

5. Work Experience

From (MM/YY)	To (MM/YY)	Name of Organisation	Department / Section	Position

6. Other Information (Please attach supplementary documents)

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7. Applicant with Special Needs

It is the policy of LU and LIFE to offer equal opportunities to all applicants. We are committed to catering the learning needs of all our students. If you need any special arrangement for learning or taking the examination, please provide us the details. We may contact you to obtain further information (e.g. medical certificates) for providing assistance.

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8. Statement of Purpose for Studying the Programme (Please attach supplementary sheets if needed)

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9. Declaration of Relationships

Do you have any personal relationships with any employees of LU or LIFE who assume managerial / teaching role in the programme application, e.g. you are a family member, a relative, or a close friend of any relevant employee of LU or LIFE or your family member is a close friend of any relevant employee of LU or LIFE?

- Yes. Name of the relevant staff member: _____
Relationship: _____
- No. I do not have any personal relationships with any employees of LU or LIFE who assume managerial / teaching role in the programme application.

10. Residence in Hong Kong

Please tick the box where appropriate.

I will need to find a residence myself. have a stable residence in Hong Kong. do not need to live in Hong Kong.

11. Survey

How did you learn about the programme information? (You may choose more than one option)

Please tick the box where appropriate.

- | | |
|--|---|
| <input type="checkbox"/> LU's Website | <input type="checkbox"/> Information Day for Mainland Applicants
(Please specify: _____) |
| <input type="checkbox"/> LIFE's Website | <input type="checkbox"/> Referrals by Agencies
(Please specify: _____) |
| <input type="checkbox"/> Email from LU | <input type="checkbox"/> Video-sharing Website (e.g. Tudou, Youku)
(Please specify: _____) |
| <input type="checkbox"/> Email from LIFE | <input type="checkbox"/> Other Website
(Please specify: _____) |
| <input type="checkbox"/> LIFE's Weibo | <input type="checkbox"/> Discussion Forum
(Please specify: _____) |
| <input type="checkbox"/> Programme Prospectus | <input type="checkbox"/> Search Engine (e.g. Baidu, Sina)
(Please specify: _____) |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Media Coverage
(Please specify: _____) |
| <input type="checkbox"/> School Talk | |
| <input type="checkbox"/> Referrals (Please specify: _____) | |
| <input type="checkbox"/> Education Guide Book | |
| <input type="checkbox"/> Outdoor Advertisement | |
| <input type="checkbox"/> Others (Please specify: _____) | |

12. Notes

1. Applicants are advised to provide all the information requested in the application, where applicable, otherwise, LU and LIFE may be unable to process your applications.
2. Applicants may be required to attend an admission interview and / or a written test and provide further information in support of your applications.
3. LU and LIFE are at their discretion to make / change the decision whether an applicant is admitted.
4. Applicants or their family members and agents must not offer advantages to any staff or members of LU and LIFE in relation to their admission applications or while having dealings of any kind with LU and LIFE. These offers may constitute an offence under the Prevention of Bribery Ordinance (Cap. 201) in Hong Kong. LU and LIFE also prohibit their staff and members from soliciting or accepting such advantages.
5. LIFE does not authorize any third parties for handling admissions application. All fees should be settled directly with LIFE using the designated method. LIFE ensures fair admission.

13. Declaration and Authorization

1. I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation or false information given will result in the disqualification of my application for admission or termination of study at LIFE if admitted.
2. I authorise LIFE to obtain, and the Hong Kong Examinations and Assessment Authority and other relevant authorities to release, information about my results in public examinations and academic and / or professional qualifications in Hong Kong and elsewhere.
3. I consent to conform to the Regulations of LU and LIFE if I am admitted to LU and LIFE.
4. I understand that fees paid are neither refundable nor transferable regardless of whether I have attended classes.
5. I understand LU and LIFE have the final approval authority to admit students to the programmes.
6. I understand that LU and LIFE reserve the rights to make final decisions whether the programme(s) / concentration(s) are offered.

14. Personal Information Collection Statement

1. The purpose of collecting personal data by means of this form is to process the application for admission. After being admitted, related personal information of applicants will become part of the student record for academic, administrative, student activities, alumni affairs, research, and statistical analysis purposes.
2. Personal data of unsuccessful candidates will be destroyed.
3. Applicants have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests to access personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact Registry Office at LIFE@LN.edu.hk.

Please tick the appropriate box below:

I agree / do not agree to receive direct marketing information from LIFE.

Signature of Applicant

Date