

Exchange Student Application

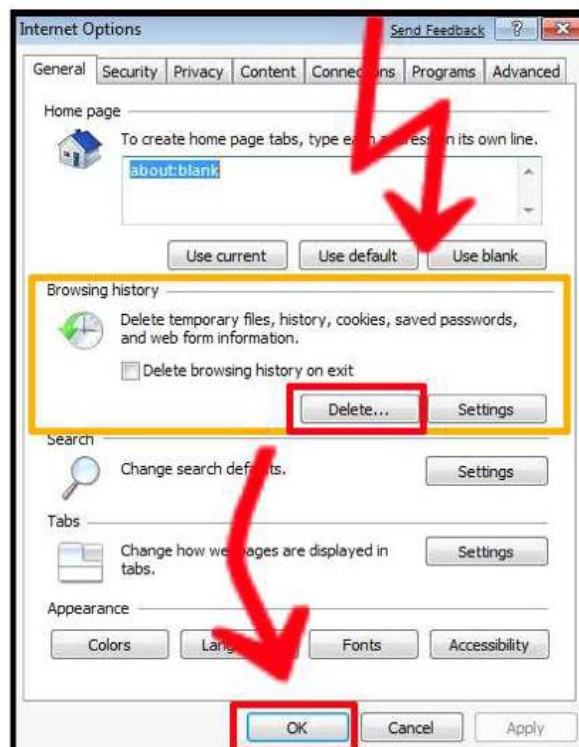
To avoid problems during the submission of your documents, please proceed with the application after deleting all the cookies in your internet browser.

- You must use **Internet Explorer**

To do so, please refer to the following instructions:

How to delete cookies:

Tools → Internet Option → Click Cookies, History Delete → Close the current browser and open a new one.



New Online Application

1. Password:

- You must enter a password that is easy to remember.

2. Study Type:

- Click 'Exchange Student'

외국인 교환학생 입학원서 Application for Admission to the Student Exchange Program at Soonchunhyang University			
Application No.	<input type="text"/>	Password	<input type="password"/> 1
Study Type	<input checked="" type="radio"/> Exchange Student <input type="radio"/> Visiting Student 2		

3. Personal Information:

- It is possible to enter the numbers of your birthday manually.
- **[IMPORTANT]**When you put your name, please write your Family name all upper case letter and your middle name and first name start with upper case letter followed by the lower case letters.
***Example: Michael Jeffrey Jordan → MICHAEL Jeffrey Jordan**
- Email Address for Certificate of Admission: Please make sure to enter a valid Email address that you receive your Certificate of Admission.
- Please put Father's Name (Last / Given) and Mother's Name (Last / Given). This information is used for your Certificate of Admission as well.

Personal Information 3

Name in Korean <i>If applicable</i>	<input type="text"/>	Name in English	Family Name : <input type="text"/>
Name in Chinese <i>If applicable</i>	<input type="text"/>	Gender	<input type="radio"/> Male <input type="radio"/> Female
Date of Birth	<input type="text"/>	Birth Place (Country/City)	<input type="text"/>
Nationality	<input type="text"/>		
Mailing Address for Acceptance Letter	(Number & Street) (City) (State/Province) (Zip/Postal Code)	<input type="text"/>	
Permanent Mailing Address <i>If applicable</i>	(Number & Street) (City) (State/Province) (Zip/Postal Code)	<input type="text"/>	
Email Address	Primary : <input type="text"/>	Alternate : <input type="text"/>	
Phone Number	<input type="text"/>	Passport Number <i>If applicable</i>	<input type="text"/>
Father's Name (Last / Given)	<input type="text"/>	Mother's Name (Last / Given)	<input type="text"/>

4. Academic Information (Home University):

- Please enter your present academic information and select **Country of the School You Are Attending** and **Name of University**.
- It is possible to type the numbers of your **Admission Date** and **Expected Graduation Date** manually.

Academic Information(Home University) 4

Country of the School You are Attending	<input type="text"/>	Name of University	<input type="text"/>
Major	<input type="text"/>	Year of Study	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> Graduate
Admission Date	<input type="text"/>	Expected Graduation Date	<input type="text"/>
G,P,A(4.0 Scale) <i>If applicable</i>	<input type="text"/>		

5. Study Plan and choosing Course of Study:

- Choose the Starting Year, Starting Semester, Duration of Study, Course of Study. Make sure to choose Department of Global Open Major (International Studies)

Study Plan (Soonchunhyang University) 5	
Starting Year	<input type="text"/>
Course of Study	<input checked="" type="radio"/> Department of Global Open Major (International Studies) <input type="radio"/> ETC

International Studies

Not only can you take classes in Korean Language and culture, but you can also apply for other subjects that are taught in English. Subjects that you apply for may vary each semester. You can learn more about these courses and subjects by going to the website below:

http://sgee.sch.ac.kr/asia/sub02/sub_05.php

6. Contact Information:

- Name and Contact of Main Contact Person:
 - o Please enter the name and contact information of the person from whom you received permission to become an exchange student.
(Most likely your institution's Study Abroad advisor)

7. SAVE

- After entering all the information, you must click **SAVE**. After clicking **SAVE**, a window (as shown below) will show your '**Exchange Student Acceptance Document Number**' and '**Password**'.

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Name of Main Contact Person	<input type="text"/>	Title of Main Contact Person	<input type="text"/>
Phone Number	<input type="text"/>	Email Address	<input type="text"/>

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* It is important that you save this information incase you want to make changes to your application.

8. [Important] Required Documents Upload:

- Please upload all the required documents you gathered for the Soonchunhyang Exchange Student Program.
 - Scanned Letter of Nomination Form (form provided)
 - Medical Form (form provided)
 - Personal Statement (form provided)
 - Official university transcript (scanned)
 - Scanned image of passport (optional for application)
 - *Your passport must be valid during your study period.
 - *Valid Passport is required for your Certificate of Admission.
 - *Do **NOT** submit your passport that will expire soon.
 - Passport ID Photo in JPG or PDF format (optional for application)

Required Documents Upload		
Transcript	<input type="text"/>	<input type="button" value="Add File"/>
Copy of Passport	<input type="text"/>	<input type="button" value="Add File"/>
Medical Form	<input type="text"/>	<input type="button" value="Add File"/>
Personal Statement	<input type="text"/>	<input type="button" value="Add File"/>
Letter of Nomination	<input type="text"/>	<input type="button" value="Add File"/>
Application for Dormitory Room Assignment with Korean Students	<input type="text"/>	<input type="button" value="Add File"/> For Chinese Students Only
Certificate of Tuberculosis Test	<input type="text"/>	<input type="button" value="Add File"/>
ID photo	<input type="text"/>	<input type="button" value="Add File"/>

*Please submit Certificate of Tuberculosis Test(Result has to be dated within 1 month of the dorm move-in date) to astudies@sch.ac.kr AFTER acceptance.

9. Personal Information Collection and Usage Agreement:

- After reading through the Personal Information Collection and Usage Agreement, check <**I AGREE**>.

10. Submission

- Once everything has been uploaded successfully and all information are filled in correctly, click <**SUBMIT**>. **Clicking submit will complete your application for submission.**

[Personal Information Collection and Usage Agreement]

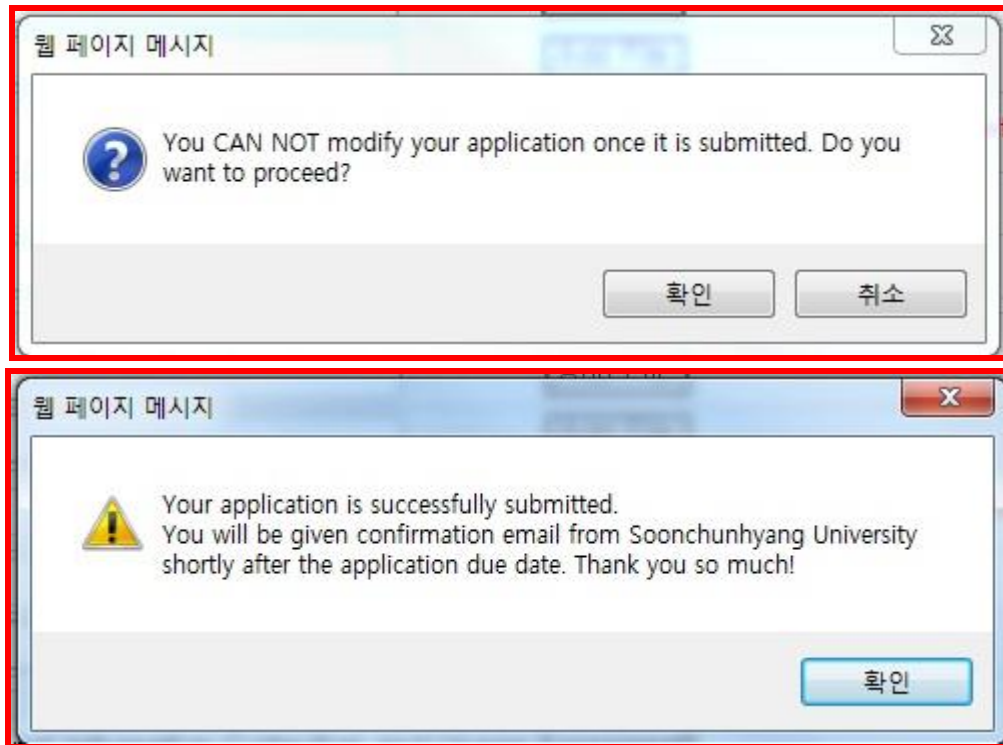
1. The Institute collects the following information:
 - Personal Information: Student name, Address, Contact information, Guidance Contact information, Email address

2. Purposes of collection and use of Personal Information
 a. Proceed the application process
 b. Provision of Student Service
 c. Provision of follow up services for students' welfare and emergency

Pursuant to the Personal Privacy Protection Law, the Institute does not release personally identifiable information and/or records to a third party, nor will we use it except in connection with Student Service and Management. You may withdraw your consent at any time.

☐ I AGREE

I agree to give consent to process (including to collect, use and retain) my personal information in accordance with this Privacy Policy.



Modify Online Application

If you want to make changes to your application, please go to the link below and enter your application number followed by your password. Once all changes are made, be sure to click **SAVE**.

Modify Online Application:

<http://st.sch.ac.kr/html5/SCH/LaunchProject2.jsp?formUrl=T119028>

For further questions, please send an email to astudies@sch.ac.kr