

## Exchange Student Program Application Process and Checklist

### Application Process

#### Application Periods and Deadline

	Phase 1,2	Phase 3
Spring Semester	November 1 – November 15	February 1
Fall Semester	May 1 – May 15	August 1

#### Application Procedure

The application process consists of three phases. Therefore, it is important for nominated students to be attentive to their email throughout the application process.

##### Phase 1. Online nomination:

<https://docs.google.com/forms/d/1DJeZjN1g0L-MRW4VnKdTLE91QbU8EXjGWmfZcv30K&o/edit>

**Phase 2. Complete the following required documents and email them to the Office of International Relations within the application periods.**

**\*Email address : [studyabroad@soongsil.ac.kr](mailto:studyabroad@soongsil.ac.kr)**

##### Required Documents

- a. Application Form (With a current photo attached)
- b. Housing Application Form
- c. Official Academic Transcript
- d. Statement of Purpose
- e. Copy of Identity page of Passport
- f. Recent Color Photo (jpeg file)

- Once the application is received, the student will receive confirmation of receipt via email.

- Students will receive an acceptance letter with an information packet within 3~4 weeks after the application deadline.

**Phase 3. Complete the following required documents and email them to the Office of International Relations by application deadline.**

##### Required Documents

- a. Arrival Information Form
- b. Medical Certificate
- c. Health Insurance Application Form (With an insurance Certificate copy)

### Checklist

#### Online Nomination

- |   |   |
|---|---|
| Exchange Student Nomination Form (completed by the home university coordinator) | <b>Deadline</b><br><br>Spring Semester:<br>February 20<br><br>Fall Semester:<br>August 30 |
| Application Form (with a photo)   |   |
| Three passport-sized photos   |   |
| A Copy of Passport  |   |
| Official Academic Transcript  |   |
| Statement of Purpose  |   |
| Housing Application Form  |   |
| Medical Certificate (No later than August 1)                                    |   |
| Arrival Information Form (NLT August 1)   |   |
| Health Insurance Application Form (NLT August 1)                                |   |
| Insurance Certificate Copy (Optional, NLT August 1)                             |   |