Online Application Manual for SMU International Students

1. Open online application page
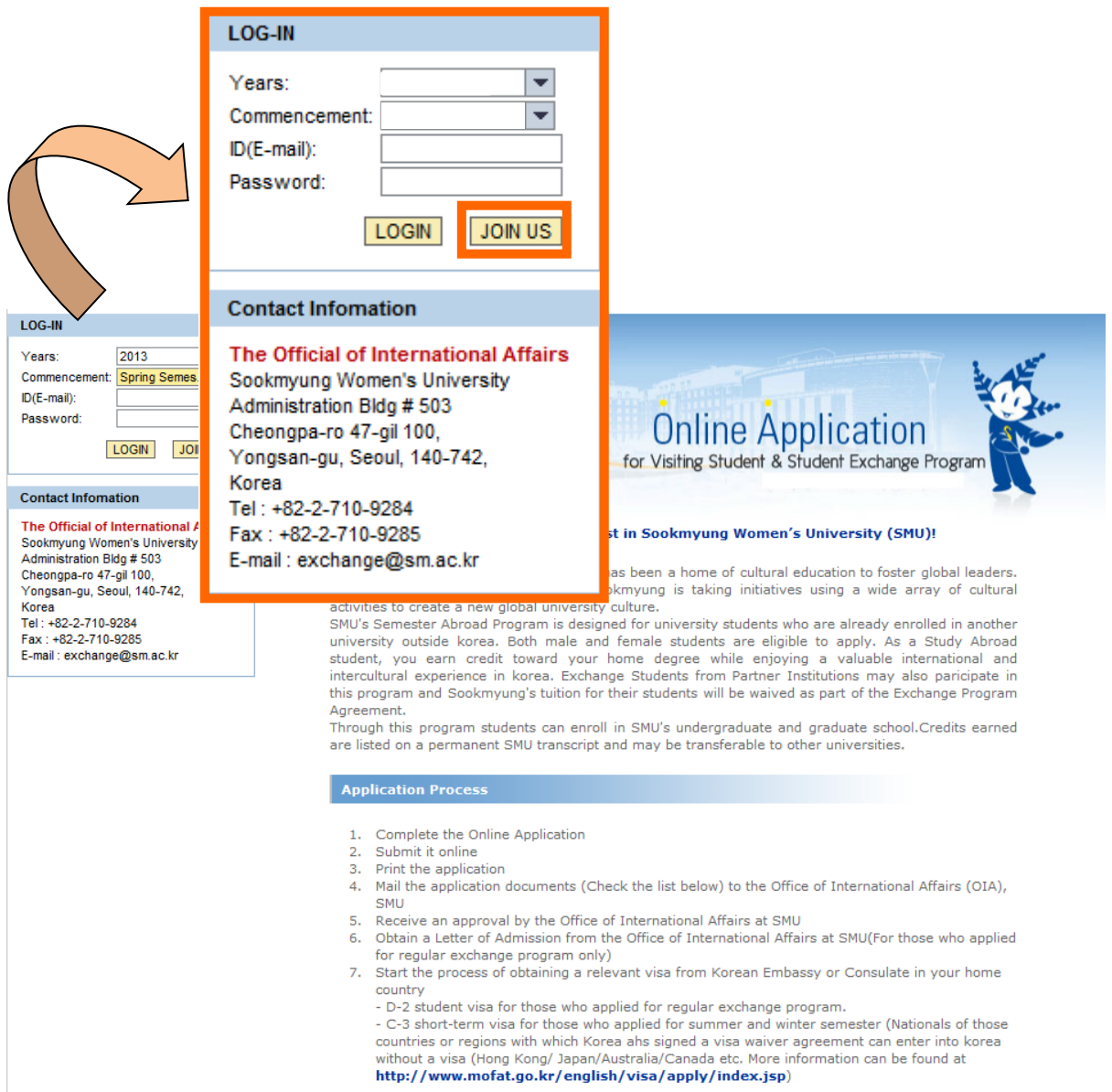
http://e.sookmyung.ac.kr > Admission > International Programs > How to apply >
Click the box "**online application Apply now!!**"

2. Create an I.D. and Password
You must create an ID and a password and log-in and fill out the online application.

① **Click 'Join Us'**

LOG-IN

Years: ▼
Commencement: ▼
ID(E-mail):
Password:

[LOGIN] [JOIN US]

Contact Infomation

The Official of International Affairs
Sookmyung Women's University
Administration Bldg # 503
Cheongpa-ro 47-gil 100,
Yongsan-gu, Seoul, 140-742,
Korea
Tel : +82-2-710-9284
Fax : +82-2-710-9285
E-mail : exchange@sm.ac.kr

LOG-IN

Years: 2013
Commencement: Spring Semes.
ID(E-mail):
Password:

[LOGIN] [JOI

Contact Infomation

The Official of International A
Sookmyung Women's University
Administration Bldg # 503
Cheongpa-ro 47-gil 100,
Yongsan-gu, Seoul, 140-742,
Korea
Tel : +82-2-710-9284
Fax : +82-2-710-9285
E-mail : exchange@sm.ac.kr

Online Application
for Visiting Student & Student Exchange Program

...st in Sookmyung Women's University (SMU)!

...as been a home of cultural education to foster global leaders. ...ookmyung is taking initiatives using a wide array of cultural activities to create a new global university culture.
SMU's Semester Abroad Program is designed for university students who are already enrolled in another university outside korea. Both male and female students are eligible to apply. As a Study Abroad student, you earn credit toward your home degree while enjoying a valuable international and intercultural experience in korea. Exchange Students from Partner Institutions may also paricipate in this program and Sookmyung's tuition for their students will be waived as part of the Exchange Program Agreement.
Through this program students can enroll in SMU's undergraduate and graduate school.Credits earned are listed on a permanent SMU transcript and may be transferable to other universities.

Application Process

1. Complete the Online Application
2. Submit it online
3. Print the application
4. Mail the application documents (Check the list below) to the Office of International Affairs (OIA), SMU
5. Receive an approval by the Office of International Affairs at SMU
6. Obtain a Letter of Admission from the Office of International Affairs at SMU(For those who applied for regular exchange program only)
7. Start the process of obtaining a relevant visa from Korean Embassy or Consulate in your home country
   - D-2 student visa for those who applied for regular exchange program.
   - C-3 short-term visa for those who applied for summer and winter semester (Nationals of those countries or regions with which Korea ahs signed a visa waiver agreement can enter into korea without a visa (Hong Kong/ Japan/Australia/Canada etc. More information can be found at http://www.mofat.go.kr/english/visa/apply/index.jsp)

② **Agree the collection and Utilization of Personal Information Agreement.**

Collection and Utilization of Personal Information Agreement

Collection and Utilization of Personal Information Agreement

Thank you for your interest in the International Program of Sookmyung Women's University!
All personal information collected during the application for the exchange program will only
be collected and used for academic and program information, course registration,
transferring credits, and GPA. All collected and processed information is treated under
『SMU's Protection of Personal Information Act』

1. Purpose of collecting Personal Information

Office of International Affairs, SMU processes personal information for the following
purposes. In order to change the purposes of use, prior consent is required. We will only
use your personal information, including your Personal Identification Number for the
purposes of: credit exchange, management of GPA, and report to the Immigration office and
academic affairs.

2. Personal information items to be collected and used

*Required items : name, email address, phone number, nationality, passport number,
Personal Identification Number, date of birth, gender, university's name, major, and student
ID Number
*Optional items : all other items except required items mentioned above.

3. Period of possession and utilization of personal information

Collected personal information will be kept until the purpose of collection and utilization of
the information is fulfilled.

4. Right to refuse consent

An information provider has a right to refuse collection and utilization of personal
information However, in the case of refusal to provide personal information, applying for
exchange program will be restricted.

1 ☑ — agree to allow Sookmyung Women's University to collect and use of my personal
information for the purposes stated above.

2 [Save] [Cancel]

③ **Type your E-mail account which will be your I.D.**

CREATE ACCOUNT ✕

Create Account

ID(E-mail):

Password:
Confirm the Password:

ID(E-mail):

○ Fall Semester(September-December)
○ Winter Semester:Winter Beyond Borders Program

Save   Cancel

④ **Type your password**

CREATE ACCOUNT ✕

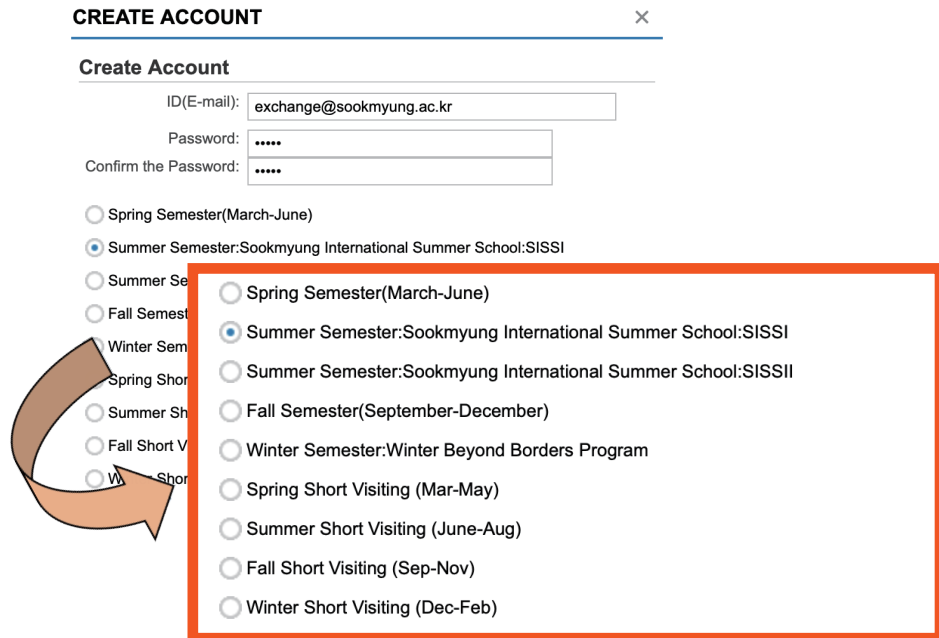Create Account

ID(E-mail):   exchange@sookmyung.ac.kr

Password: •••••
Confirm the Password:

○ Spring Semester(March-June)
○ Summer Semester:Sookmyung International Summer School SISS·

Password: •••••

○ Winter Semester:Winter Beyond Borders Program

Save   Cancel

⑤ **Confirm your password by retyping the password**

CREATE ACCOUNT ✕

Create Account

ID(E-mail):   exchange@sookmyung.ac.kr

Password: •••••

Confirm the Password: •••••

○ Spring Semester(March-June)

Confirm the Password: •••••

○ Winter Semester:Winter Beyond Borders Program

Save   Cancel

⑥ **Click one of the semester or programs you are willing to register**

CREATE ACCOUNT ×

Create Account

ID(E-mail): exchange@sookmyung.ac.kr

Password: •••••

Confirm the Password: •••••

○ Spring Semester(March-June)
◉ Summer Semester:Sookmyung International Summer School:SISSI

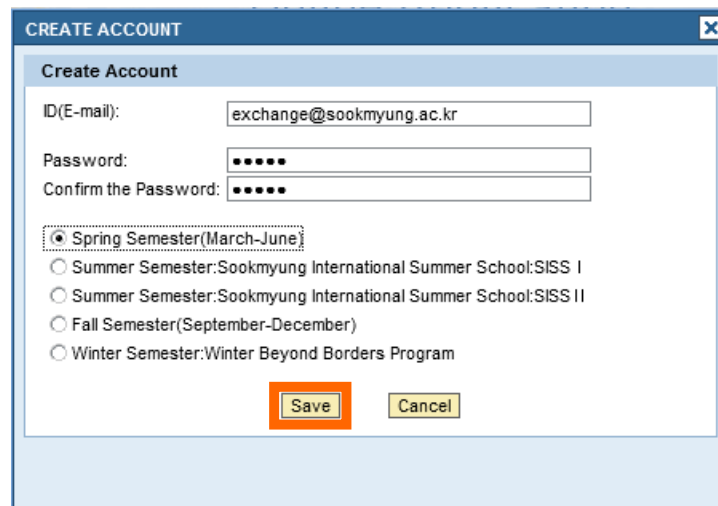| ○ Spring Semester(March-June) |
| ◉ Summer Semester:Sookmyung International Summer School:SISSI |
| ○ Summer Semester:Sookmyung International Summer School:SISSII |
| ○ Fall Semester(September-December) |
| ○ Winter Semester:Winter Beyond Borders Program |
| ○ Spring Short Visiting (Mar-May) |
| ○ Summer Short Visiting (June-Aug) |
| ○ Fall Short Visiting (Sep-Nov) |
| ○ Winter Short Visiting (Dec-Feb) |

⑦ **Click Save**

CREATE ACCOUNT ✕

Create Account

ID(E-mail): exchange@sookmyung.ac.kr

Password: •••••
Confirm the Password: •••••

◉ Spring Semester(March-June)
○ Summer Semester:Sookmyung International Summer School:SISS I
○ Summer Semester:Sookmyung International Summer School:SISS II
○ Fall Semester(September-December)
○ Winter Semester:Winter Beyond Borders Program

[Save] [Cancel]

Your ID and password have been created successfully. ☺

2. Log-in

① Click your "Years/Commencement" and then Log-in as below.

LOG-IN

Years: 2024
Commencement: School:SISSI
ID(E-mail):
Password:

LOGIN   JOIN US

② Click "Application Form" Tab.

Notice | General Info | Application Form | ...mation | My_Status

PROGRAM DETAILS

Program Type: ○ Visiting(Fee-paying) ○ Exchange(T
Duration of Visit to SMU: ○ One Semester ○ Two Semesters

Application Form

③ Fill in your information completely.

   * You should type your family name and given name (same as passport) and please click <mark>**"Enter" key**</mark> after typing your family and given name. Then you full name will be automatically appeared.

* Please do not forget to upload the six necessary documents for applications as below:

  i) You need to scan the documents for each 6 files.

  ii) Click the "찾아보기 (SEARCH)" button to fine your file.

  iii) Select the file

  iv) When you select the adequate file, please click the "UPLOAD" button to upload the files

Uploading application file

A recent copy of an official academic transcript :	찾아보기...	UPLOAD
A copy of passport :	찾아보기...	UPLOAD
A copy of photo(passport size) :		
Recent original bank statement(Amount of $5,000/semester) :	찾아보기...	UPLOAD
Health Insurance Certificate :	찾아보기...	UPLOAD
Medical Check up :	찾아보기...	UPLOAD

1 Search the file from your computer.

2 Upload the file at this page.

④ **If you want to log out or revise it later, click 'SAVE' button at the bottom.**

① SAVE SUBMIT PRINT LOGOUT

* You can click the "SAVE" button as many times as you want before completion of application.

⑤ **When you complete the application and there will be no more changes on the online application, please click "Submit" buttom to submit your application. In this stage, you can not change any information anymore.**
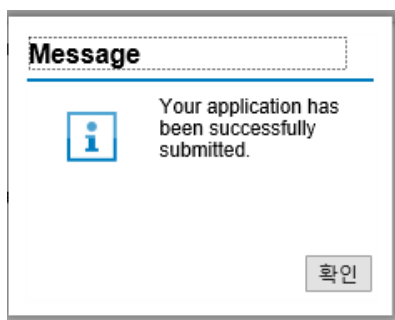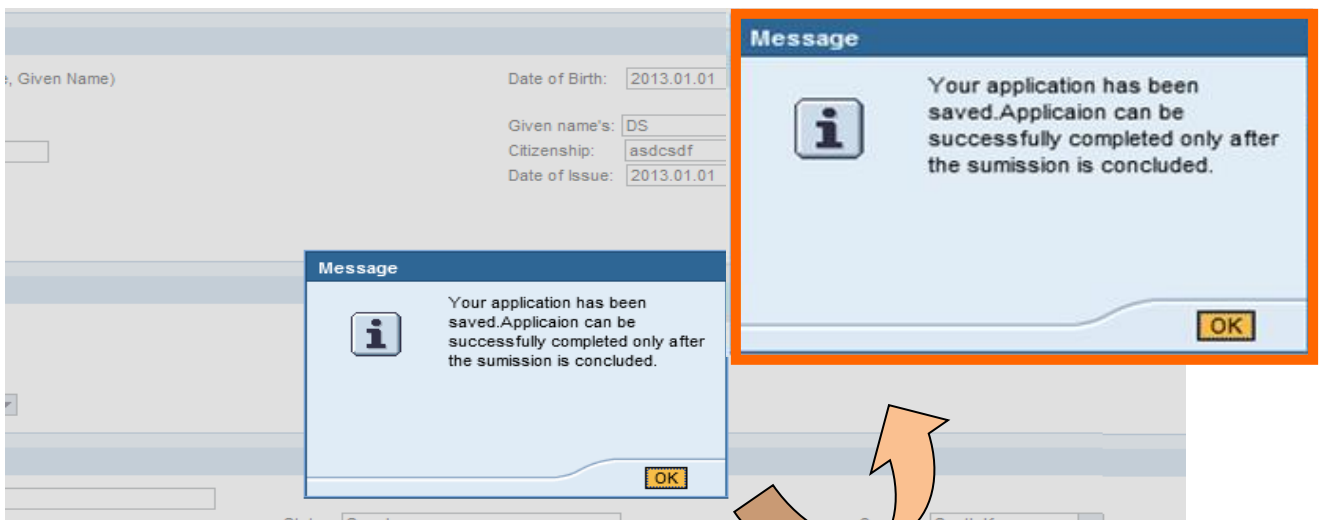
Date of Birth: 2013.01.01
Given name's: DS
Citizenship: asdcsdf
Date of Issue: 2013.01.01

Message

Your application has been saved.Applicaion can be successfully completed only after the sumission is concluded.

OK

Message

Your application has been successfully submitted.

확인

3. Check your status

① **When you complete your online application and press the "submit" button, you will see the status as appeared below.**

② **After reviewing your submitted document, Office of International affairs will give you the feedback on your application. If there is some information or documents are requested, there will be a message at the "Please check again" on the My-Status page.**

③ **You need to check the message on this page, and you need to click the "Click to upload" to re-upload the necessary file according to the message.**
At the uploading application file list, you can see whether the documents are approved or rejected. You should upload the appropriate file again if your document is rejected. (Other information cannot be changed)

Uploading application file

A recent copy of an official academic transcript :		찾아보기... UPLOAD	국제 이.JPG APPROVAL
A copy of passport :		찾아보기... UPLOAD	국제 이.JPG APPROVAL
A copy of photo(passport size) :		찾아보기... UPLOAD	국제 이.JPG APPROVAL
Recent original bank statement(Amount of $5,000/semester) :		찾아보기... UPLOAD	국제 이.JPG REJECT

*Only regular semester exchange students are required to submit.
*For SISS, WBBP student, please upload the receipt of fee payment at this section.

Health Insurance Certificate :   찾아보기... UPLOAD

*If you want to purchase the health insurance in Korea, you only need to upload the "Vertification of Accident and helth insurance". (Vertification form can be download from homepage)

Medical Check up :   찾아보기... UPLOAD

*Only regular semester exchange students are required to submit.

④ **If you find the document and upload the new file, you can see the status changed from "reject" to "change" then, new file is uploaded well.**

Uploading application file

A recent copy of an official academic transcript :		찾아보기... UPLOAD	국제 이.JPG APPROVAL
A copy of passport :		찾아보기... UPLOAD	국제 이.JPG APPROVAL
A copy of photo(passport size) :		찾아보기... UPLOAD	국제 이.JPG APPROVAL
Recent original bank statement(Amount of $5,000/semester) :		찾아보기... UPLOAD	국제 이.JPG CHANGE

*Only regular semester exchange students are required to submit.
*For SISS, WBBP student, please upload the receipt of fee payment at this section.

Health Insurance Certificate :   찾아보기... UPLOAD

*If you want to purchase the health insurance in Korea, you only need to upload the "Vertification of Accident and helth insurance". (Vertification form can be download from homepage)

Medical Check up :   찾아보기... UPLOAD

*Only regular semester exchange students are required to submit.

⑤ **When your documents are all approved, you can see that the status is on approval notice. You. Should click the message to type your arrival information when your flight schedule is ready.**

Notice	General Info	Application Form	Flight Information	My_Status

Process	Date & Time	Comment	
JOIN TO BE A MEMBER	2019/10/01 09:37:25	Signed-up has been successfully completed. You can now access to on- line application.	
SUBMITTED ON-LINE APPLICATION	2019/10/01 10:05:57	Thank you for applying to SMU.	
PLEASE CHECK AGAIN	2019/10/01 10:18:09	Please review the comment below and upload the appropriate document again : * Your document is not accepted due to the reason :PASSPORT, VERIFICATION OF HEALTH INSURANCE ARE REQUIRED	CLICK to upload
APPROVAL NOTICE	2019/10/01 10:46:55	Your application has been successfully approved by OIA. You can now input your arrival information. Acceptance letters for D-2-6(regular exchange students) or D-2-8(short-term exchange students)visa application shall be mailed to your international office soon. Quick Link - Click here to input your arrival information in Korea.	

END

4. Type your arrival Information.

  When your flight schedule is arranged, please do not forget to type your information at the application system.

You should type your flight information <u>no later than 20 days before starting the new semester.</u>

▶ **How to Type in My information:**

e.sookmyung.ac.kr > Admission > International Program > Online Application Apply No > Log in

> Click "Flight Information" > Type in your flight information > <mark>**SAVE > SUBMIT**</mark>

▶ **I have trouble typing in my flight info:**

Please submit your flight info to inbound.exchange@sookmyung.ac.kr and which pick up service you'd like!

* Name / Home Univ / Arrival Date & Time (Korea Local time) / Pick up service

5. Online application is completed!!

| Notice | General Info | Application Form | Flight Information | My_Status |

Process	Date & Time	Comment
JOIN TO BE A MEMBER	2019/09/20 14:55:03	Signed-up has been successfully completed. You can now access to on- line application.
SUBMITTED ON-LINE APPLICATION	2019/09/20 15:07:23	Thank you for applying to SMU.
PLEASE CHECK AGAIN	2019/09/20 15:23:01	Please review the comment below and upload the appropriate document again : CLICK to upload * Your document is not accepted due to the reason :FAMILY RECORD IS REQUIRED
APPROVAL NOTICE	2019/09/20 16:06:02	Your application has been successfully approved by OIA. You can now input your arrival information. Acceptance letters for D-2-6(regular exchange students) or D-2-8(short-term exchange students)visa application shall be mailed to your international office soon. Quick Link - Click here to input your arrival information in Korea.
END	2019/10/08 11:01:23	Your arrival information has been successfully submitted. We look forward to welcoming you at SMU.

LOGOUT

We will look forward to meeting you soon at Sookmyung!
Thank you for applying the exchange student program
to Sookmyung Women's University!!

숙명여자대학교 국제팀
Office of International Affairs