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 <u>"online application Apply now!!"</u>

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'

	LOCIN		
	Years:		
LOG-IN	Contact Infomation		
Years: 2013 Commencement: Spring Semes ID(E-mail): Password: LOGIN JOI	The Official of International Affairs Sookmyung Women's University Administration Bldg # 503 Cheongpa-ro 47-gil 100, Yongsan-gu, Seoul, 140-742,	Online Application	
Contact Infomation The Official of International A	Korea Tel:+82-2-710-9284 Fam:+82-2-710-9284		
Sockmyung Women's University Administration Bidg # 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	E-mail : exchange@sm.ac.kr activities to create a new global university SMU's Semester Abroad Program is desig university outside korea. Both male an student, you earn credit toward your intercultural experience in korea. Excha this program and Sookmyung's tuition for Agreement. Through this program students can enro are listed on a permanent SMU transcript Application Process	as been a home of cultural education to foster global leaders. by myung is taking initiatives using a wide array of cultural culture. ned for university students who are already enrolled in another d female students are eligible to apply. As a Study Abroad home degree while enjoying a valuable international and nge Students from Partner Institutions may also paricipate in their students will be waived as part of the Exchange Program I in SMU's undergraduate and graduate school.Credits earned and may be transferable to other universities.	
	 Complete the Online Application Submit it online Print the application Mail the application documents (Cf SMU Receive an approval by the Office Obtain a Letter of Admission from for regular exchange program only Start the process of obtaining a re country D-2 student visa for those who a C-3 short-term visa for those who countries or regions with which Ko without a visa (Hong Kong/ Japan/ http://www.mofat.go.kr/engli 	eck the list below) to the Office of International Affairs (OIA), of International Affairs at SMU the Office of International Affairs at SMU(For those who applied) evant visa from Korean Embassy or Consulate in your home opplied for regular exchange program. o applied for summer and winter semester (Nationals of those rea ahs signed a visa waiver agreement can enter into korea Australia/Canada etc. More information can be found at sh/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				
ent	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 Acta				
	1. Purpose of collecting Personal Information				
om tur us	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.				
den aibl	2. Personal information items to be collected and used				
i v is n he l te i otl	*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				
ne (at S nal .	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.				
E	agree to allow Sookmyung Women's University to collect and use of my personal information for the purposes stated above.				
nd	2 Save Cancel				
lore	e information can be found at				

1

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)		
O Winter Semester: Winter Beyond Borders Program		
Save Cancel		

④ Type your password

	CREATE ACCOUNT			×	
	Create Account				
	ID(E-mail):	exchange@sookm	/ung.ac.kr		
	Password:				
	Confirm the Password				-
K	O Spring Semester(N	arch-June)			
	Password		•••••		
	- Winter Semester.	inter Deyond Dorden	rrogram		
		Save	Cancel		

(5) Confirm your password by retyping the password

CREATE ACCOUNT			×	
Create Account				
ID(E-mail):	exchange@sookmyun	g.ac.kr		
Password:	••••			
Confirm the Password	••••			
Spring Semester(March-June)				
Confirm th	e Password:	••••		
○ Winter Semester:W	/inter Beyond Borders Pr	ogram		
Save Cancel				

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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/Ma	arch-lune)	l	
O Summe	ring Semester/March_lune1		
	ang Semester (march-seme)		
Oralise Osummer Semester:Sookmyung International Summer School:SISS I			
0 SL	immer Semester:Sookmyung Internat	ional Summer School:SISS II	
○ Fa	Il Semester(September-December)		
	inter Semester:Winter Beyond Borde	rs Program	

⑦ Click Save

CREATE ACCOUNT	×
Create Account	
ID(E-mail):	exchange@sookmyung.ac.kr
Password: Confirm the Password:	•••••
Spring Semester(Ma Summer Semester:S Summer Semester:S Fall Semester(Septe Winter Semester:Wi	arch-June) sookmyung International Summer School:SISS I sookmyung International Summer School:SISS II mber-December) nter Beyond Borders Program
	Save

Your ID and password have been created successfully. \bigcirc

2. Log-in

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



② Click "Application Form" Tab.

Notice General Info Application Form	nation My_Status
PROGRAM DETAILS	
Program Type: OVisiting(Fee-paying) Exchange(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 "Enter" key after typing your family and given name. Then you full name will be automatically appeared.

E Thttp://portal.sookmyung.ac.kr/itj/serviet/prt	/portal/prtmode/preview/prtroot/pcol3aportal_content12fedu.sookmyung.externalLink,folder12fe	idu sookmyung iviews_foldert2fedu sookmyung.exch	angeApp_iview?sap-config-mode= 👻 😋	검색	<u>- 回 - 8</u> 会合 - 9
🗒 APAIE2018-Meetings.x/sx 🛊 대학기구	🔹 Sockmyung Summer Scho 🛊 숙명여자대학교 대표홈페이지 🥥 Faculty	프과강의시간표 조회	遵 siss.web-bi.net 🖉 🖉	국제교류지원서 × 🏈 전	자결자 🥔 새 탑
파일(F) 편집(E) 보기(V) 즐겨찾기(A) 도구(T) 도움	말(H)				🗴 🗞 변환 🔻 🔂 선택
🍰 🔠 Final_EAIE-Meetings.xlsx 💪 Google URL Shorter	ner 🗃 httplingua.sookmyung 🌠 항공편 검색 💷 Daum - 모으타 잇타 흔들 🖪 NAVE	R 🖅 Home 🖪 황율조회 🚾 네이버 사전 🔓 Go	ogle 🏚 숙명여자대학교 🥫 숙명 웹메일	서비스 💇 SAP 🤊 🏠 🔻	🛐 = 🖃 🚔 = 페이지(P) = 안전(S) = 도구(O) = 📦 =
Notice General Info Application Form I PROGRAM DETAILS Program Type: C Visiting(Fee-paying) C E Duration of Visit to SMU: O One Semester C two S	Tright Information My_Status xchander(Tuttion Waiver) demesters				
PERSONAL DETAILS					
Family name: * Please write in English alphabet, no special letters are	allowed. (Same as passport)		Given name/s: *	(Same as passport)
Please type your family name and given name first and	press "ENTER" key.	all and the second below		Date of Birth:	ex) 2011.01.01 (YEAR/MM/DD)
Applying pumber F20182104003	First, hill but the "Fa	imity name and Green name boxes below	X.	Citizenship:	
Gender: O Male O Female	(*pp)sing number	is unity required for international house application	v	Date of Issue:	ex) 2011.01.01 (YEAR/MM/DD)

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- * 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 :	1 <u>찾아보기</u> UPLOAD
A copy of passport :	Search the file from Upload the file
A copy of photo(passport size) :	your computer at this page.
Recent original bank statement(Amount of \$5,000/semester) :	찾아보기 UPLOAD
Health Insurance Certificate :	찾아보기 UPLOAD
Medical Check up :	찾아보기 UPLOAD

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



* 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.

			Message
, Given Name)		Date of Birth: 2013.01.01	Your application has been
		Given name's: DS Citizenship: asdcsdf Date of Issue: 2013.01.01	saved.Applicaion can be successfully completed only after the sumission is concluded.
	Message		
		Your application has been	
	i	successfully completed only after the sumission is concluded	OK
2 			\sim
C+	ata: Saoul		South Kares

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