

1. To apply on-line, visit the website below:

<u>http://e.sookmyung.ac.kr/</u> - Admission – International Programs – Global Exchange Program – Apply on-line

2. You must create an ID and a password and log-in to fill out the online application.

Click 'Join Us'



- 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

2 Put your email account which will be your ID

ID(E-mail):	
Password:	
Confirm the Password	:
Spring Semester()	(arch-lune)
O Summer Semester:	Sookmyung International Summer School:SISS I
O Summer Semester:	Sookmyung International Summer School:SISS I
O Fall Semester(Sep	tember-December)
O Winter Semester: W	inter Beyond Borders Program



③ Type your password



④ Confirm your password by retyping the password

oreate Account	
ID(E-mail):	abc123@hotmail.com
Password:	•••••
Confirm the Password:	••••
 Summer Semester:S Summer Semester:S 	ookmyung International Summer School:SISS I ookmyung International Summer School:SISS I
 Fall Semester(Septer) Winter Semester: Wir 	iter Beyond Borders Program

S Click one of the semesters you are willing to register (You may click only one semester.)

Cleale Accou	nt		
ID(E-mail):	abc123@hotmail.com		
Password:			
Confirm the Password:			
O Summer Sei O Summer Sei	mester:Sookmyung International Summer School:SISS mester:Sookmyung International Summer School:SISS ter(September-December)		
 Fall Semest Winter Seme 	ester:Winter Beyond Borders Program		



6 Click 'Save'

CREATE ACCOUNT		×
Create Account		
ID(E-mail):	abc123@hotmail.com	
Password:	••••	
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O Summer Semester:S	ookmyung International Summer School:SISS I	
O Summer Semester:S	Sookmyung International Summer School:SISS II	
Fall Semester(Septer)	ember-December)	
O Winter Semester: Winter	nter Beyond Borders Program	
6	Save	

⑦ Your ID and password have been created successfully.

3. Log-in

① Click your 'years', 'Commencement' and then Log-in as below.

LOG-IN					
Years:	2012 💌				
Commencement:	Spring Sem 🔻				
ID(E-mail):	003@hotmail.com				
Password:	••••				
LOGIN JOIN US					
The Official of Inte Sookmyung Wom Administration Blu Hyochangwongil Seoul, 140-742, k Tal-10, 0, 2, 2000	ernational Affairs en's University dg # 503 52, Youngsangu, Grea				

2 Click 'Application Form'.

Notice	General Info Application Form	Flight Information My_Status	
ROGRAM	DETAILS		
Program Typ Duration of \	e: Ovisiting(Fee-paying) (fisit to SMU: One Semester Oview	Exchange(Tuition Waiver) o Semesters	
PERSONAL	DETAILS		
Vame: Gender: Family name Passport Nu Country of Is What visa : O Student V	(Family I C Male C Female : : : : : : : : : : : : : : : : : : :	lane, Given Name)	Date of Birth: Birth: Birth: Birth: Birth: Date of Issue: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth: Birth:
CADEMIC	BACKGROUND		Name of Home University
 Undergra Intended Ma 	iduate C Graduate jor at SMU:		
CONTACT	DETAILS		
Number and Town/City: Postcode/Zi	p:	State:	Country:
		Mobile	Fax



③ Fill in your information completely.

If you want to log out or revise it later, click 'SAVE'.

mber and street:	hyochangwonro 86 street 33								
wn/City:	Brisbane	Sta	ate:	Queensland			Country:	Australia.	۳
stcode/Zip:	1234	Em	nail:	sole901003@hotmail.com					
lephone:	02000000	Mo	bile:	010-0000-1234			Fax	020000000	
RMANENT ADD	RESS IN HOME COUNTRY(if	different from above)							
Same of above									
mber and street:	hyochangwonro 86 street 33								
wn/City:	Brisbane			S	State:	Queensland			
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REAN LANGUA	GE PROFICIENCY								
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USING PREFER	RENCE								
you like the offic	e of International Affairs at SMU to	reserve your accommodation?							
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			SAV	E PRINT SUBMIT LO	GOUT				

Then, you can check that message.

🖉 국제교류지원시 -	Windows Internet Explorer				
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🕺 국제교류지원서				🍐 • 🖾 - 🗆 👼 • ጀዕንው)-	인전(S) - 드구(C) - 🎲 - *
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ACADEMIC BACK	KGROUND				
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Telephone:	(2000000)				
KOREAN LANGUA	AGE PROFICIENCY				
Korean is ny first la	anguage: 🛞 Yes-Korean is ny first languag	e 🔿 No-my fiist language is:			
Vit Korean is not yo Korean Langi age p	iur first language please fill in the following. andiciency:	or			
-Visit the SMU web	osile al http://e.sook.nyuna.ac.krt.click Acar	enics>Courses taught in English) f	or List of courses taught in Engl	lish.for bist of courses taught in English.	
HOUSING PREFE	RENCE				
Do you like the offic	ce of International Attains at SMU to reserve	our accommodation?			
Yes, I would like O No. Luull foc. or	e SMU to receive my accommodation				
Housing Application	please submit the housing application long in form can be downloadable at http://e.soo	es well. imyung.ac.kr/ - Life on Campus ->>	Housing		
		SAVE	RINT SUBMIT LOGOUT		
4					
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22				😜 인터넷 🛷	• 🔍 105% • 🔂 0 👩 🤃



④ After filling your application, please double check before clicking 'SUBMIT'.

mber and street:	hyochangwonro 86 street 33								
wn/City:	Brisbane		State:	Queensland			Country	Australia	*
stcode/Zip:	1234		Email:	sole901003@hotmail.com					
lephone:	02000000		Mobile:	010-0000-1234			Fax	020000000	
RMANENT ADD	RESS IN HOME COUNTRY(if	different from above)							
Same of above									
mber and street:	hyochangwonro 86 street 33								
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stcode/zip:	1234				Country:	Australia.	*		
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REAN LANGUA	GE PROFICIENCY								
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USING PREFE	RENCE								
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No, I will find an	nd reserve my accommodation by n	nyself							
you check YES, using Application	please submit the housing applicat n form can be downloadable at http	tion form as well. p://e.sookmyung.ac.kr/ - Life	on Cam	eus ->Housing					
			SA	VE PRINT SUBMIT	OGOUT]			

You can check the message is coming on. If you think that you don't need to revise the application anymore, click 'Yes'. (When it is submitted, you cannot revise it any more)

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ACADEMIC BACI			
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CONTACT DETAI	LS	Cnce you submit the application, you cannot	
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Town/City:	Brisbane		Country: Australia
Postcode/Zip:	1234		
Telephone:	02000000		Fax 020000000
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PERMANENT AD	DRESS IN HOME COUNTRY(if different from above)	Tes no	
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Number and street	hyochargwonro 86 street 33		
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Telephone:	02000000		
KOREAN LANGU	AGE PROFICIENCY		
Korean is my first l +If Korean is not yo Korean Language +Visit the SMU we	anguage: Yes-Korean is my first language No-my first language please fill in the following, proficiency: Excellent Gcod Poor Sette at http://e.sookmyung.ac.kr/click Academics>Courses t	t language is aught in English) for List of courses taught in English for Lis	st of courses taught in English.
HOUSING PREFE	RENCE		
Do you like the office (a) Yes, I would like	e of International Attains at SMU to reserve your accommodati e SMU to reserve my accommodation	on?	
 No, I will find a *If you check YES, Housing Applicatio 	nd reserve my accommodation by myself please submit the housing application form as well. n form can be downloadable at http://e.sockmyung.ac.kr/ - L	ife on Campus ->Housing	
		SAVE PRINT SUBMIT LOGOUT	

After clicking 'Yes,' you can check the message that your application has been submitted successfully.



ACADEMIC BACI	GROUND		
Country:	USA	Name of Home University: American Un	iversity
Undergraduate	🔘 Graduate		
Intended Major at 3	SMU: Department of Food and I	trition	
		Message	
CONTACT DETAI	LS	Your application has been successfully submitted	
Number and street	hyochangwonro 86 street 33		
Town/City:	Brisbane		Country: Australia
Postcode/Zip:	1234		
Telephone:	020000000		Fax: 020000000
PERMANENT AD	DRESS IN HOME COUNTRY	f different from above)	
Same of above			
Number and street	hyochangwonro 86 street 33		
Town/City:	Brisbane	State: Queensla	and
Postcode/zip:	1234	Country: Australia	
Telephone:	020000000		
KOREAN LANGU	AGE PROFICIENCY		
Korean is my first l	anguage: 💿 Yes-Korean is my	rst language 🖉 No-my first language is:	
*If Korean is not yo	ur first language please fill in th	following.	
*Visit the SMU wel	proficiency: • Excellent • • •	(click Academics>Courses taught in English) for List of courses taught in English.for L	Ist of courses taught in English.
HOUSING PREFE	RENCE		
Do you like the office Yes, I would like	ce of International Affairs at SM e SMU to reserve my accommo	to reserve your accommodation? ation	
🔘 No, I will find a	nd reserve my accommodation I	rmyself	
 *If you check YES, Housing Applicatio 	please submit the housing app n form can be downloadable at	ation form as well. ttp://e.sookmyung.ac.kr/ - Life on Campus ->Housing	
		PRINT LOGOUT	

(5) Click 'PRINT', and then print the application form.

PERMANENT ADD	DRESS IN HOME COUNTRY(if	different from above)				
Same of above						
Number and street:	hyochangwonro 86 street 33					
Town/City:	Brisbane			State:	Queensland	
Postcode/zip:	1234			Country	: Australia	
Telephone:	020000000					
KOREAN LANGUA	GE PROFICIENCY					
Korean is my first la +If Korean is not you Korean Language p +Visit the SMU web	anguage: • Yes-Korean is my firsi ur first language please fill in the fo oroficiency: • Excellent • o Goo site at http://e.sookmyung.ac.kr(c	t language ONo-my first lang ollowing. d OPoor lick Academics>Courses taugh	uage is: in English) for List of courses tau;	ght in En	iglish,for List of courses taught in English.	
HOUSING PREFE	BENCE					
Do you like the offic Yes, I would like No, I will find an tyou check YES, Housing Application	e of International Affairs at SMU to e SMU to reserve my accommodati nd reserve my accommodation by m please submit the housing applicat n form can be downloadable at http	reserve your accommodation? on iyself ion form as well. ://e.sookmyung.ac.kr/ - Life of	1 Campus ->Housing			
		(

4. Print the application

① Print out the application form for application submission.

You have to submit the application form in print **by letter**.

To find the postal address of OIA at SMU, Click 'General Info'

You can find out our office information in there, please send your application form along with other required documents by post.







NOTICE

END

Notice General Info Applicatio	on Form Flig	ht Information My_Status
JOIN TO BE A MEMBER	Date & Time 2011/07/13 19:04:47	Comment Signed-up has been successfully completed. You can now access to on- line application.
SUBMITTED ON-LINE APPLICATION	2011/09/21 10:36:08	Thank you for applying to SMU. Please send us all the application materials by post.
APPROVAL NOTICE	2011/09/21 11:20:08	Your application has been successfully approved by OIA. You can now input your arrival information. Acceptance letters for D-2(regular exchange students) and C-3(short-term exchange students) visa application shall be mailed within 2 weeks of time upon acceptance Ouick Link - Click here to input your arrival information in Korea.
END		

If you are admitted to SMU, 'APPROVAL NOTICE' turns blue as below. Once you have admitted to SMU, you will soon receive the original admission letters from SMU by Post. (Regular Exchange Students for D-2 student visa and short-term exchange students for C-3 visa only)

6. Flight information

(1) After arranging the airline reservation, you have to input your arrival information in Korea. You can input your flight information only after you have admitted to SMU. Click 'Flight Information' or 'Quick Link' on My_Status.





How to get to Sookmyung? Airport Pick-Up Service(Fee Charged) SMU Student's pickup Service request(fee charged) Get to SMU by myself Message for SMU Student Pick-up Service(Contact info etc) Ms. sooyun chun will wait For you By THE DESIGNATED GATE FOR YOUR FLIGHT AT THE AIPORT wiTH A SIGN B SAVE SUBMIT LOGOUT Please, put your flight itinerary, Korean local time. Notice General Info Application Form Flight Information My_Status FLIGHT ITINERARY(Korean Local Time) Arrival to Seoul, Korea Arrival to Seoul, Korea Arrival to Seoul, Korea Arrival to Seoul, Korea	Arrival to Seou Arrival Date: 2011. Arrival Time: 21:00 Flight Number: dddd	I, Korea 06.30 Image: Constraint of the second secon	_ocal Time)):00 pm -> 21:00:00)]			
Airport Pick-Up Service(Fee Charged) • SMU Student's pickup Service request(fee charged: krw 50,000) • Airport Help Center International(fee charged) • Get to SMU by myself • Only available in case the flight is scheduled to arrive between 10:00 ~ 20:00 (public -You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book the by service yourself via its website at www.airphelp.co.kr/Englit • You should book • You should book the by	How to get to Sookmyung?					
Message for SMU Student Pick-up Service(Contact info etc) Ms. SOOYUN CHUN WILL WAIT FOR YOU BY THE DESIGNATED GATE FOR YOUR FLIGHT AT THE AIPORT WITH A SIGN B SAVE SUBMIT LOGOUT 2) Please, put your flight itinerary, Korean local time. Notice General Info Application Form Flight Information My_Status FLIGHT ITINERARY(Korean Local Time) Arrival to Seoul, Korea Arrival Date: 2011.06.30 (Korean Local Time)	Airport Pick-Up Service(Fee Charged) SMU Student's pickup Service request(fee charged:krw 50,000) Airport Help Center International(fee charged) Get to SMU by myself Airport Help Center International(fee charged) Get to SMU by myself					
MS. SOOYUN CHUN WILL WAIT FOR YOU BY THE DESIGNATED GATE FOR YOUR FLIGHT AT THE AIPORT WITH A SIGN B SAVE SUBMIT LOGOUT Please, put your flight itinerary, Korean local time. Notice General Info Application Form Flight Information My_Status FLIGHT ITINERARY(Korean Local Time) Arrival to Seoul, Korea Arrival Date: 2011.06.30 (Korean Local Time)	Message for SMU S	tudent Pick-up Service(Cc	ontact info etc)			
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Airport Pick-Up Service(Fee Charged) SMU Student's pickup Service request(fee charged:krw 50,000) Airport Help Center International(fee charged) Get to SMU by myself	 Only available in case the flight is scheduled to arrive between 10:00 ~ 20:00 (public tan You should book the by service yourself via its website at www.airphelp.co.kr/English
Message for SMU Student Pick-up Service(Contact info etc)	•

SAVE SUBMIT LOGOUT

④ If you Choose 'SMU Student's Pickup Service request', please fill out your information below. Then press 'SAVE' and 'SUBMIT'.

How to get to Sookmyung?					
Airport Pick-Up Service(Fee Charged)					
 SMU Student's pickup Service request(fee charged:krw 50,000) Airport Help Center International(fee charged) Get to SMU by myself 	 Only available in case the flight is scheduled to arrive between 10:00 ~ 20:00 (pull - You should book the by service yourself via its website at www.airphelp.co.kr/l 				
Message for SMU Student Pick-up Service(Contact info et	c)				
	SAVE SUBMIT LOGOUT				

⑤ If you Choose 'SMU Student's Pickup Service request', you can find the contact information of SMU Student buddy who is going to pick you up at the airport by at least 1 weeks earlier than your departure date.

How to get to Sookmyung?	
Airport Pick-Up Service(Fee Charged)	
 SMU Student's pickup Service request(fee charged:krw 50,000) Airport Help Center International(fee charged) Get to SMU by myself 	 Only available in case the flight is scheduled to arrive between 10:00 ~ 20:00 (pull - You should book the by service yourself via its website at www.airphelp.co.kr/l
Message for SMU Student Pick-up Service(Contact info	tc)
MS. SOOYUN CHUN WILL WAIT FOR YOU BY THE DESIGNAT	TED GATE FOR YOUR FLIGHT AT THE AIPORT WITH A SIGN B
	SAVE SUBMIT LOGOUT

7. Contact Us

Office of International Affairs(OIA)

Sookmyung Women's University Zip Code 140 - 742 #503, Administraion Bldg. Hyochangwon Road 52, Yongsan-gu, Seoul, Korea Tel +82-2-710-9352/9385/9256/9928 Fax +82-2-710-9285 E-mail exchange@sm.ac.kr Office Hours 09:00 - 17:30 (Weekdays Only) Web Site <u>http://e.sookmyung.ac.kr</u> http://siss.sookmyung.ac.kr

