Online Application System for Student Exchange Hankuk University of Foreign Studies (HUFS)

This online application system has been created to help you easily nominate and apply for programs, and provide immediate online application status.

Please note that all international exchange students who wish to study at HUFS are required to apply for our student exchange program through this system.



http://webs.hufs.ac.kr:8989/src08/jsp/fexchange/index.html

Or

<u>http://international.hufs.ac.kr</u>>> Programs >> Apply Online (Application)

■ General Guidelines for partner schools and prospective exchange students

- 1) This online application system is only for student exchange with partner universities and CONAHEC* members for the regular semesters or international summer session.
- 2) Exchange coordinators at our partner schools and officially nominated exchange students only are allowed to access this system
 - * CONAHEC members must first nominate their students through the CONAHEC portal and then nominate them through the HUFS online system.

■ For Partner Institutions

Each current partner institution is given its own log-in ID and the exchange program coordinator at our partner university can access to our system using the institution ID and password.

 If you are a coordinator or a professor who is in charge of student exchange program (for out- bound students) at our partner university, please log into our system to update your information and generate HUFS application portal log-in information for your students.

HUFS PORTAL INSTRUCTIONS

A. Check number of exchange slots (No Log in Required)

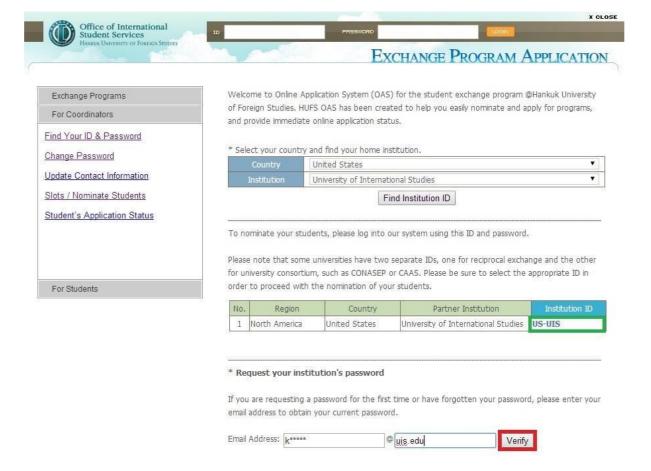


If you are missing slots please contact us at exchange@hufs.ac.kr so that we may open them for you.

B. Find your institution's ID and Password



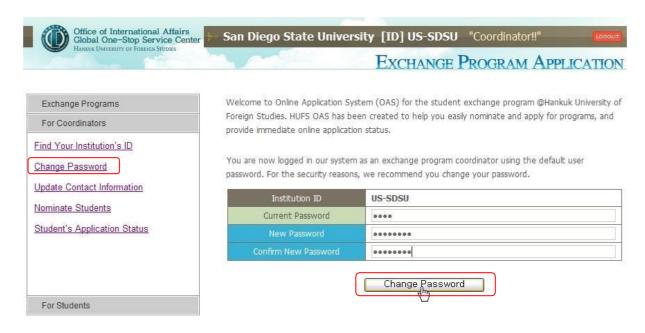
Please select your country and find your home institution.



* Important

- If your university is our new exchange partner or has not recently sent any exchange students to HUFS, there may not be any ID for your institution. Please contact us via email (exchange@hufs.ac.kr) to get a new ID for your institution.
- Select your country and find your home institution
- You can find your institution ID. [Capital Letters Capital letters]
- You can easily request to retrieve the password by submitting your email address, if you use our system for the first time or have forgotten your password.
- If your email address is already in our system, you will receive an automated system message via email. Please check your inbox (or spam box).
- If our system keeps telling you to validate your email address, please try to use a different email address. Basically our system currently stores your office email address unless it has been changed before.
- If you use our system for the first time, you will see your institution's password is set to a 4 digit number such as 0000, 2012, 2013 or 2014, as these are used as our system's temporary passwords.

C. Update your contact information and password

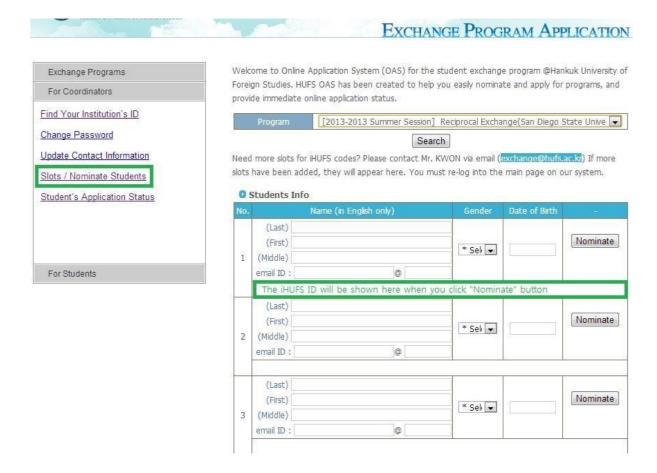


* Since your personal information is currently stored in our system, we strongly advise you to change your password immediately.



- Please do not forget to add your zip/postal code when updating your address
 Our office will use your office contact information as a DHL delivery address for students' acceptance packets.
- Each partner university can register up to 3 coordinators in our system. Please add information for another exchange program coordinator(s) or professor if needed.

D. Check number of slots available/Nominate students



- The number of student slots available at each partner institution varies. If you need additional slots, please contact us via email (exchange@hufs.ac.kr)
- If you are sending your students to our university through CONASEP, the number of student slots will be available after we confirm your nomination of students in the CONASEP system
- All personal information should be entered in English and please make sure you enter a valid email address for your students.
- Once you have generated the ID for your student, you and your student will receive the ID and password via an email directly sent from our system.

E. Check the application status of your students



* You can check whether your nominated students have completed our online application and their admission has been approved by HUFS.

F. Contacts

1) Ms. Bo Myung KIM

Student Exchange Manager (Inbound)
Tel. +82-2-2173-2062

2) Ms. Monica Sian JONES

International Programs Officer Tel. +82-2173-2659

3) Exchange Email: exchange@hufs.ac.kr

4) Exchange Application Documents Email: hufsexchangeapps@gmail.com

5) International Summer Session Email: summer@hufs.ac.kr