

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

<http://international.hufs.ac.kr> >> 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)

The screenshot shows the HUFS Exchange Program Application portal. At the top, there is a header with the logo of the Office of International Affairs, Global One-Stop Service Center, HANKUK UNIVERSITY OF FOREIGN STUDIES. To the right of the header are input fields for ID and PASSWORD, and a LOGIN button. Below the header is the title "EXCHANGE PROGRAM APPLICATION".

On the left side, there is a navigation menu with "Exchange Programs" selected. Below the menu are links for "For Coordinators" and "For Students".

The main content area contains a welcome message: "Welcome to Online Application System (OAS) for the student exchange program @Hankuk University of Foreign Studies. HUFS OAS has been created to help you easily nominate and apply for programs, and provide immediate online application status."

Below the welcome message is a search form with the following fields:

Semester	***** Select *****
Region	***** Select *****
Country	Academic Year 2012 Summer Session Academic Year 2012 Fall Semester
Partner Institution	***** Select *****
Program	***** Select *****
Status	***** Select *****

Below the search form is a "Search" button. Below the search form is a message: "Scroll down the list of programs to find your home university. Please contact Mr. KWON via email (steve@hufs.ac.kr) if your university is not listed here."

Below the message is a table with the following columns: No., Program, Partner Institution, Country, Region, Open/Closed. The table is currently empty, and a message "There are no search results." is displayed below it.

- 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

The screenshot shows the HUFS Exchange Program Application portal. At the top, there is a header with the logo of the Office of International Affairs, Global One-Stop Service Center, HANKUK UNIVERSITY OF FOREIGN STUDIES. To the right of the header are input fields for ID and PASSWORD, and a LOGIN button. Below the header is the title "EXCHANGE PROGRAM APPLICATION".

On the left side, there is a navigation menu with "Find Your Institution's ID" selected. Below the menu are links for "Change Password", "Update Contact Information", "Nominate Students", and "Student's Application Status".

The main content area contains a welcome message: "Welcome to Online Application System (OAS) for the student exchange program @Hankuk University of Foreign Studies. HUFS OAS has been created to help you easily nominate and apply for programs, and provide immediate online application status."


Below the welcome message is a message: "* Select your country and find your home institution."

Below the message is a form with the following fields:

Country	***** Select *****
Institution	***** Select *****

Below the form is a "Find Institution ID" button.

- Please select your country and find your home institution.



Office of International Student Services
HANKUK UNIVERSITY OF FOREIGN STUDIES

X CLOSE

EXCHANGE PROGRAM APPLICATION

Exchange Programs

For Coordinators

[Find Your ID & Password](#)

[Change Password](#)

[Update Contact Information](#)

[Slots / Nominate Students](#)

[Student's Application Status](#)

For Students

Welcome to Online Application System (OAS) for the student exchange program @Hankuk University of Foreign Studies. HUFSS OAS has been created to help you easily nominate and apply for programs, and provide immediate online application status.

* Select your country and find your home institution.

Country	United States
Institution	University of International Studies

To nominate your students, please log into our system using this ID and password.

Please note that some universities have two separate IDs, one for reciprocal exchange and the other for university consortium, such as CONASEP or CAAS. Please be sure to select the appropriate ID in order to proceed with the nomination of your students.

No.	Region	Country	Partner Institution	Institution ID
1	North America	United States	University of International Studies	US-UIS

* Request your institution's password

If you are requesting a password for the first time or have forgotten your password, please enter your email address to obtain your current password.

Email Address: @

* Important

- If your university is our new exchange partner or has not recently sent any exchange students to HUFSS, 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

Office of International Affairs
Global One-Stop Service Center
HANKUK UNIVERSITY OF FOREIGN STUDIES

San Diego State University [ID] US-SDSU "Coordinator!!" [LOGOUT](#)

EXCHANGE PROGRAM APPLICATION

Welcome to Online Application System (OAS) for the student exchange program @Hankuk University of Foreign Studies. HUFs OAS has been created to help you easily nominate and apply for programs, and provide immediate online application status.

You are now logged in our system as an exchange program coordinator using the default user password. For the security reasons, we recommend you change your password.

Institution ID	US-SDSU
Current Password
New Password
Confirm New Password

[Change Password](#)

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

Office of International Affairs
Global One-Stop Service Center
HANKUK UNIVERSITY OF FOREIGN STUDIES

San Diego State University [ID] US-SDSU "Coordinator!!" [LOGOUT](#)

EXCHANGE PROGRAM APPLICATION

Welcome to Online Application System (OAS) for the student exchange program @Hankuk University of Foreign Studies. HUFs OAS has been created to help you easily nominate and apply for programs, and provide immediate online application status.

Institution ID: US-SDSU

Main Coordi

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Office Title	<input type="text"/> Add your office address & Zip Code
Address	<input type="text"/>
Telephone	<input type="text"/>
Position	Out-bound Exchange Program Manager (University level)
E-mail	<input type="text"/>

- 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

EXCHANGE PROGRAM APPLICATION

Exchange Programs

For Coordinators

[Find Your Institution's ID](#)

[Change Password](#)

[Update Contact Information](#)

[Slots / Nominate Students](#)

[Student's Application Status](#)

For Students

Welcome to Online Application System (OAS) for the student exchange program @Hankuk University of Foreign Studies. HUFs OAS has been created to help you easily nominate and apply for programs, and provide immediate online application status.

Program [2013-2013 Summer Session] Reciprocal Exchange(San Diego State Unive ▼)

Need more slots for iHUFs codes? Please contact Mr. KWON via email (exchange@hufs.ac.kr) If more slots have been added, they will appear here. You must re-log into the main page on our system.

▶ Students Info

No.	Name (in English only)	Gender	Date of Birth	
1	(Last) <input type="text"/> (First) <input type="text"/> (Middle) <input type="text"/> email ID : <input type="text"/> @ <input type="text"/>	* Sel ▼	<input type="text"/>	<input type="button" value="Nominate"/>
The iHUFs ID will be shown here when you click "Nominate" button				
2	(Last) <input type="text"/> (First) <input type="text"/> (Middle) <input type="text"/> email ID : <input type="text"/> @ <input type="text"/>	* Sel ▼	<input type="text"/>	<input type="button" value="Nominate"/>
3	(Last) <input type="text"/> (First) <input type="text"/> (Middle) <input type="text"/> email ID : <input type="text"/> @ <input type="text"/>	* Sel ▼	<input type="text"/>	<input type="button" value="Nominate"/>

- 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

Exchange Programs

For Coordinators

[Find Your Institution's ID](#)

[Change Password](#)

[Update Contact Information](#)

[Nominate Students](#)

[Student's Application Status](#)

For Students

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(*) denotes the current programs

No.	Programs	Number of Slots	Nominated	Cancelled	Applied	Approved by HUFs
1	* [2012-Fall Semester] Reciprocal Exchange	2	0	0	0	0
2	* [2012-Summer Session] Reciprocal Exchange	2	0	0	0	0

Select program.

※ 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