Online application system for student exchange program Hankuk University of Foreign Studies

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.



<u>http://webs.hufs.ac.kr:8989/src08/jsp/fexchange/index.html</u>
<u>http://international.hufs.ac.kr</u> >> International Programs >> Online Application

■ General Guidelines for partner schools and prospective exchange students

- A. This online application system is only for **student exchange program** (Regular semester & International Summer Session)
- B. Exchange coordinators at our partner schools and officially nominated exchange students are allowed to access to this system

Main Functions

- You can find current exchange programs available and application deadlines
- Coordinators can easily find their institution's ID
- You can check the exchange slots available by semester (Coordinators)
- You can easily nominate students by entering their names and date of birth (Coordinators)
- You can check the application status (Coordinators, Students)
- You can easily fill out the online form and directly send application packet to HUFS (Students)
- * Once you receive an iHUFS Login ID and complete the form, you don't need to visit your international office for paper validation
- Our system will let you know when the invitation letters have been sent to your office and what the DHL tracking number is

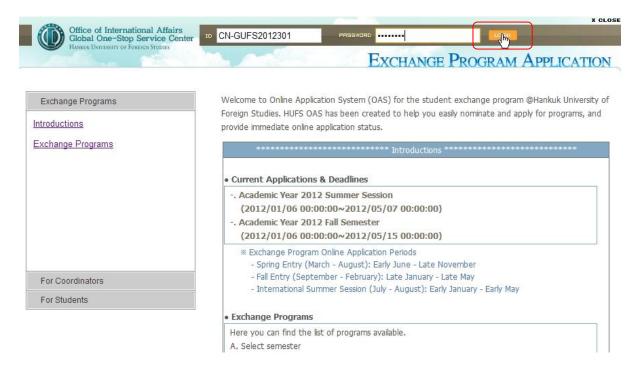
■ For Exchange Students

If you are an officially nominated exchange student, please enter your iHUFS code and password to proceed to our online application.

If you forget your code, please contact the coordinator at the international office of your home university as your iHUFS code has been generated there.

How to fill out online application form (Students' menu)

A. Click "Fill out Application Form" on the menu to fill out the form.

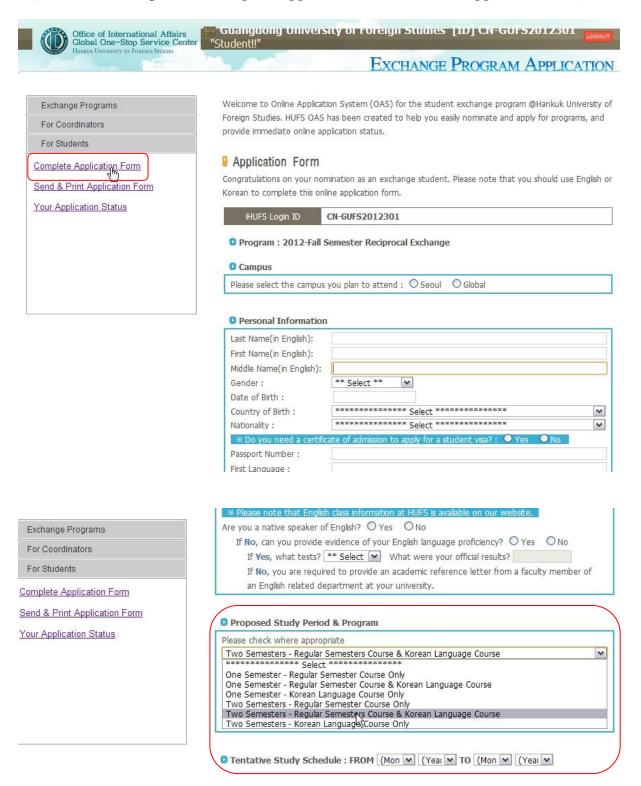


** iHUFS Login ID comes with combination of home institution ID and number. For example, exchange students from Guangdong University of Foreign Studies have their ID like this. CN-GUFSXXXXXXX.

The password will be your date of birth (YYYYMMDD) For example, January 3, 1985 should be entered as "19850103"

If you cannot log in, please check whether your coordinator has provided your date of birth properly at a time of nomination on our system.

B. Fill out your application and save (Menu name changed from Complete Application Form to Fill out Application Form)



One regular semester (Spring: from March to June / Fall: from September to December) Two Semesters (From March to February or From September to August)

Korean language courses will be offered to exchange students. If you want to enroll in this program as well, please select carefully and tick language terms where appropriate.



Please click one of the links listed below to find course information.

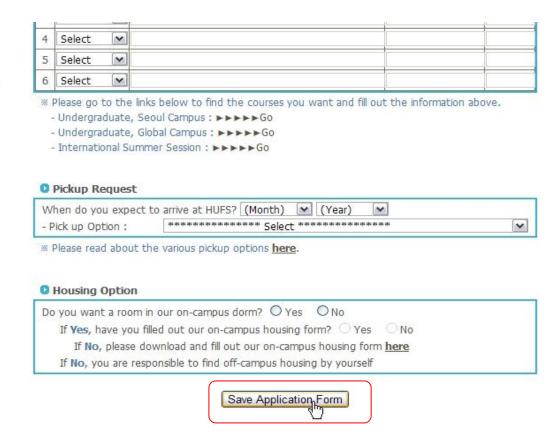
You are recommended to register for courses to earn a minimum of 12 credits to maintain a fully registered international student if you don't take a Korean language program.

If you plan to take the both programs (Regular semester program & Korean language program), we recommend you take 2 or 3 regular courses as the language program is demanding.

N.B. New course list will be updated around July for Fall semester and January for Spring semester. So we recommend you should choose classes from the list of courses offered for the previous semester at a time of your application.

As there is a course drop/add period during the first week of each semester, you can change courses after your arrival on campus.

Please check here to get more information about course registration and graduate course listing as well, or go to http://international.hufs.ac.kr >> Course Registration



 $Don't\ forget\ to\ check\ our\ pickup\ and\ housing\ options\ available\ to\ you$

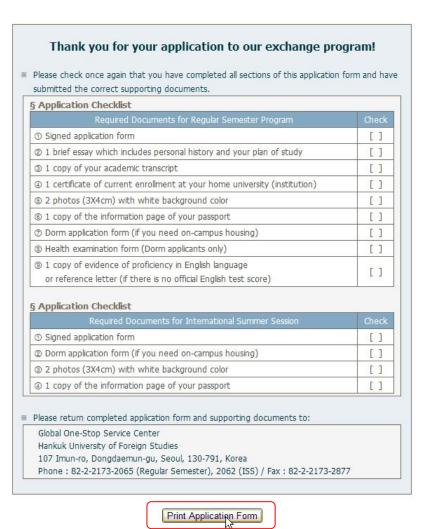
Please save application form. You can still edit your application.

C. Complete your online application by sending your application online and print your application form and mail it to HUFS address provided at the bottom of the application form.

N.B. <u>To complete online application</u>, you **MUST** send the saved application data. Once you hit "Send" button, no further changes may be made Supporting documents must be attached to the application form

If you are not able to mail all application papers to our office in time, we also accept email attachments of the scanned copies of all relevant papers. (exchange@hufs.ac.kr)





After printing it out, don't forget to sign on the application.

D. "Your Application Status" menu enables you to check whether HUFS has received your application form and whether your admission has been approved.

You will easily check whether:

- online application has been received
- application packet has been successfully received by HUFS
- you have been admitted to the student exchange program
- certificate of admission has been sent to your international office

DHL tracking number will be also provided to you online so that you can see where the documents are (DHL Tracking service).



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.



Please check back periodically to see your enrollment status!!

E. "HUFS Registration Status" menu enables you to check whether you have been successfully registered as an exchange student in the HUFS system.

You can easily get information about:

- your regular HUFS ID and password for the HUFS system
- program(s) you will be enrolled in
- study period approved by HUFS
- on-campus dorm assignment status
- scholarships
- online course registration system link, period and list of courses you will register for

EXCHANGE PROGRAM APPLICATION



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HUFS Registration Status

Registration	Details
2013-Spring Seme	ster - Reciprocal Exchange [ID : 013101]
HUFS Student ID & Password	ID: 201381 Password: 1989
Enrollment	Regular Semester
Proposed Study Period	2013/03/04 ~ 2013/06/21
	Semester: 2013-Spring Semester
	Dorm Application Received by OISS: Yes
	Dorm Application Received by Dorm Office:
On-Campus Dormitory	Assigned:
	Dorm Room Number:
	Dorm Check in Periods : 2013/02/26 ~ 2013/02/27
	01:00 - 20:00 KST(UTC/GMT +9)
Scholarship	Full Tuition Fees
Course registration	- Access Periods: 2013/02/04, 2013/02/08
527428	10:00 ~ 16:00
	- System link:
	http://203.232.224.42:9999/sugang/jsp/s_login1_E.jsp
	List of courses you have successfully registered for:

Contacts

Mrs. Demetra E. Gates Office of International Student Services Tel. 82-2-2173-2062

Regular Semester Program Email. exchange@hufs.ac.kr

International Summer Session in Korean & East Asian Studies Email. summer@hufs.ac.kr or isshufs@gmail.com /