

## 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.



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

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

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

ID CN-GUFS2012301 PASSWORD \*\*\*\*\* LOGIN

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.

\*\*\*\*\* Introductions \*\*\*\*\*


- Current Applications & Deadlines
  - Academic Year 2012 Summer Session (2012/01/06 00:00:00~2012/05/07 00:00:00)
  - Academic Year 2012 Fall Semester (2012/01/06 00:00:00~2012/05/15 00:00:00)
- ※ Exchange Program Online Application Periods
  - Spring Entry (March - August): Early June - Late November
  - Fall Entry (September - February): Late January - Late May
  - International Summer Session (July - August): Early January - Early May
- Exchange Programs
  - Here you can find the list of programs available.
  - A. Select semester

※ 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-GUFSXXXXXX.

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)



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

Guangdong University of Foreign Studies [ID] CN-GUFS2012301  
"Student!"

LOGOUT

## EXCHANGE PROGRAM APPLICATION

Exchange Programs
For Coordinators
For Students
<a href="#">Complete Application Form</a>
<a href="#">Send &amp; Print Application Form</a>
<a href="#">Your Application Status</a>

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### Application Form

Congratulations on your nomination as an exchange student. Please note that you should use English or Korean to complete this online application form.

iHUFS Login ID    **CN-GUFS2012301**

**Program : 2012-Fall Semester Reciprocal Exchange**

**Campus**  
Please select the campus you plan to attend :  Seoul  Global

**Personal Information**

Last Name(in English):   
 First Name(in English):   
 Middle Name(in English):   
 Gender :   
 Date of Birth :   
 Country of Birth :   
 Nationality :   
 ※ Do you need a certificate of admission to apply for a student visa? :  Yes  No  
 Passport Number :   
 First Language :

※ Please note that English class information at HUFS is available on our website.  
 Are you a native speaker of English?  Yes  No  
 If **No**, can you provide evidence of your English language proficiency?  Yes  No  
 If **Yes**, what tests?  What were your official results?   
 If **No**, you are required to provide an academic reference letter from a faculty member of an English related department at your university.

**Proposed Study Period & Program**

Please check where appropriate

\*\*\*\*\* Select \*\*\*\*\*

- One Semester - Regular Semester Course Only
- One Semester - Regular Semester Course & Korean Language Course
- One Semester - Korean Language Course Only
- Two Semesters - Regular Semester Course Only
- Two Semesters - Regular Semesters Course & Korean Language Course
- Two Semesters - Korean Language Course Only

**Tentative Study Schedule** : FROM  (Year ) TO  (Year )

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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.

**Proposed Course list**


Please list all the classes you are planning to take.  
 This is only for students who are planning to take summer or regular semester courses. Students can select up to two content courses and one Korean language class. In the regular semester program, students can take 5-6 courses to earn a maximum of 20 credits. Students can take 2-3 regular semester courses and 2-3 regular semester courses are strongly advised to select only 2-3 regular semester courses.

**N.B. If you plan to study in the Seoul campus, you can NOT choose distance.**

No.	Course	Class Title
1	BA	Korean Society
2	Select	
3	Select	
4	Select	
5	Select	
6	Select	

Please go to the links below to find the courses you want to take.

- Undergraduate, Seoul Campus : >>>>>Go
- Undergraduate, Global Campus : >>>>>Go
- International Summer Session : >>>>>Go




## COURSES

### Courses (Seoul Campus\_Undergraduate)


- > Academic Calendar
- > Tuition & Fees
- > Undergraduate(Seoul)
- > Undergraduate(Yongin)
- > Grades, Credit & Period
- > Course Registration

**College of English**



The College of English originated from the Department of Linguistics, which shares the history of Hufs as a mecca for English education. It was reorganized in 2005 to increase the importance of English language, British and American studies, and translation. The academic base is to cultivate global talents with expertise.

**College of Chinese**



The first school of its kind to be established, the college of Chinese provides special language studies but also other disciplines to equip graduates with globally-oriented skills.

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> >> Courses >> Course Registration

4	Select			
5	Select			
6	Select			

- ※ Please go to the links below to find the courses you want and fill out the information above.
- Undergraduate, Seoul Campus : ▶▶▶▶▶Go
  - Undergraduate, Global Campus : ▶▶▶▶▶Go
  - International Summer Session : ▶▶▶▶▶Go

**● Pickup Request**

When do you expect to arrive at HUFS? (Month)  (Year)

- Pick up Option :

※ Please read about the various pickup options [here](#).


**● Housing Option**

Do you want a room in our on-campus dorm?  Yes  No

If **Yes**, have you filled out our on-campus housing form?  Yes  No

If **No**, please download and fill out our on-campus housing form [here](#)

If **No**, you are responsible to find off-campus housing by yourself

Save Application Form 

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. To complete online application, 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)

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**Thank you for your application to our exchange program!**

※ Please check once again that you have completed all sections of this application form and have submitted the correct supporting documents.

**§ Application Checklist**

Required Documents for Regular Semester Program		Check
①	Signed application form	[ ]
②	1 brief essay which includes personal history and your plan of study	[ ]
③	1 copy of your academic transcript	[ ]
④	1 certificate of current enrollment at your home university (institution)	[ ]
⑤	2 photos (3X4cm) with white background color	[ ]
⑥	1 copy of the information page of your passport	[ ]
⑦	Dorm application form (if you need on-campus housing)	[ ]
⑧	Health examination form (Dorm applicants only)	[ ]
⑨	1 copy of evidence of proficiency in English language or reference letter (if there is no official English test score)	[ ]

**§ Application Checklist**

Required Documents for International Summer Session		Check
①	Signed application form	[ ]
②	Dorm application form (if you need on-campus housing)	[ ]
③	2 photos (3X4cm) with white background color	[ ]
④	1 copy of the information page of your passport	[ ]

※ Please return completed application form and supporting documents to:

Global One-Stop Service Center Hankuk University of Foreign Studies 107 Imun-ro, Dongdaemun-gu, Seoul, 130-791, Korea Phone : 82-2-2173-2065 (Regular Semester), 2062 (ISS) / Fax : 82-2-2173-2877
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[Print Application Form](#)

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

D. "Your Application Status" menu enables you to check whether HUFSS 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 HUFSS
- 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).

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**Your Application Status**

No.	Date	Comments
1 2012-Fall Semester - Reciprocal Exchange [ID : CN-SDU2012301]		
	Online application completed by You 2012-04-15	
	Online Application sent 2012-04-15	
	Online application confirmed by HUFSS 2012-04-16	Thank you for your application. Please print this application form and mail it to our office along with other supporting documents
	Application packet arrived from your university(institution) Not Yet!	
	Admission approved by HUFSS Not Yet!	
	Invitation papers sent to your office Not Yet!	
[HUFSS Message]		

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

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**HUFS Registration Status**

No.	Registration	Details
1	2013-Spring Semester - Reciprocal Exchange	[ID : <span style="background-color: #d9ead3; color: white;">          </span> 013101]
	HUFS Student ID & Password	ID: 201381 <span style="background-color: #d9ead3; color: white;">          </span> Password: 1989 <span style="background-color: #d9ead3; color: white;">          </span>
	Enrollment	Regular Semester
	Proposed Study Period	2013/03/04 ~ 2013/06/21
	On-Campus Dormitory	Semester: 2013-Spring Semester Dorm Application Received by OISS: Yes Dorm Application Received by Dorm Office: 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 10:00 ~ 16:00 - System link: <a href="http://203.232.224.42:9999/sugang/jsp/s_login1_E.jsp">http://203.232.224.42:9999/sugang/jsp/s_login1_E.jsp</a> 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](mailto:exchange@hufs.ac.kr)

International Summer Session in Korean & East Asian Studies  
Email. [summer@hufs.ac.kr](mailto:summer@hufs.ac.kr) or [isshufs@gmail.com](mailto:isshufs@gmail.com) /