

# Experience SKKU Program Online Application Guide

- Website Link: [http://dev2.skku.edu/e-home-s/inter\\_app/hsig1075.jsp](http://dev2.skku.edu/e-home-s/inter_app/hsig1075.jsp)

STEP 1	<b>Obtain the Authentication Code</b>	
	Exchange Student	<ul style="list-style-type: none"> <li>• You will be emailed the code when the SKKU Office of International Affairs receives the list of students officially nominated by their home institutions.</li> <li>• If you do not receive the code after being selected by your home institution, you are advised to contact them to see if they have provided the list of nominated students to SKKU's Office of International Affairs with your correct email address.</li> </ul>
	Visiting Student	<ul style="list-style-type: none"> <li>• Please contact the SKKU Office of International Affairs: <a href="mailto:incoming@skku.edu">incoming@skku.edu</a></li> <li>• Due to a large influx of inquiries via email, it may take a few days for you to receive a response.</li> </ul>
STEP 2	<b>Access the Online Application Website</b>	
	<ul style="list-style-type: none"> <li>• Access the first webpage of the Experience SKKU Program Online Application Website.</li> <li>• Type in the ID, the Password, and the Authentication Code.</li> <li>• Click [Register] to move onto the second online application webpage.</li> <li>• Click [Revise] to retrieve the application and change the information.</li> </ul>	
STEP 3 (A)	<b>Fill in the Form</b>	
	<ul style="list-style-type: none"> <li>• <b>Important!</b></li> <li>- Carefully read the notes on the online application form highlighted with the color red.</li> <li>- Only English Letters (a, b, c) and numbers (0, 1, 2) can be entered.</li> <li>- Do not use symbols such as a hyphen (-) or period (.), or non-English characters (Ü, Ž, Ń) in any fields other than <i>address</i>.</li> </ul> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Personal Information</b></p> <p>1. Password <input type="text"/></p> <p>2. Photo <input type="button" value="파일 선택"/> 선택된 파일 없음</p> <p>3. First Name <input type="text"/></p> <p>4. Last Name <input type="text"/></p> <p>5. Nationality <input type="text" value="::: Select :::"/> ▾</p> <p>6. Sex <input type="radio"/> Male <input type="radio"/> Female</p> <p>7. Date of Birth year ▾ m ▾ d ▾</p> <p>8. Passport Number <input type="text"/></p> <p>9. Phone Number <input type="text"/></p> <p>10. Home Address <input type="text"/></p> <p>11. Email Address          Primary <input type="text" value="mickim84@skku.edu"/>          Alternate <input type="text"/></p> </div>	
	(1) Password	• The password that you created on the first page will be shown.
	(2) Photo	• Upload a profile photo of yourself
	(3)(4) Names (5) Nationality (6) Sex (7) Date of Birth (8) Passport Number	<ul style="list-style-type: none"> <li>• The information has to be <b>exactly the same</b> as it appears on your <b>valid passport</b>.</li> <li>- If the information does not match, your exchange/visiting program application may not be accepted by SKKU. More importantly, your visa application could be rejected due to inconsistent information.</li> </ul>
	(9) Phone Number	• Write only one phone number, with the country and area codes: E.g. 82-2-760-0025.
	(10) Home Address	<ul style="list-style-type: none"> <li>• Enter your home address including the country, state, and postal code: E.g. Office # 90212, International Hall, the Humanities &amp; Social Sciences Campus, Sungkyunkwan University, 25-2 Sungkyunkwan-ro, Jongno-gu, Seoul, South Korea</li> </ul>
	(11) Email Address	<ul style="list-style-type: none"> <li>• The primary email address will be identical with the ID you created on the first page.</li> <li>• Make sure to enter a correct alternate email address in the right format. An invalid email account may cause you to not be able to receive important messages from SKKU: E.g. <a href="mailto:incoming@skku.edu">incoming@skku.edu</a>.</li> </ul>

# Experience SKKU Program Online Application Guide

STEP 3  
(B)

## Study Plan 1 (Home University)

1. Country	<input type="text" value="Select"/>
2. Name of University	<input type="text"/>
3. Major	<input type="text"/>
4. Level of Study	<input type="radio"/> Bachelor <input type="radio"/> Master <input type="radio"/> Doctor
5. Year of Study	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
6. Admission Date	year <input type="text"/> m <input type="text"/> d <input type="text"/>
7. Expected Graduation Date	year <input type="text"/> m <input type="text"/> d <input type="text"/>

(1) Country	<ul style="list-style-type: none"> <li>Select the country where your home university is located.</li> </ul>	
(2) Name of University	Exchange Student	<ul style="list-style-type: none"> <li>Select your home university.</li> </ul>
	Visiting Student	<ul style="list-style-type: none"> <li>Enter the official <i>English</i> name of your home university.</li> </ul>
(3) Major	<ul style="list-style-type: none"> <li>Type in your first major at your home university.</li> </ul>	
(4) Level of Study	<ul style="list-style-type: none"> <li>Select the level of the program that you are currently attending at your home university.</li> </ul>	
(5) Year of Study	<ul style="list-style-type: none"> <li>Select the year of study at your home university at the moment of application.</li> </ul>	
(6)(7) Dates	<ul style="list-style-type: none"> <li>Choose the dates of admission to your home university and expected graduation.</li> </ul>	

## Study Plan 2 (SKKU \_ Sungkyunkwan University)

1. Campus	<input checked="" type="radio"/> Humanities and Social Sciences campus <input type="radio"/> Natural Science campus
2. Level of Study	<input checked="" type="radio"/> Bachelor <input type="radio"/> Master <input type="radio"/> Doctor
3. Major	ECONOMICS <input type="text"/>
<p>■ Language Certificate</p>	
Certificate Score/Level	<input type="radio"/> TOEFL <input type="radio"/> IELTS <input type="radio"/> CEFR <input type="radio"/> CET <input type="radio"/> TOPIK <input type="radio"/> Others
<p>• Your major at SKKU is subject to change compared to that at your home university.</p>	
4. Studying Year	2015 <input type="text"/>
5. Starting Semester	<input type="radio"/> Spring Semester (around March 1st) <input type="radio"/> Fall Semester (around September 1st)
6. Duration of Study	<input type="radio"/> 1 Semester <input type="radio"/> 2 Semesters
7. Dormitory Application	<input type="radio"/> Apply <input checked="" type="radio"/> Don't Apply

• Online application for SKKU housing is not yet available: more information will be provided by a handbook which is going to be delivered to you within a few months.

(1) Campus	<ul style="list-style-type: none"> <li>Select the SKKU campus where the department that covers your major is located.</li> <li>- For more information about campuses, colleges, and departments, please visit : <a href="https://www.skku.edu/eng/">https://www.skku.edu/eng/</a></li> </ul>
(2) Level of Study	<ul style="list-style-type: none"> <li>Choose the level of the program that you are planning to attend at SKKU.</li> <li>- Please check the maximum credits of each program before you select.</li> </ul>
(3) Major	<ul style="list-style-type: none"> <li>Pick the major/department you would like to focus on at SKKU.</li> </ul>
Language Certificate	<p>If you are planning to study with the "Department of Business Administration", the language certificate menu will be activated. Next, you should input your language certificate. This will not be applied to students who are going to study other subjects (In this case, the box will not be activated).</p>
(4) Studying Year	<ul style="list-style-type: none"> <li><b>Fixed</b></li> </ul>
(5) Starting Semester	<ul style="list-style-type: none"> <li>Select the academic semester that you will start your exchange/visiting program.</li> </ul>
(6) Duration of Study	<ul style="list-style-type: none"> <li>Choose the period during which you will study at SKKU.</li> </ul>
(7) (8) (9)	<ul style="list-style-type: none"> <li>Not activated anymore. We will send the application information later via e-mail.</li> </ul>

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### Contact Information

1. Name of Study Abroad Officer	<input type="text"/>
2. Title of Study Abroad Officer	<input type="text"/>
3. Phone Number	<input type="text"/>
4. Email Address	<input type="text"/>
5. Office Address	<input type="text"/>
6. Emergency Contact Person	<input type="text"/>
7. Email Address	<input type="text"/>
8. Phone Number	<input type="text"/>

(1) Name of Officer	<ul style="list-style-type: none"> <li>Write the name of the study abroad program officer at <b>your home university</b>.</li> </ul>
(2) Title of Officer	<ul style="list-style-type: none"> <li>Write the title of the study abroad program officer at <b>your home university</b>.</li> </ul>
(3) Phone Number	<ul style="list-style-type: none"> <li>Enter the phone number of the study abroad program officer at <b>your home university</b>, including the country and area code.</li> </ul>
(4) Email Address	<ul style="list-style-type: none"> <li>Enter the email address of the study abroad program officer at <b>your home university</b></li> </ul>
(5) Office Address	<ul style="list-style-type: none"> <li>Type in the office address of the study abroad program officer at <b>your home university</b> including nation, state, and area code.</li> <li><b>Important!</b> Please make sure you have a correct address; your admission package will be sent to the address you enter here.</li> </ul>
(6) Emergency Contact (7) Email Address (8) Phone Number	<ul style="list-style-type: none"> <li>Write your emergency contact information; e.g. parent, next-of-kin, another study abroad program officer, etc.</li> </ul>

### Required Documents Upload

• File must be less than 1 MB(Only \*.gif,\*.jpg, \*.pdf file is available).

1. Passport	<input type="text"/>	찾아보기...
2. Certificate of Enrollment	<input type="text"/>	찾아보기...
3. Academic Transcript	<input type="text"/>	찾아보기...
4. Participation Agreement	<input type="text"/>	찾아보기...
5. Certificate of Insurance	<input type="text"/>	찾아보기...
6. Recommendation Letter	<input type="text"/>	찾아보기...
7. Language Certificate	<input type="text"/>	찾아보기...

• A recommendation letter is only required for visiting student.

**Important!** All of the following documentations need to be written in English and with *high resolution*.

(1) Passport	<ul style="list-style-type: none"> <li>Upload your <b>valid passport</b> identification page that you will submit for your visa application.</li> </ul>	
(2) Certificate of Enrollment	<ul style="list-style-type: none"> <li>Prepare a document that verifies your current enrollment at your home university.</li> </ul>	
(3) Academic Transcript	<ul style="list-style-type: none"> <li>Prepare your academic transcript with the grades you have accumulated up until the time of application.</li> </ul>	
(4) Participation Agreement	<ul style="list-style-type: none"> <li>Download the <b>[Experience SKKU] Program Participation Agreement</b> form on the first page of this online application form.</li> </ul>	
(5) Certificate of Insurance	<ul style="list-style-type: none"> <li>Upload a certificate of insurance. Your insurance is required to cover possible medical costs for your study period at SKKU. <i>[According to Korean law, Insurance is mandatory for you to study in Korea]</i></li> </ul>	
(6) Recommendation Letter	Exchange Student	<ul style="list-style-type: none"> <li><b>Not Applicable</b></li> </ul>
	Visiting Student	<ul style="list-style-type: none"> <li>Obtain a recommendation letter from one of the academic advisors at your home university.</li> </ul>
(7) Language Certificate	Business Department	<ul style="list-style-type: none"> <li>Upload your language certificate.</li> <li>(Leave it blank if any of the two conditions for exemption apply to you)</li> </ul>
	Other majors	<ul style="list-style-type: none"> <li><b>Not Applicable</b></li> </ul>

STEP 3  
(C)

## Experience SKKU Program Online Application Guide

Check & Submit	
STEP 4	<ul style="list-style-type: none"><li>• Check if you entered all of the correct information.</li><li>• Tick the [Statement of Agreement] checkbox after carefully reading the entire paragraph.</li><li>• Click [SUBMIT]. <b>Please note that there's NO confirmation email on the submission.</b></li><li>• Contact us (<a href="mailto:incoming@skku.edu">incoming@skku.edu</a>) if you require assistance or have any further questions.</li></ul>