



ONLINE APPLICATION GUIDELINES | STUDENT EXCHANGE PROGRAM

After being accepted, students must complete the Online Application at the following link:

Online Application Link

<https://globalinfo.dankook.ac.kr/>

CREATING AN ACCOUNT

1

DKU Dankook University Login

ENGLISH

Login with DKU ID | Login with email ID

*Email Address

*Password

Select a service: International Programs

Login

Create an Email ID | Existing ID | Find ID | Reset Password

- ✓ Select '**English**' on the top right corner and Click '**Create an Email ID**' to create an account.

2

DKU Dankook University Create an Email ID

ENGLISH

1. Verification | 2. Additional Info | 3. Completion

Sign up with your email address to use it as an ID.

*Email Address: tsguq159@gmail.com | Send verification email

*Verification code: RkdMe33 | Verify the code

A verification code has been sent to your email. Please check your email and enter the code sent to your email. The code is only valid for 10 minutes.

Next

- ✓ Enter your email address and click '**Send verification email.**'
- ✓ You will soon receive an email with a verification code. This may take a few minutes. If you don't receive an email, please also check the junk mail box.
- ✓ Enter the verification code that you received by email and click '**Verify the code.**'
- ✓ Click '**Next**' to continue registration.

3

DKU Dankook University Create an Email ID

ENGLISH

1. Verification | 2. Additional Info | 3. Completion

*Email Address ID: tsguq159@gmail.com

*Password: ●●●●●●●●

*Confirm Password: ●●●●●●●●

*Name: Kim Dankook

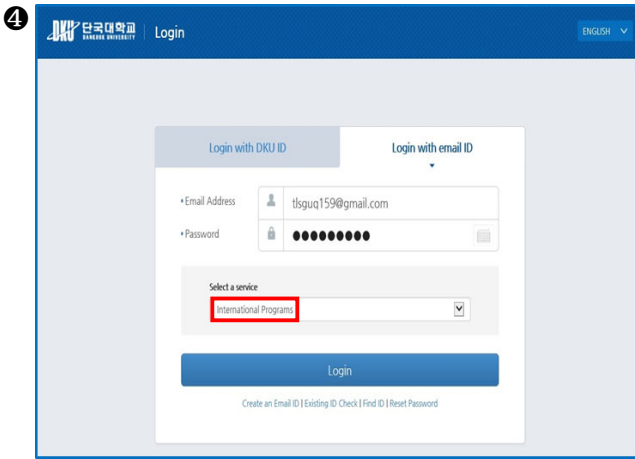
I agree | I do not agree | *이메일 회원가입(Privacy Terms) (Required)

1. 개인정보의 수집·이용 목적 : 이메일 회원가입
2. 수집처리는 개인정보의 활용 : 이메일주소, 비밀번호, 성명
3. 개인정보의 보유 및 이용 기간 : 2년
4. 동의할 수 없으실 경우, 동의 거부해 따른 불이익은 다음과 같습니다.
- 포털 및 정보서비스 서비스 사용 제한

I agree with Privacy Terms

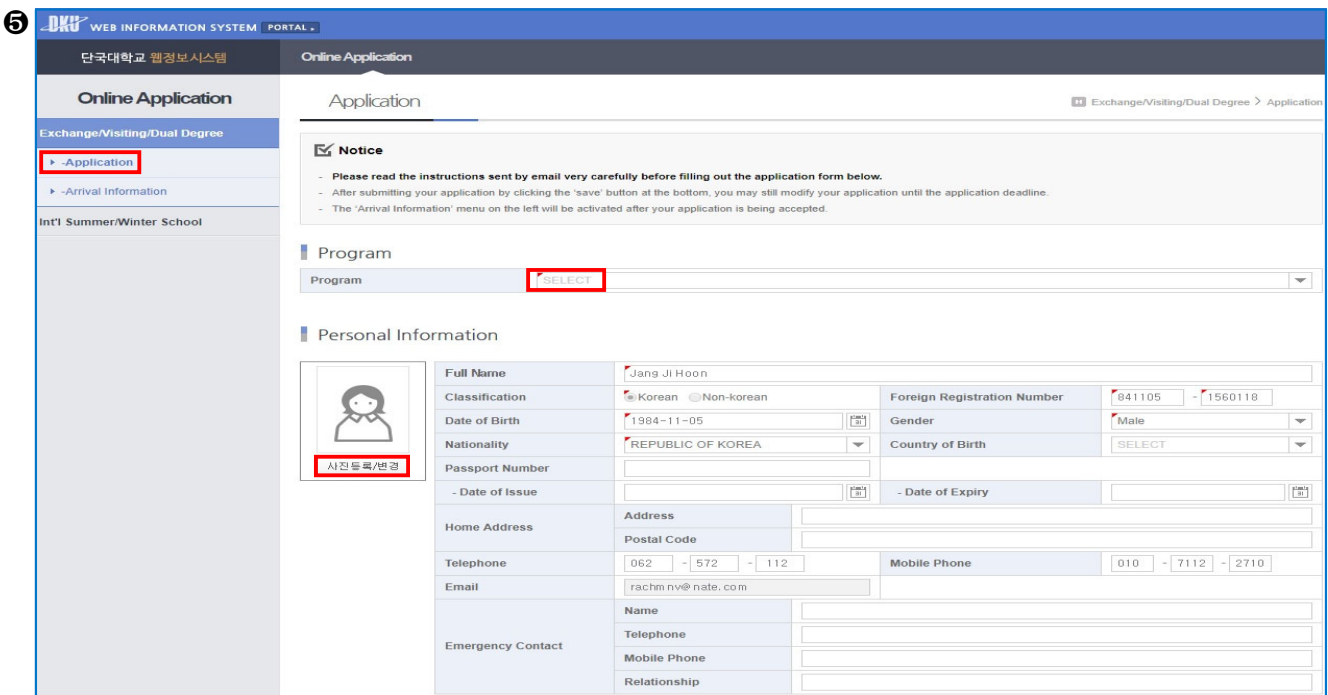
Create an Email ID

- ✓ Create your password and enter **your full name** in family name, given name order.
- ✓ Select 'I agree' and click 'Create an Email ID' to create an account.



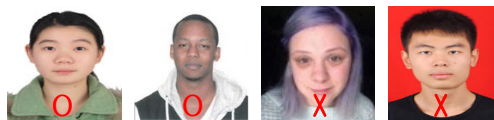
- ✓ Now you will be able to login using your login credentials that you just created. Make sure that the service is on '**International Programs**' before you click 'Login.'

II PERSONAL INFORMATION



- ✓ Click '**Application**' on the left menu.
- ✓ Select '**Exchange.**'
- ✓ Click '**사진등록/변경**' button to upload your ID photo. Your ID photo must be:

- a high-resolution photo in JP(E)G format
- taken against a white background
- taken with your ears and eyebrows clearly shown



- ✓ Select '**Non-Korean**' and leave '**Foreign Registration Number**' blank.
- ✓ Most importantly, your ① **passport number** ② **full name** and ③ **date of birth** have to be exactly the same as it is shown **on the bottom part of your passport**. Please refer to the example below.



- ✓ ① Passport number: DR1234567
- ✓ ② Full name: HONG KIL DONG
- ✓ ③ Date of birth: 1970-01-01

- ✓ Fill in all your personal information including gender, nationality, country of birth, date of issue and expiry of your passport, home address, phone number, email address, and emergency contact information.



APPLICATION INFORMATION

6 Application Information

Program	<input type="text"/>		
Campus	<input checked="" type="radio"/> Jukjeon <input type="radio"/> Cheonan		
- Intended Major	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period Of Study	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Start Year/Semester/Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
- End Year/Semester/Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Language	<input type="text"/>		
Korean Proficiency	<input type="text"/>	- TOPIK Score(optional)	<input type="text"/>
English Proficiency	<input type="text"/>	- TOEFL or IELTS Score(optional)	<input type="text"/>
Foreign Language Tutoring Program	<input checked="" type="radio"/> I am interested in participating in this program <input type="radio"/> I am not interested in participating in this program		
Additional Information (Dietary restrictions, food allergies, disabilities, etc.)	<input type="text"/>		

Home University Information

Home University	<input type="text"/>		
- Major	<input type="text"/>		
- Current Year Of Study	<input type="text"/>	- Study Level	<input type="text"/>
Coordinator	- Name	- Telephone	<input type="text"/>
	- Fax	- E-mail	<input type="text"/>

Upload all the required documents in PDF format.

<input type="checkbox"/>	#	Attachment File
No results found for your query.		

- ✓ Select your desired campus and major.

- Before you select your campus and major, please read ① **the course selection in the attached fact sheet** very carefully and ② **the course list at the following link:**

<http://www.dankook.ac.kr/web/international/courses-taught-in-english>

- ✓ Select your period of study, 1 semester or 2 semesters. And your period of study must be agreed by your home university.
- ✓ Select your language proficiency level. If you don't have a test score, leave the section blank.
- ✓ If you are interested in participating in the Foreign Language Tutoring Program, please check the box. But please note that this is just a preliminary survey and more information on how to apply for this program will be given after you get accepted.
- ✓ Select your home university and enter your major and grade at your home university.

- ✓ **To complete the application, you must upload the following documents:**

- ① Copy of your passport
 - ② Academic transcript (in English)
 - ③ Certificate of Enrollment (in English)
 - ④ Study Plan (must use the template sent by email)
- ※ All documents should be either in PDF or JPG formats.
- ※ All documents should be either in English or Korean.