

Online Application Guideline for Exchange Students

1. Students will receive an e-mail with the link to Sogang's exchange application page once they have been nominated by their home institution. Please note that without being nominated by your home university, you can not apply for the exchange program.

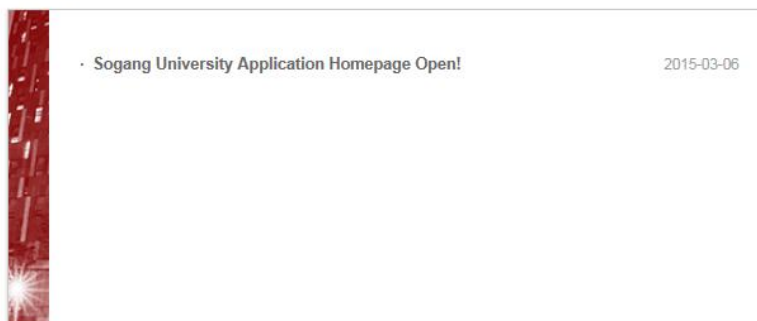
<http://goabroadia.sogang.ac.kr/index.do>

2. Please use the ID and password provided in the email to log into the application system.

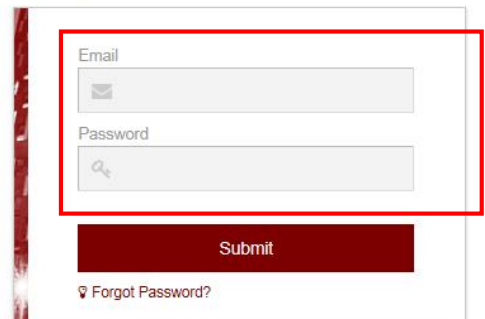


NOTICE

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LOGIN



Email

Password

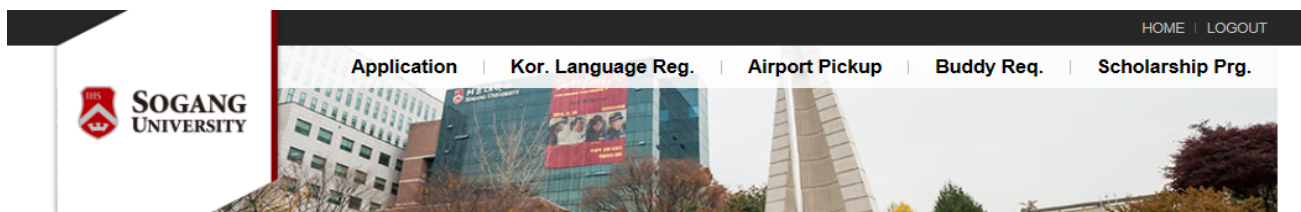
Submit

Forgot Password?

You can always reset your password after initial log-in by clicking on the "Forgot Password?" button. However, you can not change your e-mail address that has already been registered.

3. When you log in you will see a Notice page just as shown below. Please read through the Notice board carefully before you begin with your application, so that you do not miss any important information.

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Notice

Overview

Sogang University welcomes undergraduate and graduate students from colleges and universities which have a joint academic exchange agreement with Sogang to participate in the student exchange program. Currently, Sogang has joint academic agreements with over 227 partner universities in 54 countries, including many Jesuit universities (as of August 2011).

Students interested in participating in the student exchange program should submit the required documents before the deadline to apply. Students should contact the Study Abroad Office at their home institution for more information regarding exchange studies abroad to Sogang University.

International students participating in the exchange program may register for courses offered in Korean or English to take a maximum of 19 credits per semester. Although the main medium of instruction is Korean, many courses are offered in English, a list of which can be found link below:
<http://sis109.sogang.ac.kr/sap/bc/webdynpro/sap/zcmw9016?sap-language=EN>

Exchange students are fully integrated into the regular programs with Korean students. This allows exchange students to experience Korean culture to the fullest extent.
All courses offered in the Graduate School of International Studies (GSIS) are lectured in English.

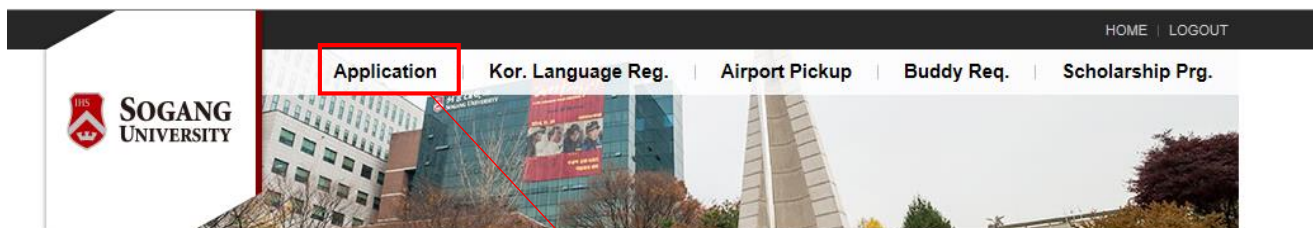
Exchange students may also register free of charge in Korean language courses offered by the Korean Language Education Center depending on their major.

Pre-Departure Handbook

Download Files

[Pre-Departure Spring 2015\(final\).pdf](#)

4. After you read through the Notice board, please proceed by clicking on “Application” button



Notice

CLICK

Overview

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5. When you click on the “Application” button you will be directed to a page as shown below. Please fill out the information thoroughly. Some of the information such as your name will already have been filled out by your home university.

Application for Exchange Students

Application for Spring 2015

Please use ONLY ENGLISH ALPHABET and not any other special characters (ie: accent grave).

- You may not be able to save your application.

I. Personal Information (Use only alphabets, No special characters like éëëë etc)

Name (as shown on passport)	John Doe		
Gender	Male		
Date of Birth	2015-06-15		
Country of Birth	Select Country ▼		
Passport No.	<input type="text"/>		
Nationality	Korea		
Home Address	<input type="text"/>		
Phone No.	<input type="text" value="01000000000"/>	(e.g. Country Code + City Code + Telephone Number)01000000000	
Email	jypark@sogood.co.kr		
Country of School	Korea, South		
Photo	<input type="text"/> <input type="button" value="Browse..."/> <ul style="list-style-type: none"> ✓ The background of the photo should be WHITE in color. ✓ Only .jpg, .gif and .png image file format is acceptable ✓ Optimize Image Size : width(92px) * height(122px) ✓ Files must be less than 2MB in size 		

II. Exchange Level and Period

Status	Undergraduate
Duration	Two Semester (Spring & Fall 2015)

III. Home University

Institution name	AA University		
Your Major	French Culture	No. of semesters attended at home university	4
Coordinator's Name	홍진 권	E-mail	yjkwon@sogood.co.kr
Office Phone No.	07078357925	Office Fax No.	07078357925

IV. Guardians / Emergency Contact Person

Home Country	
Name	<input type="text"/>
Phone No.	<input type="text"/>
Email	<input type="text"/>
Relationship	<input type="text"/>

V. I will stay in the dormitory (All students are strongly encouraged to stay at on-campus dormitory)

Notice

Two students share a room
Dormitory fee.
4 months about : \$1650 ~ \$1790
6 months about : \$2400 ~ \$2500

Check in Dates : 26th February (1.30pm-8pm) and 27th (9am-5pm)

Please make sure you select the Months together with the Meal Type A, B or C in the attached application form.
All applicants need to be aware of the following information and choose a meal plan of A, B or C. You must choose the plans carefully because you cannot make any changes after the application period.

Students, who choose meal plan A, would have to buy the meal ticket (3,800 won) in order to eat.
Meals that are left over after the end of the period will be refunded and cannot be transferred to the following semester.

After the end period, meals unused will be refunded according to the following regulations: End of staying period Moving-out halfway other forced displacement, used meals will be calculated as type A(3,800won/meal). After subtracting the used amount, remaining will be refunded.
If your meals have been used up, you can purchase each meal at 3,800won.
The total number of meals will be deposited to their ID cards. Students can scan their ID card to the machine located at the cafeteria each time they eat.

- Meal Plans-

Type	Details	Price/Meal	Staying Period	# of Meals
A	Students can buy meal tickets at the cafeteria in the dormitory	3,800won	4 months	No meals
			6 months	No meals
B	50% of the total # of meals provided during staying period	3,200won	4 months	104
			6 months	162
C	85% of the total # of meals provided during staying period	2,800won	4 months	176
			6 months	276

* total meals(100%) : 4 months(208) / 6 months(325) and prices may change as the price above is based on 2014 price.

Items included in Gonzaga: Bed, Desk, Chair, Drawer, Shoes closet, wardrobe, Internet phone, LAN Korea uses 220 volt outlets. The outlet has two round holes. Please bring an adapter for your appliances.

Student must bring along your own bed sheets, bed cover as well as pillow when entering the dormitory.

Curfew Hours

- 1) 'Passing' includes all movements through gates A and B
- 2) The curfew is between 12:00am to 5:00am. (Sun to Thur 24:00~ 05:00, Fri to Sat 01:00~ 05:00)
- 3) Passing between the curfew hour is only permitted once

Answer

Yes - (6months) Yes - (4months) No
(You will have to find boarding house on you own, no assistance will be provided.)

VI. Insurance Plan

Have you already purchased your insurance?

Answer

Yes No

Please select

- I will submit my insurance plan in the near future
 I wish to purchase my insurance plan when I arrive in Korea (insurance plan in Korea)

VI. During the period of exchange program, do you need any special personal care from Sogang University?

Answer

Yes No

VII. Financial Standing

How are you going to finance living, medical and other expenses during your stay in Korea?

Answer

VIII. Promise

I, so good, an applicant for admission as an exchange student to Sogang University, hereby promise to obey the laws of Korea and the regulations laid down by the government for the conduct of students coming from abroad. I am fully aware that a serious violation of these laws and regulations may result in dismissal from the University and deportation from the country. Finally, I will not hold Sogang University responsible for my personal conduct or for my personal debts or fines imposed for violation of laws. I will be responsible for purchasing study abroad insurance during my study at Sogang in Korea.

IX. Required Documents

1. Official Transcript :

2. Copy of Passport (mandatory)

3. Completed Dormitory Application Form ([📎 Dormitory Application\(Spring 2015\).docx](#))

4. Health Report Form ([📎 Health_Report_Form \(1\).doc](#))

5. Copy of insurance policy / Insurance card in English or in other languages with an English-translated copy. (must cover the entire period of stay in Korea and the copy of insurance MUST include the period of coverage)

6. You must upload below documents before you submit the application form.

- ID Photo
- Official Transcript in English
- Copy of Passport identification page
- Dormitory application form (if you wish to live on-campus)
- Health Report form (if you wish to live on-campus)
- Copy of Insurance Plan (valid in Korea during period of exchange)

7. Please make sure to click on the "Submit" button when you have completed the application form.

8. When you have completed the application form, you should proceed with the Buddy Request Form, Korean language registration form and Sogang Scholarship form.

APPLICATION DEADLINE

Spring semester (Mar-Jun): October 30

Fall semester (Sep-Dec): April 30

PLEASE PROCEED TO THE NEXT PAGE

CONTACT US

Office of International Affairs

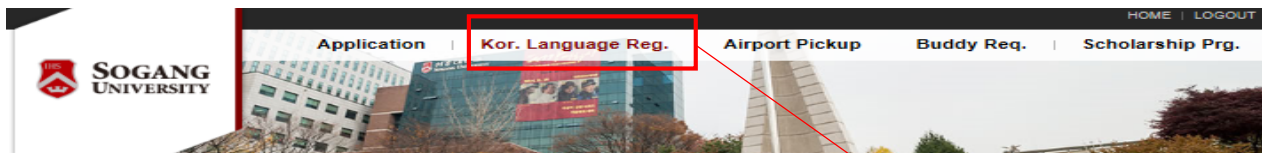
Sogang University

gobroad9@sogang.ac.kr

Tel. +82-705-8316

KOREAN LANGUAGE REGISTRATION FORM

Please note that you should fill out the Korean Language Registration Form after you have completed the Application form.



Korean Language Registration

1. Please click on the “Kor. Language Reg.” button on the top menu.

CLICK

2. If you wish to apply for the Korean language course, please fill out the form below and make the deposit payment by the designated deadline. You must also upload a remittance slip of your transaction. If you do not wish to apply for the Korean language program, please check the box “I don’t need Korean Language Registration”.

Korean Language Registration

Korean Language Registration

Application for Spring 2015

I don't need Korean Language Registration.

I . Personal Information (Use only alphabets, No special characters like éééé etc)

Name (as shown on passport)	so, good
Email	jypark@sogood.co.kr
Home University	삼동은2
Student ID	<input type="text"/>
Major	French Culture

Agreement

I have read Korean Language Program overview and policies.
I acknowledge that Korean Language is a serious academic program, which demands hard work and I agree to pay the cancellation fee/penalty if I drop the program or if the attendance rate is below 80%.

Answer

Yes (afternoon) Yes (evening) No

Have you learned Korean?

Answer

I have learned Korean before.
 I have never learned Korean before

III. Receipt of Proof

▪ Please upload the receipt of proof

Applicant's Signature **Date**

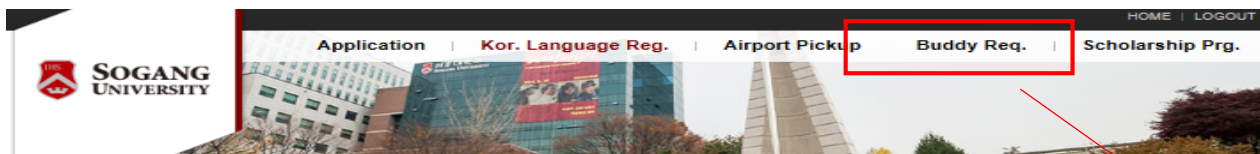
KOREAN LANGUAGE REGISTRTION DEADLINE

Spring semester (Mar-Jun): November 15

Fall semester (Sep-Dec): May 15

Please note that your deposit payment should also be made by the deadline.

BUDDY REQUEST FORM



CLICK

1.If you wish to apply for a buddy during your exchange semester or year at Sogang, please fill out the form and press submit.

Buddy Request

Buddy Request Form

Application for Spring 2015

I don't need buddy support

I . Personal Information (Use only alphabets, No special characters like éééé etc)

Name (as shown on passport)	Gender
Email	Student ID
Home University	Nationality

Notice

There are two kinds of Buddies at Sogang University.

Sogang Buddy

- Exchange students who apply for a buddy will be assigned a 'Sogang Buddy' from the Hands Up for Gathering(HUG) International Student Association, who will assist you in adjusting to Korea and Sogang.
- A Sogang Buddy will help you with the general adjustment to life at Sogang, such as arranging airport pick up, assisting in opening a bank account and a mobile phone if needed, arranging field-trips and so on. Furthermore, a Sogang Buddy will also become a language exchange partner.
- Sogang University Buddy Request Form' is for applying for a Sogang Buddy only. If you wish to be assigned to a Sogang Buddy during the semester, please fill out the form and SAVE. **Students who do not submit the form will not be assigned to a Sogang Buddy.**

Sogang Business School Buddy(SBSB)

- Exchange students who belong to business majors will be assigned a 'Sogang Business School Buddy,' in addition to a Sogang Buddy. An SBSB will mainly help you with your questions regarding business courses and life at the School of Business. More information will be available at the beginning of the semester.
- There is no application form for SBSB.

II. Preference

Personality	<input type="radio"/> I am outgoing and active. <input type="radio"/> I am quiet and prefer staying in.
Interests	<input type="checkbox"/> Travel <input type="checkbox"/> Sports <input type="checkbox"/> Music <input type="checkbox"/> Movie <input type="checkbox"/> Cooking
Comments	<input type="text"/> (May or may not be taken into consideration.)

Applicant's Signature	<input type="text"/>	Date	<input type="text"/>
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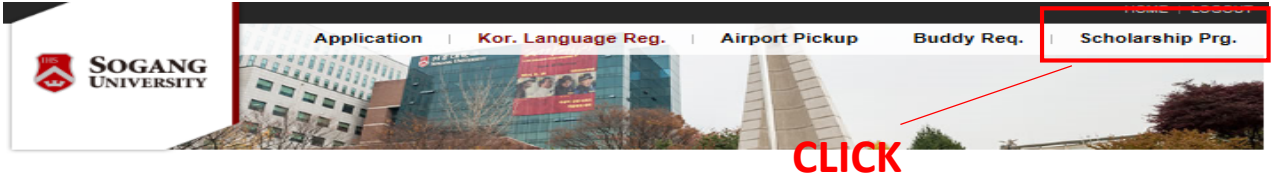
Submit Cancel Back

BUDDY REQUEST DEADLINE

Spring semester (Mar-Jun): October 30

Fall semester (Sep-Dec): April 30

SCHOLARSHIP REQUEST FORM



1.If you wish to apply for Sogang Global Scholarship, please fill out the form as shown below and submit by the deadline.

2.Sogang Global Scholarship waives KRW900,000 from the total on-campus dormitory fee.

Scholarship Program

Sogang Global Scholarship Form

Application for Spring 2015

I will not apply to this scholarship.

Notice

The Office of International Affairs will offer a financial aid called Sogang Global Scholarship, which covers about 50% of Dormitory fee(KRW 900,000), to a few selected number of students.
No applications will be received after the deadline which is 21-23 January (10am~6pm) As there are limited numbers of scholarships available, not all students who have applied will be selected as the final recipient. Priority will be given to student as follows:
Students who are the first to be participating in the Sogang Exchange Program from their home institution will be given an advantage.
Students who are under the agreement between Sogang University and your home- university.
When awarding the scholarship, much consideration will be taken into the reason why students have applied for the scholarship.
The academic performance in your home university will also be taken into consideration.
Students who will be receiving the following scholarships will not be eligible to apply for the Sogang Global Scholarship Program: Global Korea Scholarship (GKS), ASEM DUO, JASSO and other scholarships given by institutions from your home country.
NOTICE
Recipients of the scholarship will be notified through email and also posted on the Office of International Affairs website (<http://goabroad.sogang.ac.kr>) during mid-August. There will not be any other notices for those who are not selected for the scholarship due to confidentiality and OIA regulations.
Sogang Global Scholarship will be offered on the condition that the recipient stays at on-campus dormitory(Gongaza Hall) for the entire period stated on the Dormitory Application Form. If a recipient moves out of the dormitory in the middle of the semester, the recipient will have to return the scholarship in full to the OIA by wire transfer.

I . Home Institution

Name of Institution	
Country	

II . Information on the person of exchange

Name (as shown on passport)		Student ID	
Date of Birth		Email	
Nationality		Major	

Reason for Application (more than 10 lines)

Please, describe in detail why you must receive Sogang Global Scholarship.

III. Confirmation of authenticity

I hereby confirm that the information provided in this application is correct and complete. Any provision of inaccurate or false information or omission of information will render this application invalid and that, if selected on the basis of such information, I can be required to withdraw from the award.

Applicant's Signature		Date	
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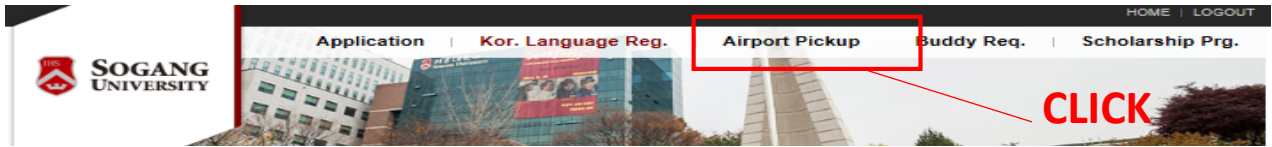
[Submit](#) [Cancel](#) [Back](#)

SCHOLARSHIP REQUEST DEADLINE

Spring semester (Mar-Jun): October 30

Fall semester (Sep-Dec): April 30

ARRIVAL INFORMATION FORM



1. Please submit the arrival information form when you purchase your ticket to Korea.
2. If you wish to request for airport pick up please fill out the form and press submit. Even if you do not need airport pickup, please fill out the arrival information and press submit.

Airport Pickup

Arrival Information Form

Application for Spring 2015

I don't need airport pickup

I. Personal Information (Use only alphabets, No special characters like éëëé etc)

Name (as shown on passport)	Youngjin Kwon	Gender	Male
Email	jakanest@gmail.com	Student ID	1234
Home University	함평은2	Nationality	Korea, South

Notice

- Submit Arrival Information Form during the course registration period. (21~23 January) Korean Time
- Even if you do not need pick-up service, please submit the form online.
- The Sogang Buddy will be your greeter from Sogang, who will meet you at the airport only if you arrive between the dates 26th February (1.30pm~8pm) & 27th February (9am~6pm)
- Pick-up service may not be available to students who do not arrive on the designated arrival dates.
- You will be able to check in the dormitory on 26 ~ 27th February 2015
- Students, who arrive other than the designated check-in dates, will need to stay at an accommodation off-campus and then check in the dormitory during 26-27th February 2015.
- Students are responsible for making a reservation at an accommodation off-campus in advance of arrival and need to cover room charges. Information on off-campus accommodation will be announced on the Predeparture at a later time.
- Contact the adviser at the Office of International Affairs at Sogang goabroad@sogang.ac.kr, if you alter your flight arrival details.

II. Arrival Information

Date of Arrival	2015-03-04			
Time of Arrival	Hour	07	Minute	20
Airline	123		Flight No.	123

Applicant's Signature	123	Date	2015-03-11
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ARRIVAL INFORMATION DEADLINE

Spring semester (Mar-Jun): February 1

Fall semester (Sep-Dec): August 1

[Submit](#) [Cancel](#) [Back](#)