

# Guideline for Online Application to Ajou International Program

<Exchange/Visiting Program, International Summer/Winter School>

## 1. Fill out your Name, Date of Birth and E-mail address and Click Enter.

As this information will be used for the further contact, please write the correct information.  
It should be exactly same with the information on your passport.

### Application for Incoming Exchange Student

Name(Family / Given)	Family	Last Name	Given	First Name
Date of Birth(YYYYMMDD)	<input type="text"/>  (ex:1990/12/31)			
E-mail	<input type="text"/>			
<input type="button" value="ENTER"/>				

## 2. Admission Information

- ① Choose one from 'Partner/ISEP/Non-Partner'

Partner/Non-Partner	<input type="text" value="Partner Univ."/>
Regular Semester	<input type="checkbox"/>
International Summer/Winter School	<input type="checkbox"/>

Partner Univ. (highlighted)

ISEP

Non-partner Univ.

Ajou Univ.

- ② Click a regular semester box if you are applying for an exchange student program on the regular semester(Spring/Fall). Click an International Summer/Winter School box if you are applying for an Ajou International Summer/Winter School. In case you are applying for both summer/winter and regular semester, please click both.
- ③ Type the year(2020) of you are applying and choose a semester.

Partner/Non-Partner	<input type="text"/>					
Regular Semester	<input type="checkbox"/>	Year/Semester of application	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
International Summer/Winter School	<input checked="" type="checkbox"/>	Year/Semester of application	<input checked="" type="checkbox"/>	2020	WINTER SEM	

Check here and put Year 2020 and Winter Semester

### 3. Personal Information

Fill out all the information and click 'Find Photos' button and upload your face photo.  
This picture will be used for your student ID card at Ajou. Please show front of your face with white background.  
The picture should be less than 200KB in JPEG format.

PERSONAL INFORMATION \* Only JPG File FIND PHOTOS

Name as passport ( Family / Given )	<input type="text"/>	<input type="text"/>	KOREAN NAME	<input type="text"/>	
Place of Birth ( City / County )	<input type="text"/>	<input type="text" value="v"/>	Gender	<input type="text" value="v"/>	
Date of Birth	<input type="text"/>	Passport No.	<input type="text"/>	Nationality	<input type="text" value="v"/>
E-mail	<input type="text"/>	Religion	<input type="text" value="v"/>		
Postal address	<input type="text"/>			Tel	<input type="text"/>

### 4. Emergency Contact

Your family, friend or your home university coordinator could be find as far as we can reach them properly in case of emergency.

EMERGENCY CONTACT

NAME First, Middle, Last(Family)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Relationship to you	<input type="text"/>
Address	<input type="text"/>	Tel	<input type="text"/>	E-mail	<input type="text"/>

## 5. Academic Information at Home University

If your home university does not appear on the list, please contact the incoming coordinator at [incoming@ajou.ac.kr](mailto:incoming@ajou.ac.kr).

### ACADEMIC INFORMATION AT HOME UNIVERSITY

Home University (Continent, Country, University)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Level of study	<input type="text"/>
Attended period (YYYYMMDD ~ YYYYMMDD)	<input type="text"/>	<input type="text"/>	Major	Year of enrollment	<input type="text"/>

For students who are applying from ISEP or UMAP, please search the partner university as below.

#### Partner Univ. Search

University Name	<input type="text" value="ISEP"/>	<input type="button" value="SEARCH"/>
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No.	University Name
1	ISEP-US
2	ISEP-MULTI

#### Partner Univ. Search

University Name	<input type="text" value="UMAP"/>	<input type="button" value="SEARCH"/>
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No.	University Name
1	UMAP
2	HUMAP(Hyogo University Mobility in Asia and the Pacific)

## 6. Home University Information

Please fill out the correct information because your home coordinator will be the main person whom we are contacting for the application, admission procedure. After the semester, the transcript will be sent to this address. (Transcript for ISEP application will be sent to ISEP central)

### HOME UNIVERSITY INFORMATION

Home Coordinator First, Last(Family)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Title	<input type="text"/>	E-mail	<input type="text"/>
Address	<input type="text"/>			Tel	<input type="text"/>	Fax	<input type="text"/>

## 7. Application Information

Please choose a major that is identical or similar to your major at home university.

### APPLICATION INFORMATION

Applying program	<input type="text"/>	Applying department at Ajou	College/School	<input type="text"/>	Department	<input type="text"/>
Please note that all of the exchange students will be admitted as undergraduate students regardless of the level of study at their home university.						

## 8. Required Documents

Please upload: 1. Self-Introduction(A4 1 page), 2. Passport Copy, 3. Transcript, 4. Health Checkup  
 The forms for Self-Introduction and Health Checkup can be downloaded when you click 'Download'.  
 The scanned file of a transcript and a passport copy should be in JPEG or PDF format.

### REQUIRED DOCUMENTS

Self-Introduction	<input type="text"/>	<input type="text"/>	Required	FILE SELECTION	Guide Download	DOWNLOAD
Passport Copy	<input type="text"/>	<input type="text"/>	Required	FILE SELECTION		
Transcript	<input type="text"/>	<input type="text"/>	Required	FILE SELECTION		
Health Checkup	<input type="text"/>	<input type="text"/>	Required	FILE SELECTION	Guide Download	DOWNLOAD
Bachelor's degree certificate (for postgraduates only)	<input type="text"/>	<input type="text"/>	Optional	FILE SELECTION		

Please upload: 1. Self-Introduction(A4 1 page), 2. Passport Copy, 3. Transcript, 4. Health Checkup

### \*\* For Online Ajou International Winter School

- 1) Self-Introduction, Passport Copy, Transcript are REQUIRED.
- 2) Health Checkup is not required, however, the application can only be completed when all the parts are filled out.
- 3) So please put the Self-Introduction file in the Health Checkup section.

## 9. Answer the following 3 questionnaires

### QUESTIONNAIRE

Why did you choose to study in Korea?	<input type="text"/>
	Other (Specify) <input type="text"/>
Why did you choose to study at Ajou University?	<input type="text"/>
	Other (Specify) <input type="text"/>
How did you know Ajou University's international program?	<input type="text"/>
	Other (Specify) <input type="text"/>

## 10. Submit the Application

Click 'Save' on the top of the web page first and then click 'Submit Application' to complete your online application. Before you click the submit button, you can save and modify your application, but after submission, ***it cannot be modified.***

Regarding the online application, please contact [iss@ajou.ac.kr](mailto:iss@ajou.ac.kr) for information.

# 11. Personal Information Collection and Usage Agreement

Please read the terms and conditions carefully. The information is collected and used for the mentioned reasons only.

**Personal Information Collection and Usage Agreement**

I, as an international exchange/visiting student at Ajou University, hereby understand the contents written below and agree that Ajou University shall collect and use my personal information in accordance with the Personal Information Protection Act. I allow Ajou University to collect and use my personal information for the purpose of admission process and student management, to provide educational services and to promote Ajou University program

**Personal Information Collection and Usage**

Personal information to be collected and used	Purpose of collection and use	Period to retain and use
<ul style="list-style-type: none"> <li>Student information: name, sex, date of birth, place of birth, nationality, e-mail address, address, phone number, photos and videos</li> <li>Academic Information: name of home university, major, attended period, year of enrollment, transcript, and bachelor's degree</li> <li>Home University Information: name of coordinator, title, e-mail address, address, phone number, and fax number</li> <li>Emergency Contact Information: name, relationship, address, phone number and e-mail address</li> <li>Application Information: applying program and department, self-introduction and questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>To be used in the admission process and student management</li> <li>To provide educational services</li> <li>To promote Ajou University program</li> </ul>	<ul style="list-style-type: none"> <li>Personal information will be retained and used from the time it is collected until it is deleted and in accordance with the regulations of the Korean law</li> </ul>

※ You have the right to refuse to consent to the collection and/or use of personal information. In that case, restrictions may occur for admission, registration of courses or use of dormitory

Consent to collect and use personal information (  I agree  I disagree )

**Sensitive Information Collection and Usage**

Sensitive information to be collected and used	Purpose of collection and use	Period to retain and use
<ul style="list-style-type: none"> <li>Passport number</li> </ul>		<ul style="list-style-type: none"> <li>Sensitive information will</li> </ul>