

Online Application Manual for SMU International Students

1. Open online application page

<http://e.sookmyung.ac.kr> > Admission > International Programs > How to apply >

Click the box **"online application Apply now!!"**

2. Create an I.D. and Password

You must create an ID and a password and log-in and fill out the online application.

① Click 'Join Us'

LOG-IN

Years:
Commencement:
ID(E-mail):
Password:

Contact Information

The Official of International Affairs
Sookmyung Women's University
Administration Bldg # 503
Cheongpa-ro 47-gil 100,
Yongsan-gu, Seoul, 140-742,
Korea
Tel : +82-2-710-9284
Fax : +82-2-710-9285
E-mail : exchange@sm.ac.kr

Online Application
for Visiting Student & Student Exchange Program

Application Process

1. Complete the Online Application
2. Submit it online
3. Print the application
4. Mail the application documents (Check the list below) to the Office of International Affairs (OIA), SMU
5. Receive an approval by the Office of International Affairs at SMU
6. Obtain a Letter of Admission from the Office of International Affairs at SMU (For those who applied for regular exchange program only)
7. Start the process of obtaining a relevant visa from Korean Embassy or Consulate in your home country
 - D-2 student visa for those who applied for regular exchange program.
 - C-3 short-term visa for those who applied for summer and winter semester (Nationals of those countries or regions with which Korea has signed a visa waiver agreement can enter into Korea without a visa (Hong Kong/ Japan/Australia/Canada etc. More information can be found at <http://www.mofat.go.kr/english/visa/apply/index.jsp>)

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② Agree the collection and Utilization of Personal Information Agreement.

Collection and Utilization of Personal Information Agreement

Collection and Utilization of Personal Information Agreement

Thank you for your interest in the International Program of Sookmyung Women's University! All personal information collected during the application for the exchange program will only be collected and used for academic and program information, course registration, transferring credits, and GPA. All collected and processed information is treated under 『SMU's Protection of Personal Information Act』

1. Purpose of collecting Personal Information

Office of International Affairs, SMU processes personal information for the following purposes. In order to change the purposes of use, prior consent is required. We will only use your personal information, including your Personal Identification Number for the purposes of: credit exchange, management of GPA, and report to the Immigration office and academic affairs.

2. Personal information items to be collected and used

- *Required items : name, email address, phone number, nationality, passport number, Personal Identification Number, date of birth, gender, university's name, major, and student ID Number
- *Optional items : all other items except required items mentioned above.

3. Period of possession and utilization of personal information

Collected personal information will be kept until the purpose of collection and utilization of the information is fulfilled.

4. Right to refuse consent

An information provider has a right to refuse collection and utilization of personal information. However, in the case of refusal to provide personal information, applying for exchange program will be restricted.

☒ - I agree to allow Sookmyung Women's University to collect and use of my personal information for the purposes stated above.

2

Save Cancel

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③ Type your E-mail account which will be your I.D.

The screenshot shows a web browser window titled "CREATE ACCOUNT". Inside, there's a "Create Account" section with three input fields: "ID(E-mail):", "Password:", and "Confirm the Password:". The "ID(E-mail):" field is highlighted with an orange border. A curved orange arrow points from this field to a larger, magnified version of the same field, also outlined in orange, showing the text "ID(E-mail):" and a yellow input area. Below the input fields are two radio buttons: "Fall Semester(September-December)" and "Winter Semester:Winter Beyond Borders Program". At the bottom are "Save" and "Cancel" buttons.

④ Type your password

The screenshot shows the "CREATE ACCOUNT" form with the "ID(E-mail):" field filled with "exchange@sookmyung.ac.kr". The "Password:" field is highlighted with an orange border. A curved orange arrow points from this field to a larger, magnified version of the same field, also outlined in orange, showing the text "Password:" and a yellow input area with five dots. The "Confirm the Password:" field is empty. The radio buttons and "Save/Cancel" buttons are also visible.

⑤ Confirm your password by retyping the password

The screenshot shows the "CREATE ACCOUNT" form with both the "Password:" and "Confirm the Password:" fields filled with five dots. The "Confirm the Password:" field is highlighted with an orange border. A curved orange arrow points from this field to a larger, magnified version of the same field, also outlined in orange, showing the text "Confirm the Password:" and a yellow input area with five dots. The "ID(E-mail):" field remains "exchange@sookmyung.ac.kr". The radio buttons and "Save/Cancel" buttons are also visible.

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⑥ Click one of the semester or programs you are willing to register

CREATE ACCOUNT

Create Account

ID(E-mail): exchange@sookmyung.ac.kr

Password:

Confirm the Password:

☒ Spring Semester(March-June)

☐ Summer Semester:Sookmyung International Summer School:SISS I

☐ Summer Semester:Sookmyung International Summer School:SISS II

☐ Fall Semester(September-December)

☐ Winter Semester:Winter Beyond Borders Program

⑦ Click Save

CREATE ACCOUNT

Create Account

ID(E-mail): exchange@sookmyung.ac.kr

Password:

Confirm the Password:

☒ Spring Semester(March-June)

☐ Summer Semester:Sookmyung International Summer School:SISS I

☐ Summer Semester:Sookmyung International Summer School:SISS II

☐ Fall Semester(September-December)

☐ Winter Semester:Winter Beyond Borders Program

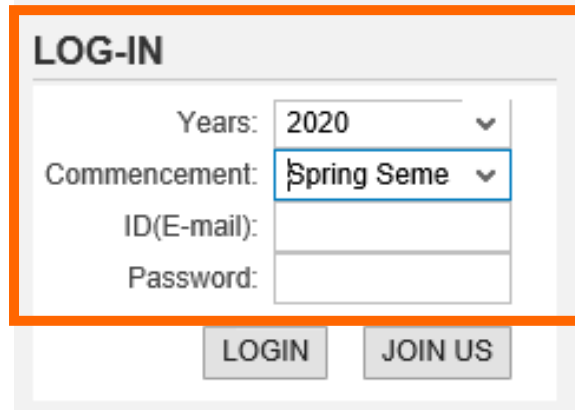
Save **Cancel**

Your ID and password have been created successfully. 😊

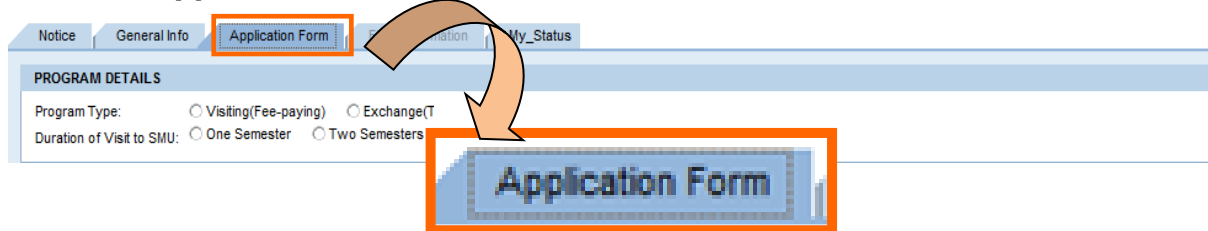
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2. Log-in

① Click your "Years/Commencement" and then Log-in as below.

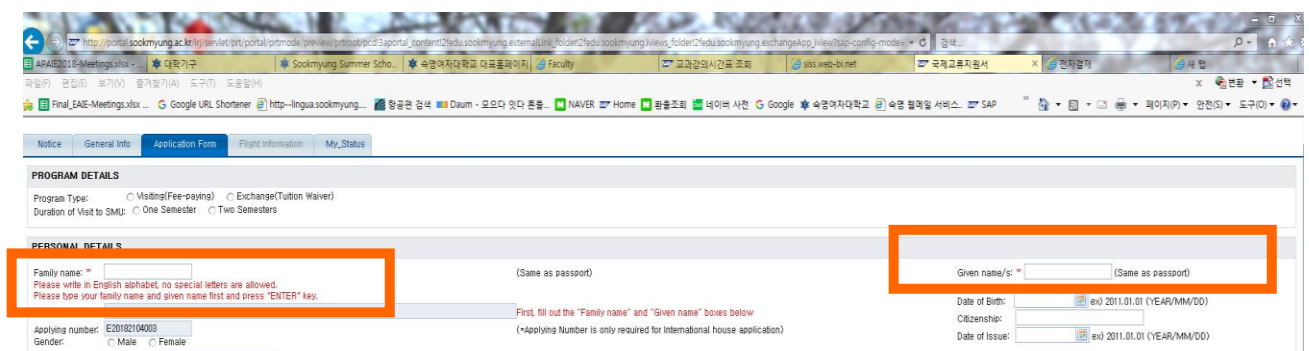


② Click "Application Form" Tab.



③ Fill in your information completely.

* You should type your family name and given name (same as passport) and please click **"Enter" key** after typing your family and given name. Then you full name will be automatically appeared.



* Please do not forget to upload the six necessary documents for applications as below:

- You need to scan the documents for each 6 files.
- Click the "찾아보기 (SEARCH)" button to find your file.
- Select the file
- When you select the adequate file, please click the "UPLOAD" button to upload the files

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Uploading application file

A recent copy of an official academic transcript :

A copy of passport :

A copy of photo(passport size) :

Recent original bank statement(Amount of \$5,000/semester) :

Health Insurance Certificate :

Medical Check up :

1

찾아보기...

UPLOAD

2

Search the file from
your computer.

Upload the file
at this page.

찾아보기...

UPLOAD

찾아보기...

UPLOAD

찾아보기...

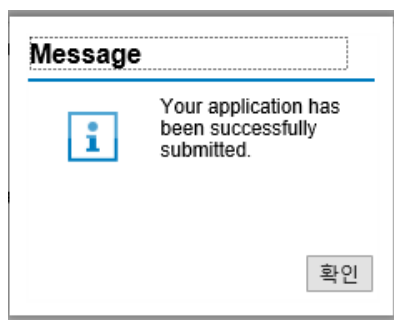
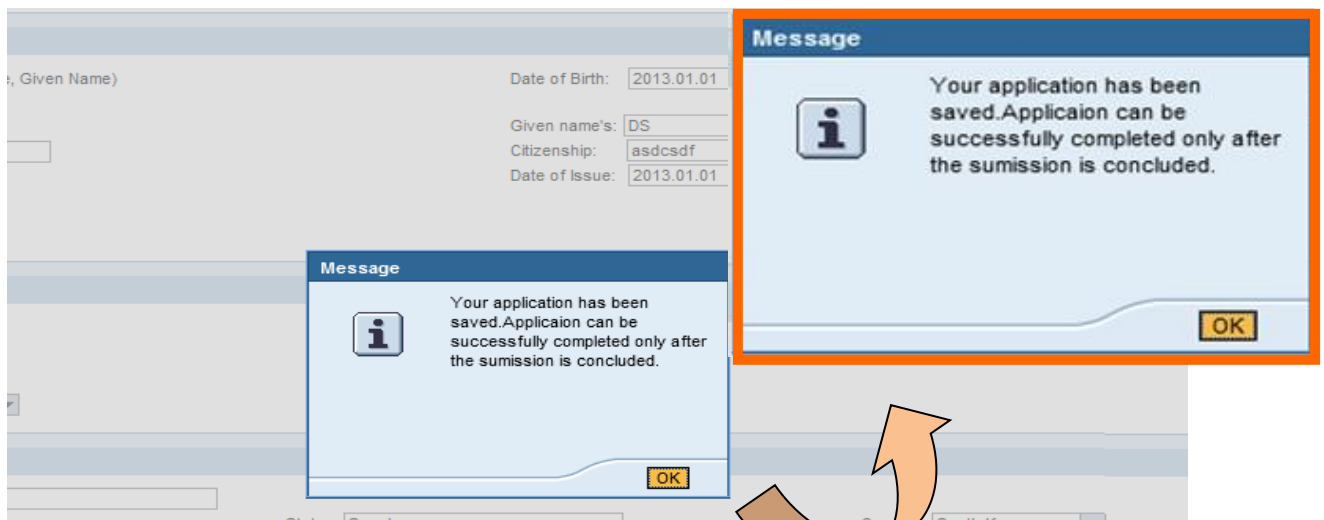
UPLOAD

④ If you want to log out or revise it later, click 'SAVE' button at the bottom.



* You can click the "SAVE" button as many times as you want before completion of application.

⑤ When you complete the application and there will be no more changes on the online application, please click "Submit" button to submit your application. In this stage, you can not change any information anymore.



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3. Check your status

① When you complete your online application and press the “submit” button, you will see the status as appeared below.

Notice	General Info	Application Form	Flight Information	My_Status
Process		Date & Time	Comment	
JOINTO BE A MEMBER		2019/10/01 09:37:25	Signed-up has been successfully completed. You can now access to on- line application.	
SUBMITTED ON-LINE APPLICATION		2019/10/01 10:05:57	Thank you for applying to SMU.	
PLEASE CHECK AGAIN				
APPROVAL NOTICE				
END				

② After reviewing your submitted document, Office of International affairs will give you the feedback on your application. If there is some information or documents are requested, there will be a message at the “Please check again” on the My-Status page.

Notice	General Info	Application Form	Flight Information	My_Status
Process		Date & Time	Comment	
JOINTO BE A MEMBER		2019/10/01 09:37:25	Signed-up has been successfully completed. You can now access to on- line application.	
SUBMITTED ON-LINE APPLICATION		2019/10/01 10:05:57	Thank you for applying to SMU.	
PLEASE CHECK AGAIN		2019/09/20 16:46:01	Please review the comment below and upload the appropriate document again : * Your document is not accepted due to the reason :DEPOSIT AMOUNT SHOULD BE MORE THAN \$10000	
APPROVAL NOTICE			CLICK to upload	
END				

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③ You need to check the message on this page, and you need to click the “Click to upload” to re-upload the necessary file according to the message.

At the uploading application file list, you can see whether the documents are approved or rejected. You should upload the appropriate file again if your document is rejected. (Other information cannot be changed)

Uploading application file

A recent copy of an official academic transcript :	<input type="text"/>	찾아보기...	UPLOAD	국제 이.JPG APPROVAL
A copy of passport :	<input type="text"/>	찾아보기...	UPLOAD	국제 이.JPG APPROVAL
A copy of photo(passport size) :	<input type="text"/>	찾아보기...	UPLOAD	국제 이.JPG APPROVAL
Recent original bank statement(Amount of \$5,000/semester) :	<input type="text"/>	찾아보기...	UPLOAD	국제 이.JPG REJECT

*Only regular semester exchange students are required to submit.
*For SISS, WBBP student, please upload the receipt of fee payment at this section.

Health Insurance Certificate : 찾아보기... UPLOAD

*If you want to purchase the health insurance in Korea, you only need to upload the "Verification of Accident and health insurance". (Verification form can be download from homepage)

Medical Check up : 찾아보기... UPLOAD

*Only regular semester exchange students are required to submit.

④ If you find the document and upload the new file, you can see the status changed from “reject” to “change” then, new file is uploaded well.

Uploading application file

A recent copy of an official academic transcript :	<input type="text"/>	찾아보기...	UPLOAD	국제 이.JPG APPROVAL
A copy of passport :	<input type="text"/>	찾아보기...	UPLOAD	국제 이.JPG APPROVAL
A copy of photo(passport size) :	<input type="text"/>	찾아보기...	UPLOAD	국제 이.JPG APPROVAL
Recent original bank statement(Amount of \$5,000/semester) :	<input type="text"/>	찾아보기...	UPLOAD	국제 이.JPG CHANGE

*Only regular semester exchange students are required to submit.
*For SISS, WBBP student, please upload the receipt of fee payment at this section.

Health Insurance Certificate : 찾아보기... UPLOAD

*If you want to purchase the health insurance in Korea, you only need to upload the "Verification of Accident and health insurance". (Verification form can be download from homepage)

Medical Check up : 찾아보기... UPLOAD

*Only regular semester exchange students are required to submit.

⑤ When your documents are all approved, you can see that the status is on approval notice. You. Should click the message to type your arrival information when your flight schedule is ready.

Notice	General Info	Application Form	Flight Information	My_Status
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Process	Date & Time	Comment
JOIN TO BE A MEMBER	2019/10/01 09:37:25	Signed-up has been successfully completed. You can now access to on-line application.
SUBMITTED ON-LINE APPLICATION	2019/10/01 10:05:57	Thank you for applying to SMU.
PLEASE CHECK AGAIN	2019/10/01 10:18:09	Please review the comment below and upload the appropriate document again : CLICK to upload * Your document is not accepted due to the reason :PASSPORT, VERIFICATION OF HEALTH INSURANCE ARE REQUIRED
APPROVAL NOTICE	2019/10/01 10:46:55	Your application has been successfully approved by OIA. You can now input your arrival information. Acceptance letters for D-2-6(regular exchange students) or D-2-8(short-term exchange students) visa application shall be mailed to your international office soon. <div style="border: 1px solid red; padding: 2px;">Quick Link - Click here to input your arrival information in Korea.</div>

END

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4. Type your arrival Information.

When your flight schedule is arranged, please do not forget to type your information at the application system.

You should type your flight information no later than 20 days before starting the new semester.

▶ How to Type in My information:

e.sookmyung.ac.kr > Admission > International Program > Online Application Apply No > Log in

> Click "Flight Information" > Type in your flight information > **SAVE > SUBMIT**

Notice General Info Application Form **Flight Information** My_Status

FLIGHT ITINERARY(Korean Local Time)

Arrival to Seoul, Korea

Arrival Date: 2020.02.25 (Korean Local Time)

Arrival Time: 18:00:00 (EX. 9:00:00 pm -> 21:00:00)

Flight Number: AY02

How to get to Sookmyung?

Airport Pick-Up Service(Fee Charged)

☒ SMU Student's pickup Service request(fee charged:krw 50,000)

☐ Airport Help Center International(fee charged)

☐ Get to SMU by myself

- Only available in case the flight is scheduled to arrive between 10:00 ~ 20:00 (public transportation will be using for buddy pick-up)

- You should book the by service yourself via its website at www.airhelp.co.kr/English

Message

Your arrival information has been saved. Application can be successfully completed only after the submission is concluded.

확인

확인

SAVE LOGOUT

Message

Once you submit the arrival information, you cannot change the information. Will you submit the arrival information?

예 아니오

▶ I have trouble typing in my flight info:

Please submit your flight info to inbound.exchange@sookmyung.ac.kr and which pick up service you'd like!

* Name / Home Univ / Arrival Date & Time (Korea Local time) / Pick up service

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5. Online application is completed!!

Process	Date & Time	Comment
JOINT TO BE A MEMBER	2019/09/20 14:55:03	Signed-up has been successfully completed. You can now access to on-line application.
SUBMITTED ON-LINE APPLICATION	2019/09/20 15:07:23	Thank you for applying to SMU.
PLEASE CHECK AGAIN	2019/09/20 15:23:01	Please review the comment below and upload the appropriate document again : CLICK to upload * Your document is not accepted due to the reason: FAMILY RECORD IS REQUIRED
APPROVAL NOTICE	2019/09/20 16:06:02	Your application has been successfully approved by OIA. You can now input your arrival information. Acceptance letters for D-2-6(regular exchange students) or D-2-8(short-term exchange students) visa application shall be mailed to your international office soon. Quick Link - Click here to input your arrival information in Korea.
END	2019/10/08 11:01:23	Your arrival information has been successfully submitted. We look forward to welcoming you at SMU.

LOGOUT

We will look forward to meeting you soon at Sookmyung!
Thank you for applying the exchange student program
to Sookmyung Women's University!!



 **숙명여자대학교 국제팀**
Office of International Affairs

Office of International Affairs
Sookmyung Women's University