

Online Application Guide

for 2018 Exchange Student Applicants

Before you start your online application

- ❖ After you have been nominated by your home university coordinator, apply online.

Online Application Period:

18, Sep(Mon) 09:00 ~ 27th, Oct(Fri), 23:00, 2017(Korean Time)

- ❖ You MUST use the Internet Explorer browser and have your photo and all attachment files prepared in the required format. (jpg or bmp)
- ❖ You must type in your personal data correctly from the beginning.
- ❖ Please read the FAQ in detail before emailing your inquiry at orir@inha.ac.kr

International center

INHA UNIVERSITY

Step 1. Register for the Online Application System

- Go to the online system URL

<http://itislink.inha.ac.kr/ipsiExchange/IE61001/ApplyLoginFGrd.aspx>

- Click Register to start your application

INHA UNIVERSITY

Login
check your number & password

“ Online Application for International Exchange Program ”

- Application Period : September 18, 2017 09:00~October 27, 2017 23:00

Application Number Password Login

Register

Click to register

Step 2. Fill out the (A)Application Section

Leave this [Application Number] blank. You do not need to type anything.

Your application number will pop up automatically at the last stage after submission.

(*)Required information		* Please type clearly in English.	Password	*****	Confirm Password	*****
(A)Application Section						
Application number	<input type="text"/>		* Study Period (Academic Year)	<input checked="" type="radio"/> 1 Semester (Spring 2018) <input type="radio"/> 1 Year (Spring 2018 – Fall 2018)		
* Exchange program	<input checked="" type="radio"/> Undergraduate <input type="radio"/> Master's <input type="radio"/> Doctoral		* Department (Major)	Select <input type="text"/>		
* Home University (Country)	Select <input type="text"/>		* Home University	Select <input type="text"/>		
* Program(department/major) currently enrolled in your Home University						
* Current Semester	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7		* Academic Score	<input type="radio"/> 4.0 <input type="radio"/> 4.5 <input type="radio"/> 100 <input type="text"/>		
Language Certificate (English)			Test name :	Level :	Score :	<input type="text"/>
Language Certificate (Korean)			Test name :	Level :	Score :	<input type="text"/>
* Balance Amount in Bank Statement (USD Only)						

※ **Current Semester** means the enrolled semester at your home university. (If you are currently in the first semester of your third year, you need to enter in “5”.)

※ **Academic Score** means your accumulative GPA.

Ex) 3.5/4.0, 4.0/4.5, 90/100

<p>* Financial Sponsor for the Exchange Program</p> <p><input checked="" type="radio"/> Self-Finance <input type="radio"/> Parents <input type="radio"/> Scholarship <input type="radio"/> Others (Please specify) <input type="text"/></p> <p>① Must be same as the bank account holder on the bank statement ② The bank account holder must be the person who will be responsible for your study and living expenses ③ All the applicants should submit corresponding documents for the financial sponsor (you must submit a family relations certificate if you check *Parents)</p> <p>* Accommodation</p> <p><input checked="" type="radio"/> Apply for Inha dormitory. <input type="radio"/> Please upload your copy of Tuberculosis test with an official hospital(medical) stamp after you receive the letter of admission from Inha University <input type="radio"/> I apply for an off-campus apartment introduced by Inha <input type="radio"/> I will look for an off-campus housing by myself</p> <p>* Buddy Program (Note that you cannot apply for buddy later.) <input checked="" type="radio"/> Yes, I will apply for Inha buddy program <input type="radio"/> No</p> <p>Did you get an approval from the adviser or professor of chosen field at INHA University? (Graduate Students only) <input type="radio"/> Yes <input type="radio"/> No *You will NOT be accepted if you do not get an approval from the professor.</p> <p>* Insurance is mandatory for all international students. Those who have not submitted the insurance policy during the application period must purchase designated insurance upon arrival. (Each Student is responsible to purchase their local insurance for the travelling period not covered by term dates.) <input checked="" type="checkbox"/> confirm</p> <p>Do you want Lab activities? (Graduate Students only) <input type="radio"/> Yes <input type="radio"/> No</p> <p>*Others (Any comments)</p> <input type="text"/>

※ **Apply for Inha dormitory**

It is mandatory for all Inha dormitory applicants to submit an official Tuberculosis test result.

(Tuberculosis Examination Form can be downloaded at the bottom of the page on “Application Documents Download”)

Step 3. Fill out the (B)Biographical Section

Same as in your passport.
(If you have a long middle name, omit it and you may just write the first name)

(B)Biographical Section		(C)Academic Information	(D)Study Plan
* Name	* Last name(성) <input type="text" value="DOE"/> * First name(이름) <input type="text" value="JOHN"/> * Your full name should be indicated as it appears on the passport.	* Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
* Date of Birth	<input type="text" value="1991-07-23"/>	* Passport Number	<input type="text"/>
* E-mail address	<input type="text" value="Johndoe@gmail.com"/> (Don't use qq.com)	* Passport Expiry Date	<input type="text"/>
* Country of birth	<input type="text" value="Select"/>	* Citizenship Country	<input type="text" value="Select"/>
* Permanent Address	<input type="text"/>		
* Mailing Address	<input type="text"/>		
* Home Number	<input type="text"/> E.g., 82328607032 Please include the country code and area code.	* Mobile Number	<input type="text"/> E.g., 82328607032 Please include the country code and area code.
[Information of the account holder]		[Guardian In Home Country]	
Account holder's Name	Last <input type="text"/> First <input type="text"/>	Guardian's Name	Last <input type="text"/> First <input type="text"/>
Relationship	<input type="text"/>	Relationship	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
Occupation	<input type="text"/>	Occupation	<input type="text"/>
[Person or organization that will be responsible for your study and living expenses]			
Name	Last <input type="text"/> First <input type="text"/>	Relationship	<input type="text"/>
Telephone	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>		

* Criminal Convictions	All those who apply for admission are required to declare whether they have any criminal convictions other than minor motoring offences. Do you have any criminal convictions? <input type="radio"/> Yes <input type="radio"/> No
Please check the appropriate box(es)	<input type="checkbox"/> No Disability/special need, or not aware of any additional support requirements for study or accommodation <input type="checkbox"/> Blind/Partially Sighted <input type="checkbox"/> Deaf/Hard of Hearing <input type="checkbox"/> Wheelchair User/Mobility Difficulties <input type="checkbox"/> Mental Health Difficulties <input type="checkbox"/> Unseen Disability (HIV, epilepsy, asthma, diabetes etc.) <input type="checkbox"/> Homosexual or Bisexual Orientation * Please give further details or disability/special needs not listed on separate sheet. <input type="text"/>
Upload or change your photo	- Directions for uploading the photo 1) The size of photo should be 3.5cm(Width) X 4.5cm(Length). 2) The size of photo file should be under 500KB. 3) The form of photo file should be BMP or JPG. If your scanned file is not in BMP or JPG form, you should change it by using graphic editing tools. 4) Do not upload your selfie photo.
Application Documents Download	1) Inha Fact Sheet 2) Recommendation letter form 3) Housing Application Form 4) Tuberculosis Examination Form 5) Exchange Students Pledge



※ The photo you upload on the system will be used for your Student ID Card. (It does not have to be the same photo on your passport)

Step 4. Fill out the Remaining Sections

(B)Biographical Section		(C)Academic Information				(D)Study Plan		
	Institution	Duration of Study				Major	Degree or Diploma	Registered Number of Degree/Diploma (if applicable)
		From		TO				
		mo.	yr.	mo.	yr.			
High School(Final)	<input type="text"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="01"/>	<input type="text"/>			
University(Final)	<input type="text"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="01"/>	<input type="text"/>			

(B)Biographical Section		(C)Academic Information				(D)Study Plan	
Please type no more than 10000 words.							
<ul style="list-style-type: none"> <li style="color: #0070C0;">• Study Plan 							

✳ **Describe the reason you want to study at Inha, and what you want to achieve during your exchange semester in paragraph form.**

Read and check “I Agree,” and click submit

Please verify that the details and choices of your application are correctly entered before proceeding to submit.

I declare that all the information I have given in this application is true and correct.

I have obtained approval from my home university to enrol as an exchange student at Inha University. However, I understand that Inha University reserves the right to reject my application.

I will inform the International Center of Inha University immediately if there is any change to the information given in this application.

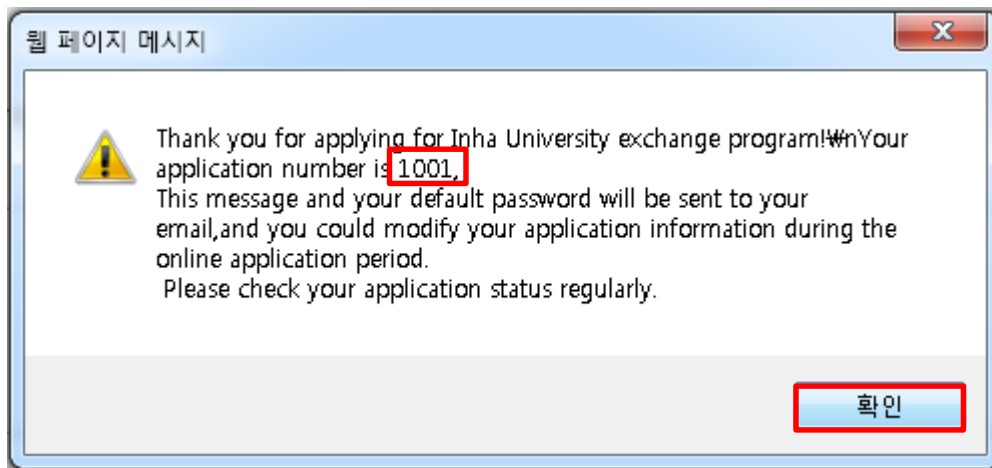
I fully understand that if I am successful in my application, I am responsible for paying my own personal expenses such as visa, travel, meals, insurance, accommodation, transport, and etc.

I recognise that by taking part in the Student Exchange Program, I commit myself to behaving according to both host and home universities' rules and regulations.

I Agree

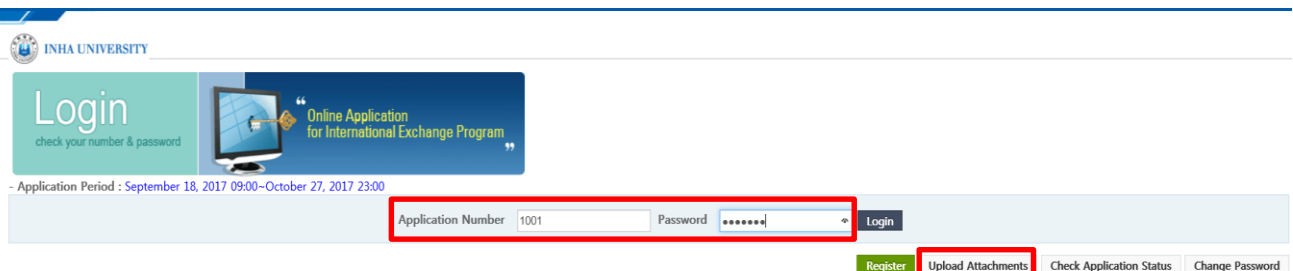
Step 5. Submit your Application

When submission is successfully made, **the box will appear with your application number as below.**



Step 6. Upload Attachments

1. Type in your “Application Number” and “Password”
2. **Do not click “Login”**
3. Click Upload Attachments



You can download the application document forms by clicking them.

INHA UNIVERSITY Save Back

INHA UNIVERSITY INTERNATIONAL EXCHANGE

Upload Attachments

Application Number	1001	Study Period	1 Semester (Spring 2018)
Exchange program	<input checked="" type="radio"/> Undergraduate <input type="radio"/> Master's <input type="radio"/> Doctoral	Department(Major)	Architecture(Architectural Engineering)
Name	Last: DOE First: JOHN	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Application Documents Download	<ul style="list-style-type: none"> 1) Inha Fact Sheet 2) Recommendation letter form 3) Housing Application Form 4) Tuberculosis Examination Form 5) Exchange Students Pledge 		

Fill out the application documents and upload your files by clicking this

Attachment (Documents for Admission)	1) Recommendation Letter	찾아보기...
	2) Housing Application Form	찾아보기...
	3) Most Recent Official Transcript	찾아보기...
	4) Photocopy of Passport	찾아보기...
	5) Bank Statement with Deposit of more than USD 5,500(USD 7,500 for 1 year applicants)	찾아보기...
	6) Certificate of Language Proficiency [1]	찾아보기...
	7) Family Relations Certificate [2]	찾아보기...
	8) Bachelor's Degree Certificate (Only for Graduate School Applicants)	찾아보기...
	9) Incoming Exchange Students Pledge	찾아보기...
	10) Copy of Insurance Policy	찾아보기...
	11) Tuberculosis Examination Result	찾아보기...

[1] If you do not have the required proficiency in the language (refer to Inha Factsheet -> Qualifications), you should submit recommendation letter.

[2] The account holder on the bank statement must be identical to your passport name. If the bank account belongs to someone else, you must submit a relationship certificate to prove your relationship with the bank account holder.

TB Examination Result is mandatory only for those who applied for the Inha dormitory.

Frequently Asked Questions : Online Application

Q. I am in the middle of completing the section. Can I save it?

A. No, you cannot save it. You should start and complete the application in one sitting.

Q. Where can I get attachment file forms such as housing forms?

A. You can download them from our online application system.

Q. I forgot my password. How can I find it?

A. Email us (orir@inha.ac.kr) with your home university and your full name.

Q. What should I include in the *Study Plan*?

A. Describe the reason you want to study at Inha, and what you want to achieve during your exchange semester.

Frequently Asked Questions: Miscellaneous

Q. Can I apply for the Buddy Program when I arrive in Korea?

- A.** No you cannot. Apply for the buddy program when you do your online application. Still, you are most encouraged to join our welcome party.

Q. When do I receive the letter of acceptance?

- A.** The letter of acceptance will be issued during mid-December. It may take longer if you provide us with insufficient or erroneous documents.

Q. I want to live in a 2 or 3-bedroom apartment and share it with my friends. Can the International Center help us?

- A.** The International Center can only introduce one-room (studio type) apartments. If you plan to live in 2 or 3-bed room, you need to come earlier and find it from real estates on your own.

Q. Can I share a dorm room with a friend or someone from the same country?

- A.** No, you cannot. Our dormitory allocates rooms according to its own internal regulations.

Q. Can I extend my staying from 1 semester to 1 year upon the arrival?

- A.** Sure. If your home university officially requests, you can shorten or extend your staying at Inha. You need to extend your visa though. (Extension Fee: Around KRW 70,000)

Q. I am an undergraduate student. Can I take courses from the graduate course?

A. No, you cannot. Cross-registration is not permitted except for a few courses for Architecture majors.

Q. I may arrive few days later than the proposed arrival date. What should I do?

A. Please inform us at least 2 weeks in advance. If you miss welcome orientation, we will tell you what you need to do on your own. (ex. Applying for alien registration card, paying for the housing etc.)

Q. Can I live in Seoul and commute to Incheon?

A. Yes, it is up to your decision. If you live in Seoul, you need to make an alien registration card at Seoul immigration office, not at Incheon. Please inquire this matter to International Office once again, upon your arrival.