

Application and Admission Procedures

Application for Admission

Students must apply through the office in charge of International Exchange at their home universities. In addition to the online application, all documents and a formal nomination (sent by the office in charge of International Exchange) must be sent via airmail to the Office of International Affairs at Chung-Ang University.

Nomination and Application Deadlines

Semester	Nomination Deadline	Online Application
2015 Fall (2015 Sept ~ Dec)	April 30 th , 2015	May 11 th ~May 20 th , 2015
2016 Spring (2016 March ~June)	October 31 st , 2015	Nov 9 th ~Nov 18 th , 2015

Application Process

1. Home University's International Exchange Office nominate student(s)
2. Online Application Submission

The nominated student from partner University should submit an online application at:

<http://cautis.cau.ac.kr/TIS/websquare/websquare.html?w2xPath=/TIS/TisEtcMain.xml¶m=TIS5>

***When uploading files, the file name can only contain basic Roman alphabet or numeric characters (no accents or any other marks) and without spaces. If the files contain other characters, there will be an error and your application will not be successful.**

3. Original Documents Submission

After submitting the online application, students must print out the completed online application form and send the form with all original documents to the CAU Office of International Affairs.

1. Completed Online Application Form for the Exchange Program
2. Official Academic Transcript from Home University
3. 2 Photographs (front, hatless, passport style): 3.5 x 4.5cm
4. Copy of Passport
5. Nomination letter from the office in charge of international programs at home University
6. Declaration and Certification of Finances
(Copy of bank statements more than 13,000 USD in balance for one year / 6,500 USD in balance for one semester. In addition, the student can submit document for financial support such as letters of parental support, award letters, and university letters of support)
7. Signed Dormitory Agreement (if applying for on-campus housing)
- found on the online application, print and sign

8. Study Plan/Introduction

- Short essay on why you want to study at Chung-Ang University

Submitted materials are not returnable. Please send the documents via airmail to:

Address: Office of International Affairs
Chung-Ang University
84 Heukseok-ro, Dongjak-gu, Seoul, 156-756, Korea
Telephone: +82 2 820 6571/6744/6570/6202/
Fax: +82 2 813 8069
Email: inbound@cau.ac.kr
Website: <http://neweng.cau.ac.kr/international>

Acceptance and Visa Procedures

The acceptance letter with the Certificate of Admission will be sent to the office in charge of International Exchanges. Students should then submit the Certificate of Admission and other required documents to the Korean Embassy and obtain a student visa (D-2). For all questions regarding visa process, students should contact their local Korean Embassy.

Semester	Certificate of Admission	Remarks
2015 Fall	Mid June, 2015	
2016 Spring	Mid December, 2015	

Arrival Date: 3 days before the semester starts

Semester	Period	Arrival Date	Remarks
2015 Fall	September 1 st ~ December 19 th	August 29 th	
2016 Spring	March 1 st ~ June 18 st	TBA	

Exchange students for the 2015 academic year are expected to arrive during the last weekend of August 2015 for the 2015 fall semester. Students who arrive earlier than the official move-in date of the University Housing will need to arrange their own accommodations until then. We will inform you of the exact move-in dates when we send your acceptance letter.

Dormitory Application

As a part of the online application there is a dormitory application section. All students who wish to stay at the dorm should check that you are applying for the dormitory. If your student does not apply for the dorm, it will be very difficult to secure them a spot afterwards if he/she decides differently. If a student wants cancel their application for the dormitory, they need to give notices at least three weeks before the beginning of the semester. If a student cancels their dormitory application after, they may still need to pay the dormitory fee.

Exclusive Colleges

The following schools and departments are restricted to degree seeking students only and therefore are **not available** for International Exchange Students.

- School of Medicine
- School of Pharmacy
- School of Nursing
- School of Law
- College of Arts (Permission is required from the Department Head).
- Graduate School

■ **All Graduate School Programs are not available except GSIS (Graduate School of International Studies)**

Business Administration Courses

Due to the large number of domestic and exchange students in the Business Administration Department, the Business courses are limited to only students registered with Business Major. Other majors (i.e. Political Science, Biology) will be removed from Business courses if they attempt to register. In addition, each Business course is limited to 4 exchange students per course. The courses are on a first come, first serve basis.

Health Insurance & Medical Check-up

All exchange/visiting students need to be insured during their stay at Chung-Ang University and get the medical check-up requested by CAU Office of International Affairs

Tuition and Dormitory Payment

Students paying tuition to CAU must pay the tuition in full within the first month of the semester. The Dormitory fee must also be paid in full during the first month of the semester. The exact deadlines will be informed at a later date.

Student should contact their home bank and make arrangements in advance for transfers or withdraws that need to take place to complete payment on time. Late payments are unacceptable.

Our Academic Year

The academic year at our university consists of a spring and fall semester. The spring semester begins March 1st and ends in 3rd week of June. The fall semester begins September 1st and ends in the 3rd week of December. Between the two semesters, we have summer and winter vacations that are each two months in length.



Chung-Ang University Exchange/Visiting Program 2015/2016

Contact person	Name: Prof. Youngjeen Choi (Vice President) Name: Mr. Jin Park(Director) Name: Mr. Kihyun Mok (Associate Director/International Students Advisor) Name: Ms. J K Lee (Associate Director, Regional Cooperation/ Postgraduate Program for International Students Admission) Name: Mr. Sean Cho(Associate Director, Regional Cooperation/Program for Europe & Africa) Name: Mr. Ainsworth Lee (Coordinator, Regional Cooperation/ Program for Asia and Oceania) Name: Ms. Jihyun Kwon (Coordinator, Regional Cooperation/ Program for North and South America) Name: Ms. Grace Kang (Coordinator, International Summer & Winter, Short term Program) Name: Mr. Yong Hwa Jang (Coordinator, Undergraduate Program for International Students Admission) Name: Ms. Erin Parish (International Exchange Student Adviser) Name: Ms. Choi Park (Outbound Exchange Student Adviser) Address: Office of International Affairs, 84 Heukseok-ro, Dongjak-gu, Seoul, 156-756, Korea Phone: +82 2 820 6202/6211/6744 Fax: +82 2 813 8069 Email: inbound@cau.ac.kr (Inbound Student Matters) outbound@cau.ac.kr (Outbound Student Matters) international@cau.ac.kr (Partnership, protocol and general matters)
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Number of exchange student(s) to CAU	Approximately 500
Student level available to int'l exchange students	We accept exchange student(s) at both the undergraduate and GSIS (Graduate School of International Studies) for graduate level. GSIS is available to only graduate and undergraduate exchange students studying to the following subjects at their home university; <u>business, economics or international relations.</u>
Orientation for exchange students	Spring semester: March 1 st Fall semester: September 1 st
Duration of exchange	One 'OR' two semesters
Language requirements (General)	Not required, but recommended: Good knowledge of English or Korean – must be able to take university level English courses. Suggested Equivalent to 197 points in TOEFL CBT test or level 3 in TOPIK(Test of Proficiency in Korean) .
Language requirements (Graduate School of International Studies)	Required TOEFL(IBT 80 PBT 550 CBT 210), IELTS 5.5, TEPS 550, or Recommendation Letter for Language Proficiency
Visa procedures	The acceptance letter with the Certificate of Admission will be sent to the office in charge of international exchange programs. Students should submit the Certificate of Admission and other required documents to the Korean Embassy or consulate in their country for the obtainment of a student visa (D-2). Without a proper Student Visa (D-2), students cannot study at CAU, Korea
Length of one class	50 min or 75 min 50 min × 3 classes per week or 75 min × 2 classes per week for three (3) credit courses 50 min × 2 classes per week for two (2) credit courses
Minimum and maximum credits	- 15-19 credits per semester (Undergraduate) Those who want to take less than 15 credits need to acquire the permission from their home University – please email confirmation to inbound@cau.ac.kr - 6-9 credits per semester (Graduate), additional 6 credits of undergraduate courses are allowed.
Courses offered in English	- The courses list can be found at http://neweng.cau.ac.kr/04_international/courses01.php (The course information is based on the offerings of Academic year 2014) - More detailed course description like course syllabus can be searched at http://cautis.cau.ac.kr/TIS/websquare/websquare.html?w2xPath=/TIS/std/usk/sUskSif005_eng.xml - All courses at GSIS (Graduate School of International Studies) are offered in English. Only graduate and undergraduate exchange students studying business, economics or international relations at their home university are allowed to take those courses upon lecturer's permission.
Intensive Korean courses (Fee-paying program)	Seoul campus: 16 Korean courses of 6 different levels are available. Anseong Campus: 6 Korean courses of 6 different levels are available. Both campuses provide an ideal setting for those who want to study Korean language and culture together with other academic courses. Courses are divided into 2 times(9:00 ~ 13:00 and 13:00~17:00). The time will be decided according to the level of the student. International exchange students can take these courses for 25% discounted tuition fee. Since it is not a regular course, it doesn't bear academic credits.

Main language in classroom	Korean (English for about 600 courses per year)
Estimated cost of living <u>per year</u>	Books and Supplies \$ 500 Meals \$ 3,000 Personal Expenses \$2,500 Housing \$ 3,000 Total \$ 9,000
Airport pick-up service	Free pick up service by CAU Global Ambassadors (designated dates & times only) Flight information must be received by deadline (noticed by email)
Scholarship	According to arrangement between two institutions
Dormitory Housing	University Dormitory : \$1,200 for one semester (estimated rate)
Off-Campus Housing	Off-Campus Housing is hard to acquire in Korea as a foreigner. If a student wishes to obtain Off-Campus Housing, they are required to do so before coming to Korea. It is the sole responsibility of the student and will not be the responsibility of Office International Affairs.
Insurance	It is mandatory to be covered by the insurance policy whose benefits match or exceed \$10,000 throughout the study period. Students may purchase their insurance plan at their home country and submit the certificate upon arrival or purchase the insurance plan arranged by Office of International Affairs. Students are able to purchase very affordable insurance through CAU, which will also make claiming insurance much simpler (approximately \$55).
CAU Global Ambassador	International Center organizes 'GLAM' buddy program to help international students
Cultural Events	CAU organizes several Cultural Events throughout the semester for students to experience unique aspects of Korean Culture.
Date of issue for academic transcript	Spring semester – mid July Fall semester – mid January
Partner Universities	Over 380 global partners as of April 2015
Institutional Information	
Name	Chung-Ang University
Academic Year From March to February (2 Semesters and 1 special program)	Spring Semester (16 weeks) : Begins in the 1st week of March and ends in the 3rd week of June. Fall Semester (16 weeks) : Begins in the 1st week of September and ends in the 3rd week of December.
Number of students(as of 9/30/2012)	Graduate students: 6,264 Undergraduate students: 21,882 International students: 1,155
Faculties (Undergraduate)	http://neweng.cau.ac.kr/02_academics/undergraduate01.php
Faculties (GSIS, Graduate School of International Studies)	http://gsis.cau.ac.kr/gsis_index.html