

Guideline on Application to Ajou Exchange & Visiting Student Program

< 2017 Spring Semester >

Tentative Schedule of Application Process

Date	Process	Note
By Nov 1, 2016	Nomination	Nomination Form via email from home university coordinator to incoming@ajou.ac.kr (please use a form sent by OIA)
By Nov 15, 2016	Online Application	<ul style="list-style-type: none"> - Click below to access the online application(Complete on Windows System): http://haksa.ajou.ac.kr/inteWeb.html - The system requires the application to be completed. If the necessary information or required documents are not uploaded, the application will not be accepted. - Make sure to save the application form while you are filling it out and click "submit" when complete. - The applicant should remember <u>1)Name 2)Date of birth 3)Email address</u> for log-in to the system
By Nov 15, 2016	Required documents to be submitted via the <u>online application</u>	<p>Along with the online application, the following documents should be submitted to Ajou University</p> <ol style="list-style-type: none"> 1. Official Transcript(Online) 2. Self-Introduction Essay(Online) 3. Passport Copy(Online) 4. Face Photo File (Online. Size should be less than 200KB) 5. Health & Medical Clearance Form (Online. Fill out attached form)
By Jan 15, 2017	Admission package sent to home coordinator	<p>Admission package will be sent to the home university coordinator</p> <p>Students should apply for VISA (D-2) after receiving the Certificate of Admission and the Letter of Admission included in the admission package</p>
In Dec, 2016	Additional documents to be provided to Ajou	<p>Additional documents that the admitted student has to submit to Ajou University (guidelines are specified in the package)</p> <ol style="list-style-type: none"> 1. Housing Application (Online) 2. Arrival Information (for the airport pick-up service and housing arrangement) (Online) <p>Submission Deadline: To be confirmed</p>
Early Feb, 2017	Course Registration	<p>Course Registration is done via online system</p> <ul style="list-style-type: none"> - The course registration period: (To be noticed) 3rd week of February - The updated course list for Spring 2017 will be confirmed early in February, but as the course list is similar every semester, students may refer to the current listing in the meantime at: http://www.ajou.ac.kr/en/international/inter21.jsp - Some courses have limited seats, and thus the applicant may not get into all the courses s/he wants

(Tentative) Feb 25-26, 2017	Arrival/Airport pick-up service/ Dormitory Check-in	The airport pick-up service is available only from Feb. 25-26, 2017(from 9:00 am to 8:00 pm only). - Students can enter the dormitory from Feb. 25, 2017 (early check-in is not possible)
(Tentative) Feb 27-28, 2017	Orientation	It is mandatory for all students to attend the two orientations below, - Orientation for All International Students: Feb 27, 2017 - Orientation for Exchange Students: Feb 28, 2017
March 2, 2017	1st day of classes	Classes Begin
March 24, 2017	1/4 of semester	Students who arrive in Korea later than this date cannot get grades or credits for courses.
June 19, 2017	End of semester	Classes End

*The above schedule is subject to change

*If an admitted student cancels his or her enrollment in the Exchange program, *please send an immediate notice.*

On-campus Housing

A. Types of on-campus housing at Ajou University

- New Dormitory (opening in Spring 2015): 2-person bedroom
- Hwahong Hall Dormitory: 2-person or 4-person bedroom

B. Application for housing

- Admitted students should read the information on housing application after receiving the admission package.
- Admitted students who submit the application for housing by the deadline will be guaranteed on-campus housing
- **We do not accept the "Housing Application Form" by email or fax. The application must be submitted online.**

C. Housing Fee (per semester, 16 weeks)

Dormitory Type	Bedroom Type	Fee (KRW) /semester	Fee (USD) Approx.
New Dormitory	2-person	1,135,000	1,135
Hwahong Hall	4-person	585,000	585
	2-person	865,000	865

* The above costs are based on the Spring 2016 academic calendar and are subject to change

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