

Guideline on Application to AJOU Student Exchange Program

<2014 Fall Semester>

- Schedule of Application Process(The schedule can be changed)

Date	Title	Note
By May 15, 2014	On-line Application	<ul style="list-style-type: none"> - Click below to access the online application(Applicable on Window system); http://haksa.ajou.ac.kr/inteWeb.html - The system requires the application to be completed. If the applicant do not fill out all the necessary information or don't upload required documents, the application would not be accepted. - Make sure to save application form while you are filling out and click "submit" when you complete. - The applicant should remember 1)Name 2)Date of birth 3)Email address for log-in to the system
By May 15, 2014	Required documents sent to Ajou	Along with the online application, the following documents should be submitted to Ajou University <ol style="list-style-type: none"> 1. Official Transcript(On-line) 2. Nomination Letter(via email from home university coordinator) 3. Self-Introduction Essay(On-line) 4. Passport Copy(On-line) 5. Face Photo File(On-line/Size should be less than 200KB)
By June 30, 2014	Admission package sent to home coordinator	Admission package will be sent to the home university coordinator Students should apply for VISA (D-2) after receiving the Certificate of Admission and the Letter of Admission included in the admission package
In July, 2014	Additional documents to be provided to Ajou	Additional documents that the admitted student has to provide to AJOU University (guidelines are specified in the package) <ol style="list-style-type: none"> 1. Housing Application (Online) 2. Arrival Information (for the airport pick-up service and housing arrangement) (Online) <ul style="list-style-type: none"> - Submission Deadline: To be informed
Early August, 2014	Course registration	Course registration is done by online system <ul style="list-style-type: none"> - The detailed schedule will be confirmed later. - The final course list can be different from previous semesters, and it will be confirmed early in February. - The course list will be available at the following website: - http://www.ajou.ac.kr/en/international/inter21.jsp - Some courses have limited seats, and thus the applicant may not register all the courses s/he wants
August. 26-27, 2014	Arrival/Airport pick-up service/ Dormitory Check-in	The airport pick-up service is available only from August 26 to 27, 2014 (from 9:00 am to 8:00 pm only). <ul style="list-style-type: none"> - Students can enter the dormitory from August 26 (early check-in is not possible)
Aug. 28-29,	Orientation	It is mandatory for all students to participate in two orientations below, <ul style="list-style-type: none"> - Orientation for All International Students: August 28 - Orientation only for the Exchange Students: August 29
Sep 1, 2014	1 st class day	Classes begin
Sep 26, 2014	1/4 of semester	The students arrive in Korea later than this date cannot get any grade or credit for courses.
June 20, 2014	End of semester	

- If an admitted student cancels his or her participation in the Exchange program, please send us an immediate notice.

- Housing
 - A. Types of housing at AJOU
 - On-campus housing: 2 or 4-bed room at the dormitory
 - Off-campus housing: a flat shared by 4-6 students. 8 min. on foot from the campus
 - Students are placed at the off-campus housing **only if** the on-campus dormitory is not available.
 - B. Application for housing
 - The admitted students should read the information on housing application after they receive an admission package.
 - The admitted students will be placed either at on-campus or off-campus housing depending on the housing situation of Ajou University.
 - **We do not accept "Housing Application Form" by email or fax. The application is needed to submit via online.**

Contact information for Student Exchange Program at AJOU

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