

# Online Application Manual for SMU International Students

## 1. Open online application page

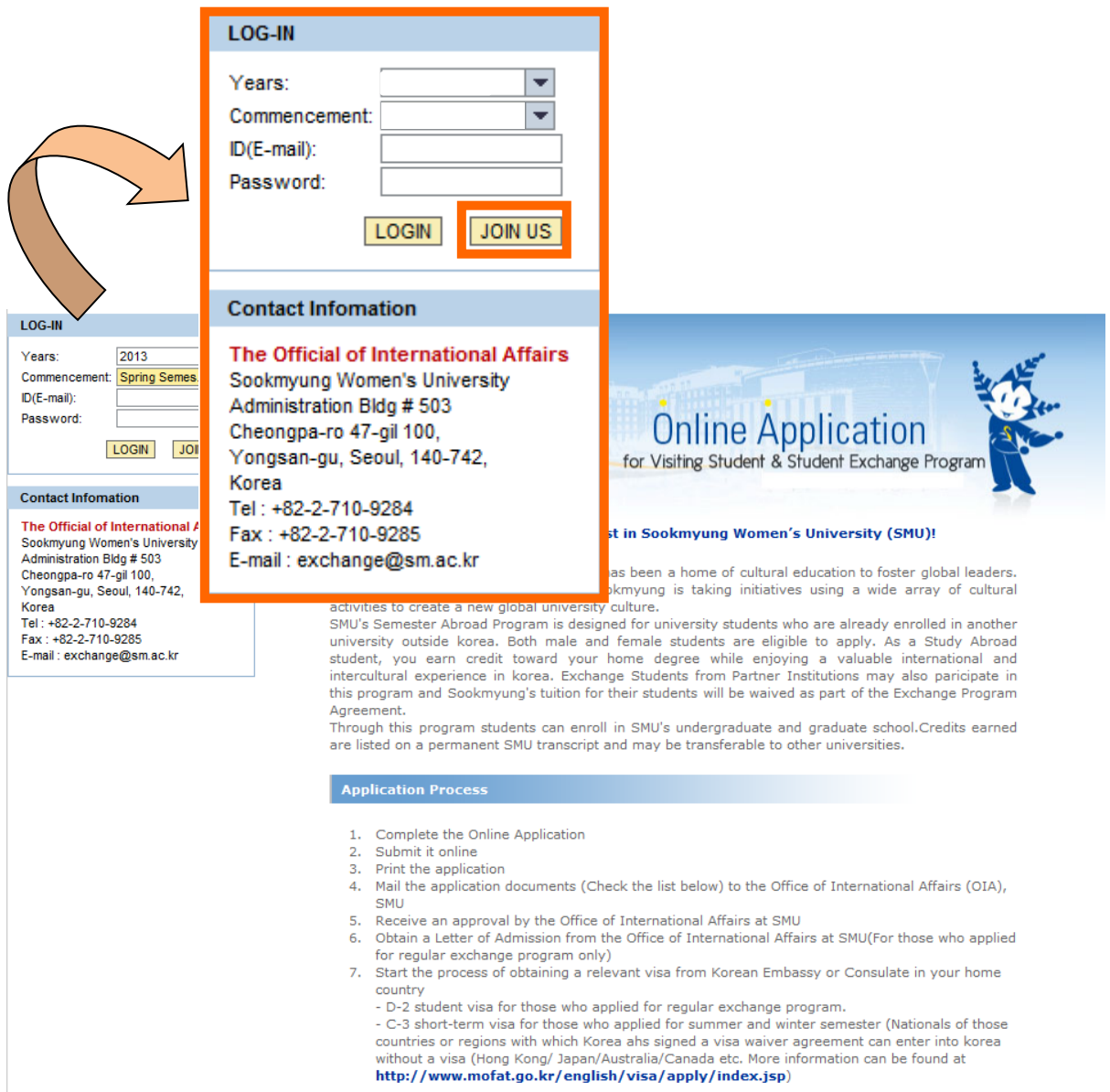
<http://e.sookmyung.ac.kr> > Admission > International Programs > How to apply >

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'



The screenshot shows the 'LOG-IN' section of the online application page. The 'JOIN US' button is highlighted with an orange box, and a large orange arrow points to it from the left. Below the login form is the 'Contact Information' section, which includes the following details:

**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](mailto:exchange@sm.ac.kr)

The 'Application Process' section lists the following steps:

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>)

## Sookmyung Women's University Exchange Programs On-line Application Manual for International Exchange Program Applications

### ② Agree the collection and Utilization of Personal Information Agreement.

**Collection and Utilization of Personal Information Agreement** [X]

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.

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

2 [Save] [Cancel]

**Sookmyung Women's University Exchange Programs  
On-line Application Manual for International Exchange Program Applications**

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

The screenshot shows a 'CREATE ACCOUNT' dialog box with the following fields: 'ID(E-mail):', 'Password:', and 'Confirm the Password:'. The 'ID(E-mail):' field is highlighted with an orange box. A magnified view of this field is shown to the right, also with an orange border. Below the fields are radio buttons for 'Fall Semester(September-December)' and 'Winter Semester:Winter Beyond Borders Program', and 'Save' and 'Cancel' buttons.

**④ Type your password**

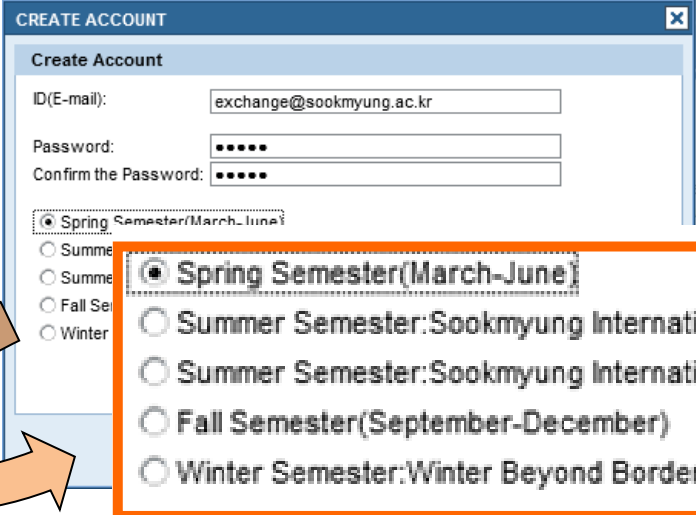
The screenshot shows the 'CREATE ACCOUNT' dialog box with 'exchange@sookmyung.ac.kr' entered in the 'ID(E-mail):' field. The 'Password:' field is highlighted with an orange box. A magnified view of this field is shown to the right, also with an orange border. Below the fields are radio buttons for 'Spring Semester(March-June)' and 'Winter Semester:Winter Beyond Borders Program', and 'Save' and 'Cancel' buttons.

**⑤ Confirm your password by retyping the password**

The screenshot shows the 'CREATE ACCOUNT' dialog box with 'exchange@sookmyung.ac.kr' in the 'ID(E-mail):' field and '.....' in the 'Password:' field. The 'Confirm the Password:' field is highlighted with an orange box. A magnified view of this field is shown to the right, also with an orange border. Below the fields are radio buttons for 'Spring Semester(March-June)' and 'Winter Semester:Winter Beyond Borders Program', and 'Save' and 'Cancel' buttons.

## Sookmyung Women's University Exchange Programs On-line Application Manual for International Exchange Program Applications

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

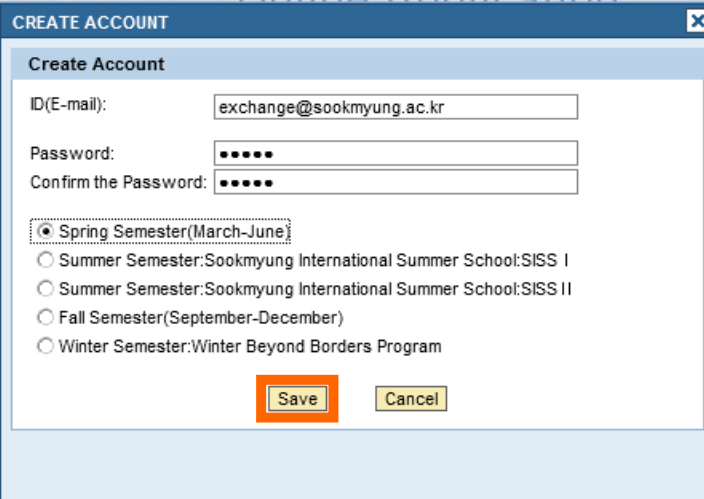


The screenshot shows a web browser window titled "CREATE ACCOUNT". The form contains the following fields and options:

- ID(E-mail):
- Password:
- Confirm the Password:
- Radio button options for semesters:
  - 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

An orange arrow points from the "Spring Semester(March-June)" option to the "Save" button in the next screenshot.

⑦ Click Save



The screenshot shows the same "CREATE ACCOUNT" form as above. The "Save" button is highlighted with an orange box, and the "Cancel" button is visible next to it.

Your ID and password have been created successfully. 😊

# Sookmyung Women's University Exchange Programs On-line Application Manual for International Exchange Program Applications

## 2. Log-in

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

**LOG-IN**

Years: 2018  
Commencement: Fall Semes...  
ID(E-mail): change@sm.ac.kr  
Password: ●●●●

**LOGIN** **JOIN US**

**Contact Information**

**The Official of International Affairs**  
Sookmyung Women's University  
Global Lounge, Renaissance Plaza B107  
Cheongpa-ro 47-gil 100,  
Yongsan-gu, Seoul, 04310,  
Korea  
Tel : +82-2-710-9284  
Fax : +82-2-710-9285  
E-mail : inbound.exchange@sm.ac.kr

② Click "Application Form" Tab.

Notice General Info **Application Form** Information My\_Status

**PROGRAM DETAILS**

Program Type:  Visiting(Fee-paying)  Exchange(T  
Duration of Visit to SMU:  One Semester  Two Semesters

**Application Form**

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 your full name will be automatically appeared.

Notice General Info **Application Form** Flight Information My\_Status

**PROGRAM DETAILS**

Program Type:  Visiting(Fee-paying)  Exchange(Tuition Waiver)  
Duration of Visit to SMU:  One Semester  Two Semesters

**PERSONAL DETAILS**

Family name: \* (Same as passport)  
Please write in English alphabet, no special letters are allowed.  
Please type your family name and given name first and press "ENTER" key.

Given name/s: \* (Same as passport)

Date of Birth: ex) 2011.01.01 (YEAR/MM/DD)  
Citizenship:   
Date of Issue: ex) 2011.01.01 (YEAR/MM/DD)

Applying number: E20182104003  
Gender:  Male  Female

First, fill out the "Family name" and "given name" boxes below  
(\*Applying Number is only required for International house application)

## Sookmyung Women's University Exchange Programs On-line Application Manual for International Exchange Program Applications

- \* 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

**Uploading application file**

A recent copy of an official academic transcript :	<input type="text"/>	<input type="button" value="찾아보기..."/>	<input type="button" value="UPLOAD"/>
A copy of passport :	<input type="text"/>	<input type="button" value="찾아보기..."/>	<input type="button" value="UPLOAD"/>
A copy of photo(passport size) :	<input type="text"/>	<input type="button" value="찾아보기..."/>	<input type="button" value="UPLOAD"/>
Recent original bank statement(Amount of \$5,000/semester) :	<input type="text"/>	<input type="button" value="찾아보기..."/>	<input type="button" value="UPLOAD"/>
Health Insurance Certificate :	<input type="text"/>	<input type="button" value="찾아보기..."/>	<input type="button" value="UPLOAD"/>
Medical Check up :	<input type="text"/>	<input type="button" value="찾아보기..."/>	<input type="button" value="UPLOAD"/>

1      2

**Search the file from your computer.**      **Upload the file at this page.**

- 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.

