

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	<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(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	<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 July, 2014	Additional documents to be provided to Ajou	<p>Additional documents that the admitted student has to provide 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) <ul style="list-style-type: none"> - Submission Deadline: To be informed
Early August, 2014	Course registration	<p>Course registration is done by online system</p> <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	<p>The airport pick-up service is available only from August 26 to 27, 2014 (from 9:00 am to 8:00 pm only).</p> <ul style="list-style-type: none"> - Students can enter the dormitory from August 26 (early check-in is not possible)
Aug. 28-29,	Orientation	<p>It is mandatory for all students to participate in two orientations below,</p> <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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