



# YONSEI UNIVERSITY

## Study Abroad at Yonsei (SAY): EXCHANGE

*This guide is for students whose home university/institution has a student exchange agreement with Yonsei University (including ISEP, USAC, and CIEE). Please check with your home university or institution advisor/coordinator first.*

*If you wish to study at Yonsei as a NON-EXCHANGE, VISITING student, please refer to the "Application Guide for VISITING Students."*

### Step 1: Nomination (by home university advisor/coordinator)

March 16~April 30

Every student selected by his/her home university or institution to participate in the exchange student program must be nominated by their advisors/coordinators first. Nomination guide will be sent to advisors/coordinators individually.

### Step 2: Online Application (by student)

March 16~April 30

Once nominated, each student's account will be created automatically and an email will be sent to the student, notifying that he/she may now log into our system.

**\*\* Students must NOT register for an account himself/herself. Such accounts and any information submitted through them will be considered INVALID and VOID. \*\***

1. Log into our system: <http://oia.yonsei.ac.kr/apply/exchange.asp>

-ID: Student's email address provided by his or her home university advisor/coordinator

-PW: Student's date of birth in the order of YYYYMMDD (eg. 5th of January, 1990 --> 19900105)

2. Complete online application.

-Every student is required to upload 1) a copy of your passport 2) a photo, and 3) a 1-page study plan.

### Step 3: Supporting Documents

March 16~April 30

1. Prepare the following documents.

-Official Transcript showing at least two semesters' results

-Proof of language proficiency

**\*\* OFFICIALLY CERTIFIED ORIGINAL COPIES will be accepted only; no other form such as a print-out or a screen-shot image can be accepted in any case. \*\***

2. Send them to Yonsei University through your home university or institution's advisor/coordinator.

Documents submitted by students individually will not be accepted.



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### Step 4: Admission

Mid-June

Every student's online application and the supporting documents will be screened, and acceptance announcement will be made around mid-June.

1. An E-Acceptance Letter will be sent to your email.
2. An admission packet will be sent to your home university/institution by post.
  - Documents necessary for visa application will be included in the packet.

### Step 5: Health Insurance

June ~ July

1. Enroll in a health insurance plan of your choice.
2. Upload the related document (proof) on our application system: <http://oia.yonsei.ac.kr/apply/exchange.asp>
  - The upload menu can be found on the "Personal Information Page."

**\*\* You will not be officially registered until proof of health insurance is uploaded on our system \*\***

### Step 6: Registration

August

1. Official registration
  - Once your proof of health insurance is uploaded, you will be acknowledged as an officially registered exchange student.
2. Student ID number and access to our portal system will be given

\* In addition to the items listed above, students are responsible for visa application, housing registration, course registration and other academic matter that are necessary for program participation. Further detail will be provided in due course.