Exchange student application guidelines

Sookmyung Women's University

Documents Submission Guidelines

• We go through the screening process first, so once rejected and you upload the file, it will take time to be reviewed again. ☹

• After the initial screening and "approval" we may require some time, so feel free to check frequently!

• Kindly have the documents well prepared for swift process! ☺

Translation

- All documents must be in ENGLISH

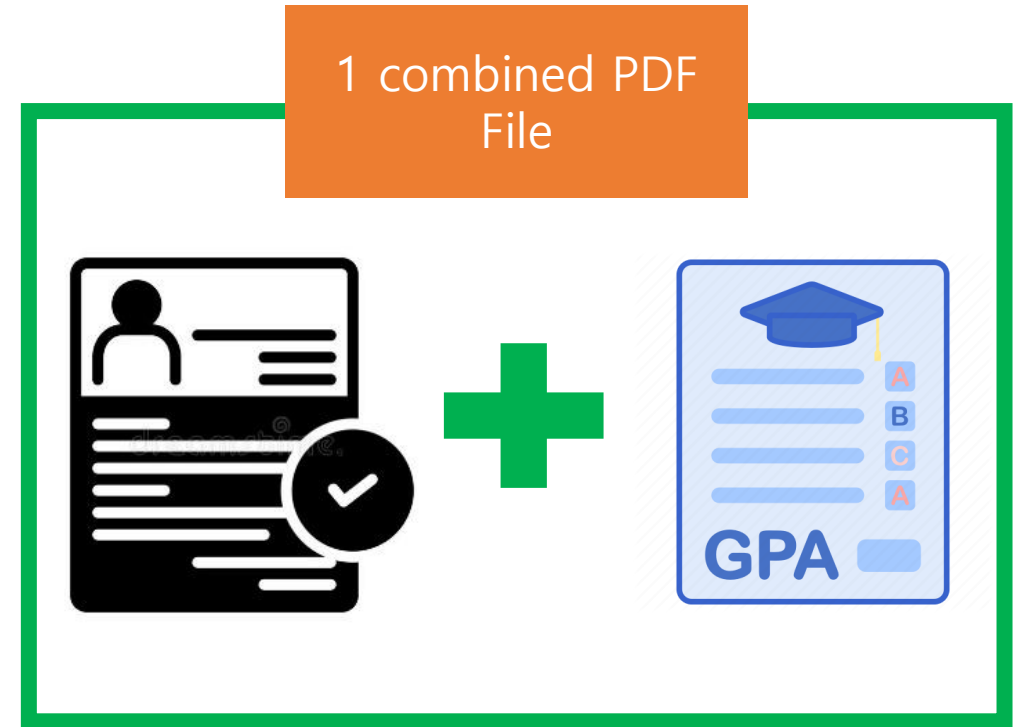- If the document was not issued in ENGLISH, you need to have it <u>LEGALLY TRANSLATED</u>.
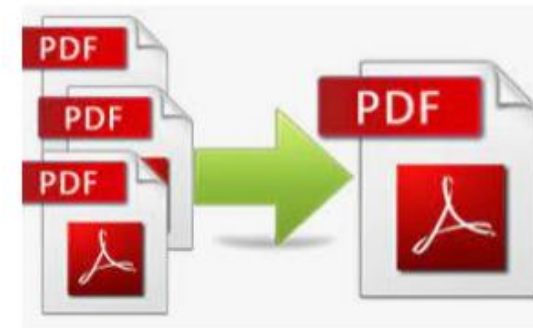
- Self-translation is not accepted. It must be legally translated.

- Translation by your program coordinator is not accepted.

- Partially translated English documents are NOT accepted.

Certificate of Enrollment and Transcript

1 combined PDF File

- Screenshots will NOT be accepted.
- It has to be issued officially by the university and uploaded in scanned file.

Make sure your official enrollment and transcript Is combined in 1 pdf file and uploaded as 1 file

Certificate of Enrollment

- In any case, your home university does not issue the enrollment certificate, please contact your program coordinator for an official letter. It must contain…

  - Your name, DOB, student ID, current year, home university

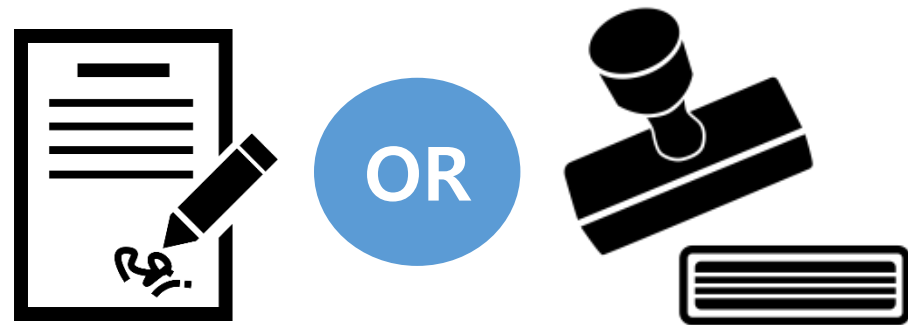 - Your current status at home university (ie. Enrolled)

Bank Balance Certificate

- Must be under student's [FULL name] : name abbreviation not accepted

- If you have it under your parents account, make sure to have official family relationship or birth certificate document in 1 combined pdf file

- Make sure to check if there's any typing mistake by the bank

  : ie. Your BOD, name, Mr/Ms etc

- [Currency] must be stated (ie. USD, KRW etc)

- [Balance] and the [valid date] must be stated clearly

Bank Balance Certificate

MUST have the bank's [signature] OR [stamp],

issued within [90] days.

REJECTED

- [Student loan certificate] can not accepted as it does not prove that the amount is under student's name. **If you plan to submit the [student loan certificate] as a scholarship certificate**, it has to be…
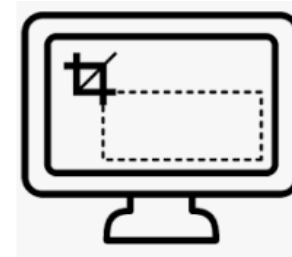
 1) "Official letter" by your home university program coordinator

 2) Stipend(min. 5000USD per semester)

 3) Actual period stated (1 year sample: 2025.Sept 1~2026.Aug 31)

 Spring: March 1st ~ Aug 31st / Fall: Sept 1st ~ Next year Feb 28th

- If your home program coordinator can issue a brief statement with the above with your scholarship related official document, it will be accepted .

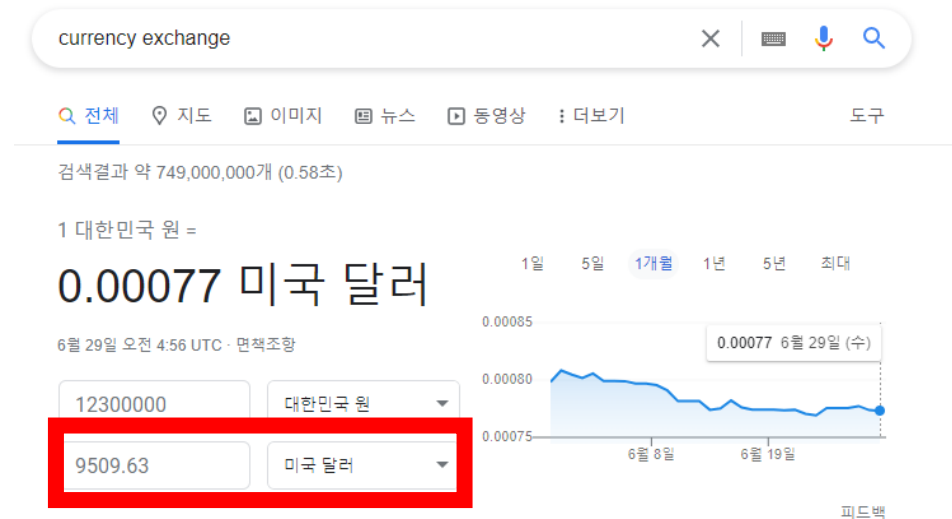- Make sure to choose "Myself" as the support on online application

- [Screenshot] from your mobile phone

- [Digital bank balance certificate]

: is not acceptable, as we can not check the validity.

Make sure to check the USD equivalency.
Please make sure to consider the currency exchange rate, if the statement does not state USD additionally.
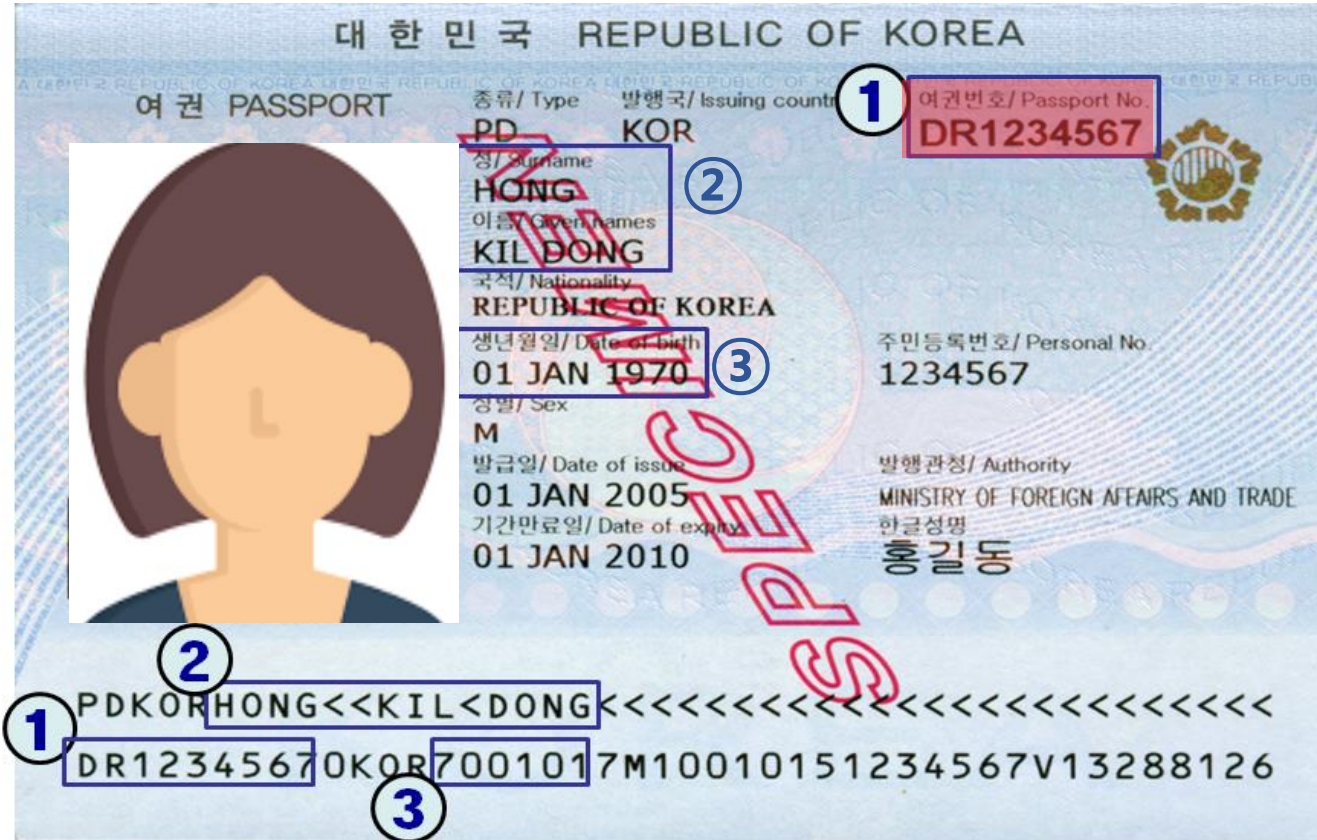
Passport

- Make sure your passport is valid until the end your study.

- If not, we will not be able to issue letter of acceptance

MRZ name

Passport Number
: Make sure to type in correctly
On your ONLINE application,
This will be effective on your letter of acceptance

**Passport
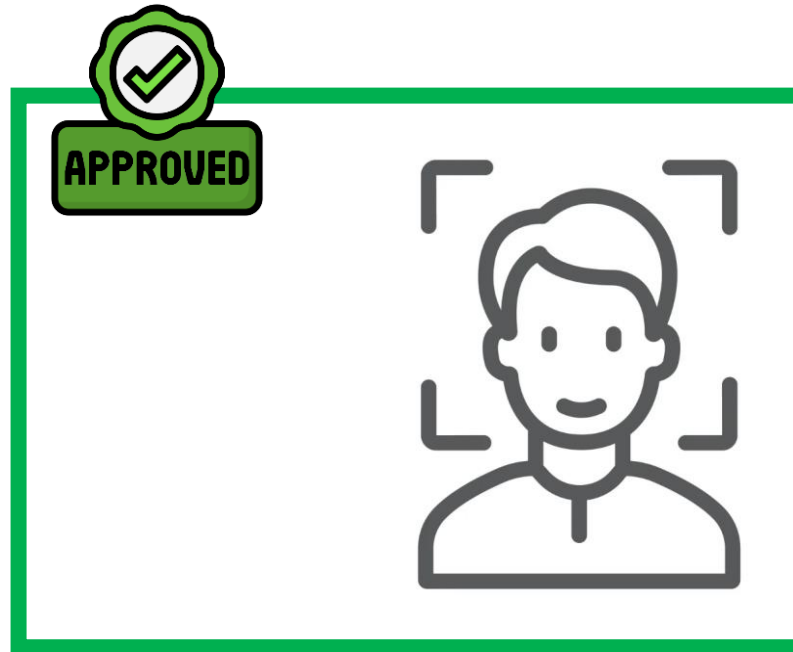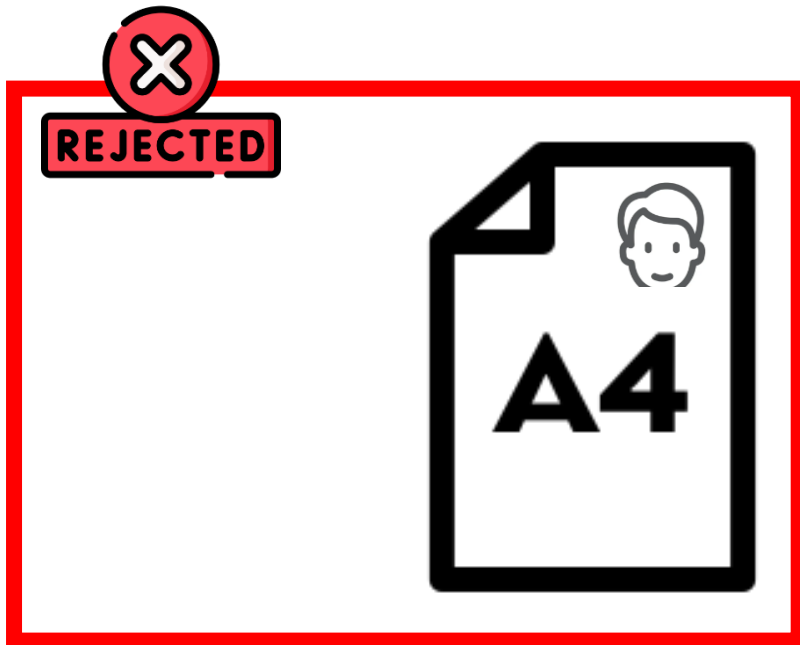Issue / Expiry Date**

Passport Official Name
: Make sure to type in correctly
On your ONLINE application,
This will be effective on your letter of acceptance

☞**Passport name typing example**
1) fail: Hong<<Kil< Dong
2) **Correct: Hong Kil Dong**

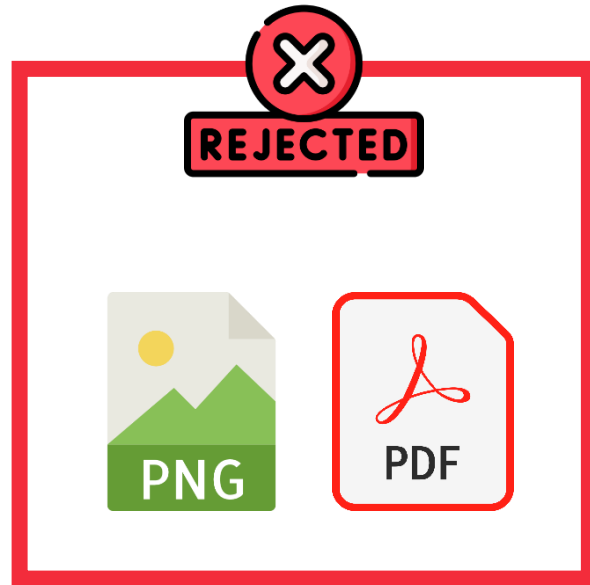# Photo

- It needs to be high-resolution

- Only color photos are accepted. (Black photo is not accepted)

- Photo in A4 size pdf file can not be accepted, as it will cause an error during your electronic student ID face section.

Photo

- Only JPG file is accepted. If not, it will cause error for your electronic student ID issue and will be delayed for long.

Health Insurance

- Make sure you are covered as below (next page)

- If you are planning to take it in Korea, make sure you are covered for your travelling period, and sign up as soon as you arrive in Korea.

- It is very important that you are covered under health insurance. We'll not be responsible for accidents or any incidents occurred for period not covered during your travel or in Korea by not signing up the health insurance.
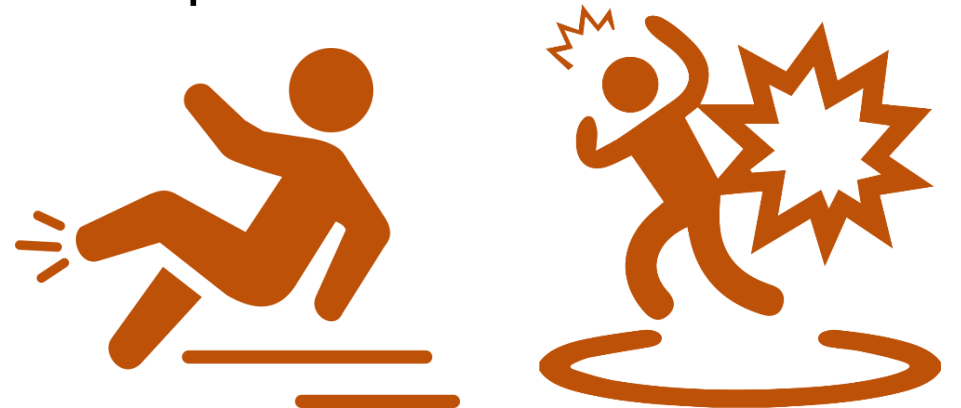
Q. Why do I need health insurance ?

A. **Note that accidents happen quite often.** We have cases of exchange students facing unexpected accidents and health issues that may cost a lot when you are not covered under health insurance. ☹

Case1) Severe finger-cut when she/he dropped a glass cup
Case2) Car accident
Case3) An acute attack of appendicitis

Q. What kind of insurance coverage should I apply for?

A.   We do not neccessarily require specific items for coverage, however it must cover general expected accident, health matters. If needed, you may look up if it covers for COVID19 etc.

Q. I'm covered under my own health insurance in my home country/home university. Do I still need to apply for Korea NHIS?

A. Yes. NHIS will be automatically registered when you apply for foreign registration card. It is mandatory.

Q. I'm not covered under health insurance and want to apply when I arrive in Korea. Is it possible?

A. Yes. However, we suggest you to be covered before you actually depart your home country, so you would be covered during your international travel and first few days/weeks upon your arrival in Korea until activated.

B. If you decide to sign up upon your arrival in Korea, make sure to check the health insurance website for your own safety and health.

Q. I am nominated as a GKS scholarship exchange student. Do I need to prepare my own health insurance too?

A. Yes. However, we suggest you to be covered during

your actual departure date ~ Until the semester start date

(Spring: March 1st, Fall: Sept 1st)

B. After that it will be noticed from SMU

Timeline

Fall semester months					
8	9	10	11	12	1

Spring semester months					
2	3	4	5	6	7

Schedule

Depart your country	Arrival in Korea ~ apply for alient registration card	Foreign registration card issued : Korea national health insurance ~ Depart Korea

Insurance period

Your own international Health insurance
To ensure your well-being during your study abroad at our campus, all incoming exchange & visiting students are obligated to obtain personal health(medical)/accident insurance.
Some students submit the proof during the application period

Korea NHIS is activated

Online application

Online upload

Medical check-up

- It is total 2 pages. (1st: self, 2nd page: by doctor)

- 2nd page of the medical check-up needs to be done by a doctor, not yourself. If the doctor has issued a separate document, you may fill out the form, only if the Eng document is submitted.

Medical check-up (X-ray)

- X-ray is mandatory.

- If you are planning to take it **in Korea**, please write a note on the 2nd page that you will be taking it in Korea within 7 days of arrival.

- If you plan to take it **from home country**, it is required to submit issued with 90 days of your arrival, so we recommend it to be done,

  - Spring semester : After Jan 1st

  - Fall semester : After July 1st

Medical check-up (X-ray)

* Where can I take x-ray in Korea?

- 마음담은삼성내과의원

  Website: http://www.maumdam.com/index.asp

  Tel: 02-798-7550

- Chest X-ray fee: approx. 20,000 KRW (The fee may change, usually around 20~30 USD)

- Around 10-15 min. walk from the campus, Int'l housing. Not officially affiliated. Refer only as a reference.

Others

- Some of the files can not be opened. If so, we will reject and require to re upload it again with the "error" message added

- For health insurance and medical check-up, unless it is the final certificate we will have it "reject" for the record, until the final version is submitted.

- Those who have received non-OECD student additional document requirements, please make sure to prepare and upload it on system.

- We'll only be able to issue the letter of acceptance, when we receive the hard copy document from your home program coordinator.

NON-OECD nationality applicant guidelines

[additional document requirement]

Non-OECD nationality students

Exchange student applicants whose nationalities are non-OECD must additionally

1. Submit the original <Certificate of Enrollment> in hard copies via post.

2. Submit the original <Bank balance Certificate> in hard copies via post.

- **OECD members :** Australia, Austria, Belgium, Canada, Chile, Czech Republic, Denmark, Estonia,
- Finland, Finland, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, Germany, Japan, Latvia,
- Lithuania, Luxembourg, Mexico, Netherlands, New Zealand, Norway, P

All documents must be original and legally translation
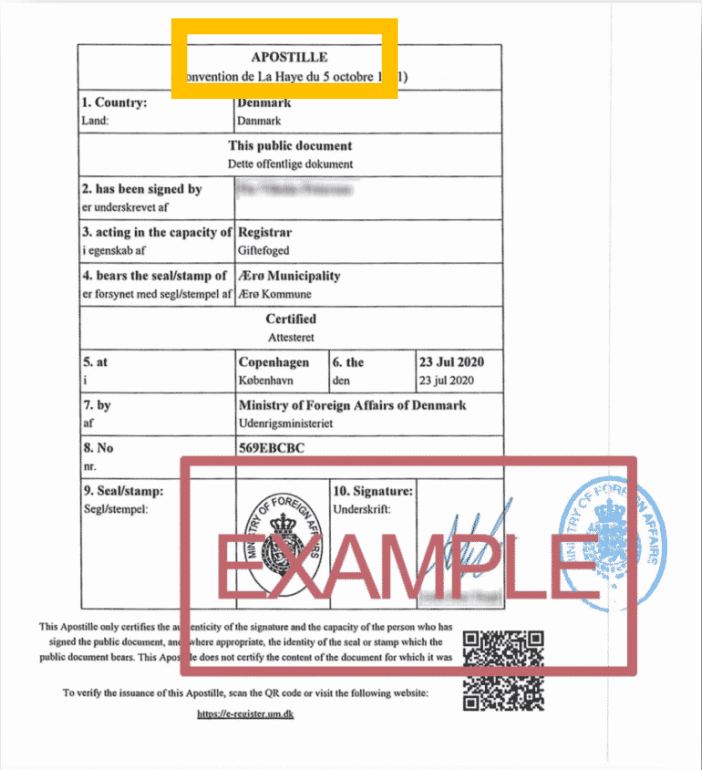
1. Certificate of Enrollment

Student's nationality	University location	Document submission
OECD	All countries	No additional documents needed : Please upload as initially guided
Non-OECD	All countries except China	**Choose either ① or ②** **① Apostille** **② Consular certificate (영사확인)** **: Certified by Korean consulate in the country where the school belongs**
	China	-Undergraduate Enrollment certificate from CHSI(学信网) -Website: https://www.chsi.com.cn/xlcx/bgcx.jsp - Make sure that it is valid until the semester starts. - (ie. Fall:~Aug31/ Spring:~Feb28)

2. Bank Balance Certificate

Student's nationality	University location	Document submission
OECD	All countries	No additional documents needed : Please upload as initially guided
Non-OECD	All countries	1. Original copy needed : No apostille or consular certification needed 2. Upload on Sookmyung online application system 3. Needs seal(signature or stamp of the bank) at the bottom

NON-OECD nationality applicant guidelines

Apostille sample

Legal certification
By the Korean consulate
(영사확인)

Sookmyung OIA Address

[NON-OECD]Exchange students program coordinator

Office of International Affairs

Sookmyung Women's University

Administration Building #203

100, Cheongpa-ro 47-gil,

Yongsan-gu, Seoul, Korea

Zip code: 04310

Contact: +82-2-710-9813

E-mail: inbound.exchange@sm.ac.kr

Don't forget!

All documents must be original.

If not, you need to notarize it.

If not English or Korean, have it legally notarized it.

Original?
Accepted!

Copy?
Notarize!

Not English?
Legal Translation!

FAQ

Q: My home university program coordinator signed and stamped that the <Certificate of Enrollment>is official. Do I still need to have it apostilled or certified by the Korean consulate?

A: Yes. The immigration office requires either document apostilled or certified by the Korean consulate.

FAQ

Q: My home university is located in U.K. However I'm currently in Italy. Can I just have my <Certifcate of Enrollment> apostilled or certified in Italy?

A: No. The document will only be certified, when it is apostilled or certified where the document was initially issued (=university location). In this case, you would have to have the document certified in U.K., where the university is located.
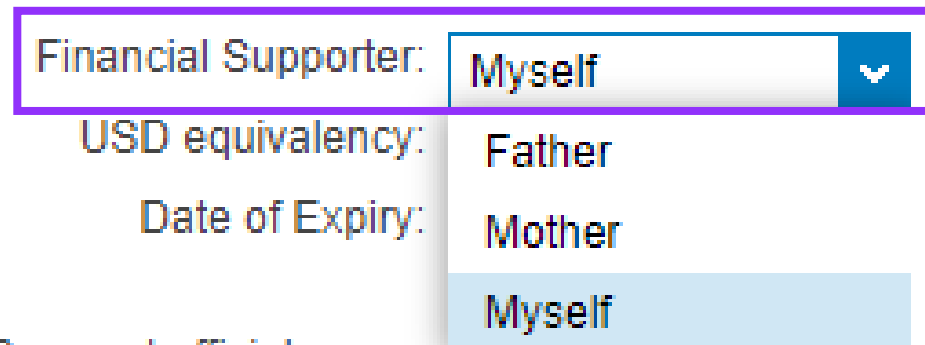
* The country is just an example.

Documents

• We go through the screening process first, so once rejected and you upload the file, it will take time to be reviewed again. ☹

• After the initial screening and "approval" we may require

• Kindly have the documents well prepared for swift process! ☺

FAQ

Q. I plan to submit <scholarship certificate> and my home univ. program coordinator's official letter. What do I choose from the "financial Supporter" online application?

A. Please choose "Myself"

S: Myself
F: Father
M: Mother

Q. My documents are rejected, with "error" feedback. However, my file has no error when I click it from the uploaded version. What is the problem?

The file is rejected because we can not open it. It should end .JPG (O) JP (X). File error

Uploading application file

A recent copy of an official academic transcript :
파일 선택 | 선택된 파일 없음 | UPLOAD | GRAD.P... ...ROVAL

A copy of passport :
파일 선택 | 선택된 파일 없음 | UPLOAD | PASP.PDF APPROVAL

A copy of photo(passport size) :
파일 선택 | 선택된 파일 없음 | UPLOAD | PASF.1.JP REJECT

Recent original bank statement(Amount of $5,000/semester) :
파일 선택 | 선택된 파일 없음 | UPLOAD | C.I. B CHANGE

*Only regular semester exchange students are required to submit.
*For SISS, WBBP student, please upload the receipt of fee payment at this section.
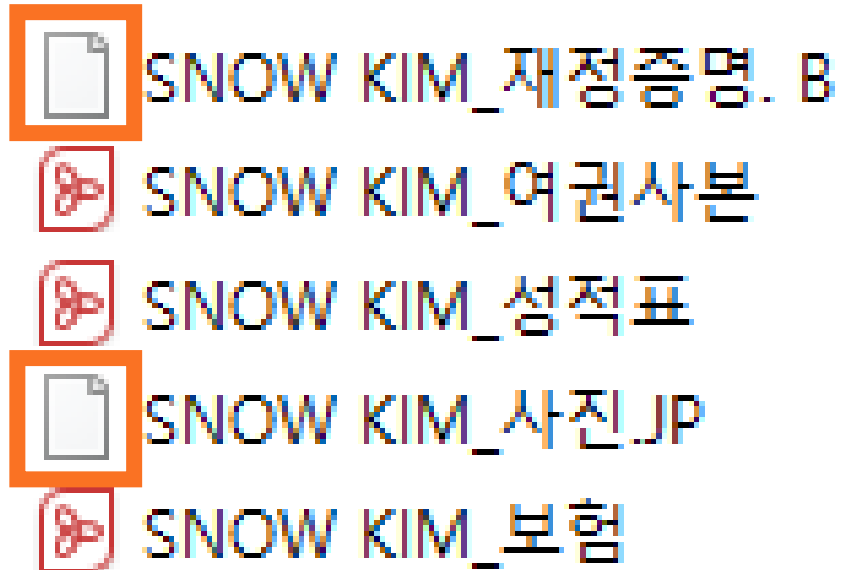
Health Insurance Certificate :
파일 선택 | 선택된 파일 없음 | UPLOAD | VARI.PDF APPROVAL

*If you want to purchase the health insurance in Korea, you only n
helth insurance". (Vertification form can be download from homepa

Medical Check up :
| MEDI.PDF CHANGE

*Only regular semester exchange students are required to submit.

The file is rejected because we can not open it. It should end
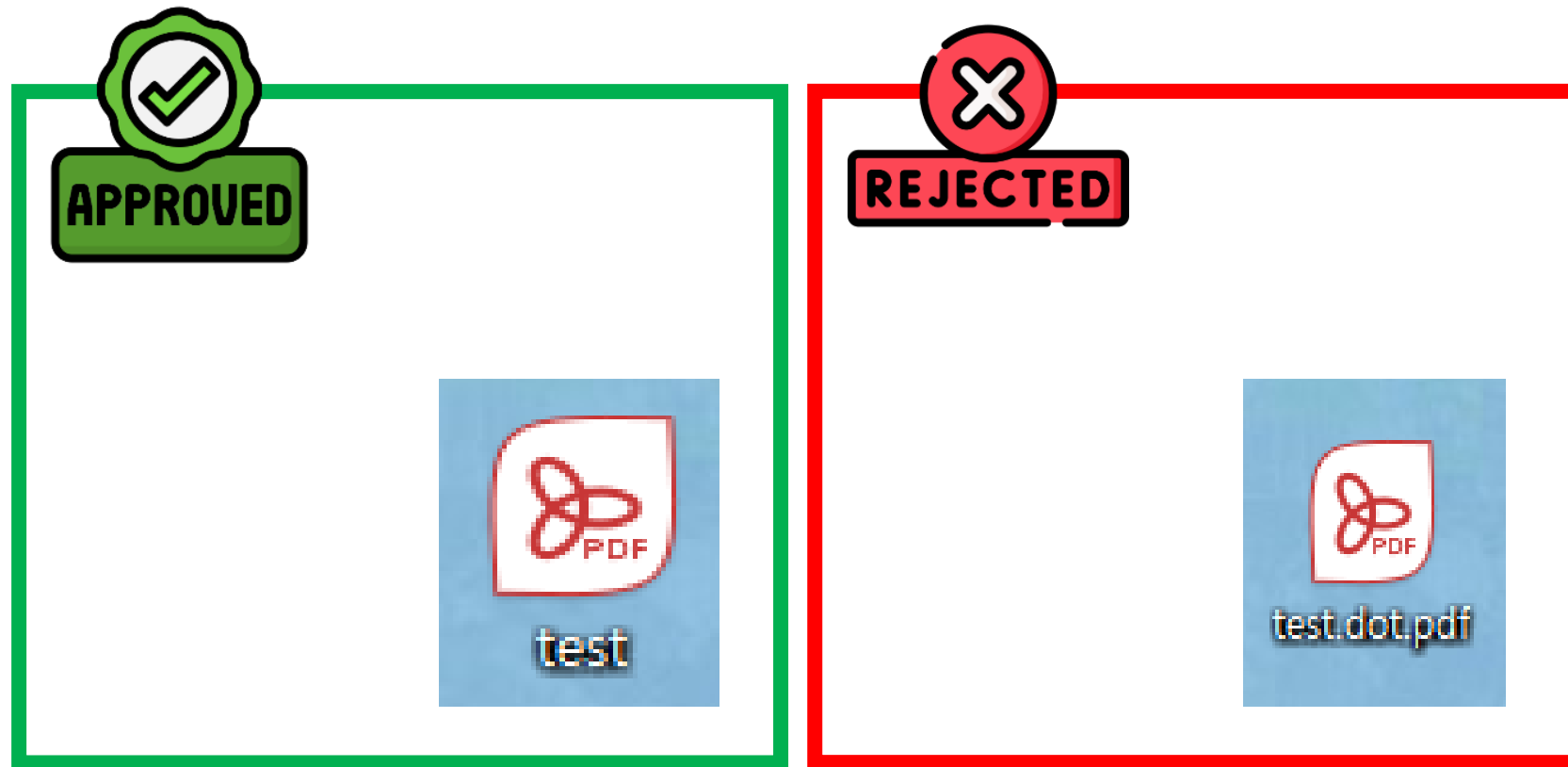. pdf (O)
.b(X) – file error

PRINT | LOGOUT

This is how the errored file looks like when we download from the system. We can not open the files and will reject to request reupload with "error" ☹

The finance certificate file is rejected because we can not open it.

The photo file is rejected because we can not open it.

This is how the errored file looks like when we download from the system.
We can not open the files and will reject to request reupload with "error" ☹

APPROVED

REJECTED

PDF

test

PDF

test.dot.pdf

Q. What if my bank does not provide signature or stamp?

A. Please understand that this requirement is by the immigration office. You will need to check with your bank branch for explanation that the document is required for your exchange student process.

Q. My bank has added an English translation with the memo certifying my name and bank balance. Is this okay?

A. No. It will not be accepted, as it not officially issued in English.

Q. Can I have the bank balance by my other relatives or other sponsorship?

A. No. The immigration office accepts the sibling's bank balance, only if both parents are passed away. In that case, you need to have the official family relationship proving it.

Q. How should I prove my relationship with my parents? Can an official letter by my parents okay?

A. No. It can only be…
- Family relationship
- OR Birth Certificate

Stating the official relationship statement between applicant and her/his parent's in ENGLISH.

Q. Do I need to take all the medical check-ups? It is not easy in my home country

A.   Yes. This is the minimum requirement by the university for group activities
(ie.taking classes, using university public facilities etc)

Q. I want to know more about International House before I submit

◆ **International Dormitory Housing Contact**
 Int 'l housing is a separate dept. Please feel free to contact them directly.

- Website: http://dorm.sookmyung.ac.kr/

- E-mail: inthouse@sm.ac.kr

Q. How can I check if my documents have been well approved or rejected?

Before you submit,

Make sure your info on the online application is correct. (ie. Passport official name, e-mails etc)

We will be issuing the letter of acceptance based on your submission.

We will be making initial screen and make the "approval, reject etc marks. Note that we may later request for supplementary documents.

• We go through the screening process first, so once rejected and you upload the file, it will take time to be reviewed again. ☹

• After the initial screening and "approval" we may require some time, so feel free to check frequently!

• Kindly have the documents well prepared for swift process! ☺

We are getting a high volume of e-mails regarding document submission.

Please understand that we are getting back to you in order.

Your patience is appreciated in advance.

The info above is subject to change, and we will have it updated if needed. ☺