

# 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'

**LOG-IN**

Years:    
Commencement:    
ID(E-mail):    
Password:

**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)

**Online Application**  
for Visiting Student & Student Exchange Program

**Application Process**

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

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

SaveCancel

**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 web form titled "CREATE ACCOUNT". Inside, there is a section "Create Account" with three input fields: "ID(E-mail):", "Password:", and "Confirm the Password:". The "ID(E-mail):" field is highlighted with an orange box. A curved orange arrow points from this field to a larger, magnified view of the same field, also outlined in orange. Below the input fields, there are two radio button options: "Fall Semester(September-December)" and "Winter Semester:Winter Beyond Borders Program". At the bottom of the form are "Save" and "Cancel" buttons.

**④ Type your password**

The screenshot shows the same "CREATE ACCOUNT" form. The "ID(E-mail):" field now contains the text "exchange@sookmyung.ac.kr". The "Password:" field is highlighted with an orange box. A curved orange arrow points from this field to a larger, magnified view of the same field, also outlined in orange. The "Confirm the Password:" field is empty. The radio button options and "Save/Cancel" buttons remain the same.

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

The screenshot shows the same "CREATE ACCOUNT" form. The "Password:" field now contains five dots. The "Confirm the Password:" field is highlighted with an orange box. A curved orange arrow points from this field to a larger, magnified view of the same field, also outlined in orange. The "ID(E-mail):" field still contains "exchange@sookmyung.ac.kr". The radio button options and "Save/Cancel" buttons remain the same.

**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

**CREATE ACCOUNT**

Create Account

ID(E-mail): exchange@sookmyung.ac.kr

Password: .....

Confirm the Password: .....

☒ 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

⑦ Click Save

**CREATE ACCOUNT**

Create Account

ID(E-mail): exchange@sookmyung.ac.kr

Password: .....

Confirm the Password: .....

☒ 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

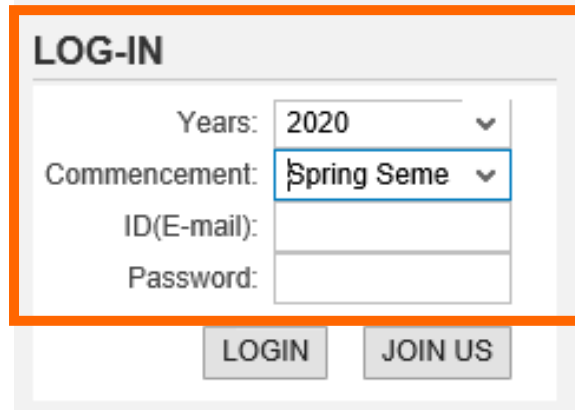
**Save** Cancel

**Your ID and password have been created successfully. 😊**

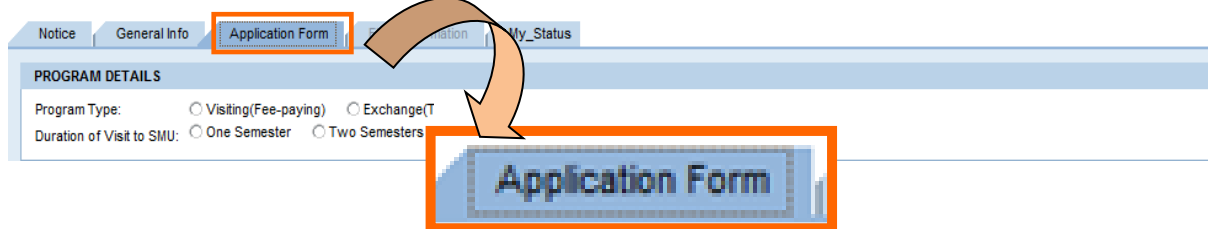
## Sookmyung Women's University Exchange Programs On-line Application Manual for International Exchange Program Applications

### 2. Log-in

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

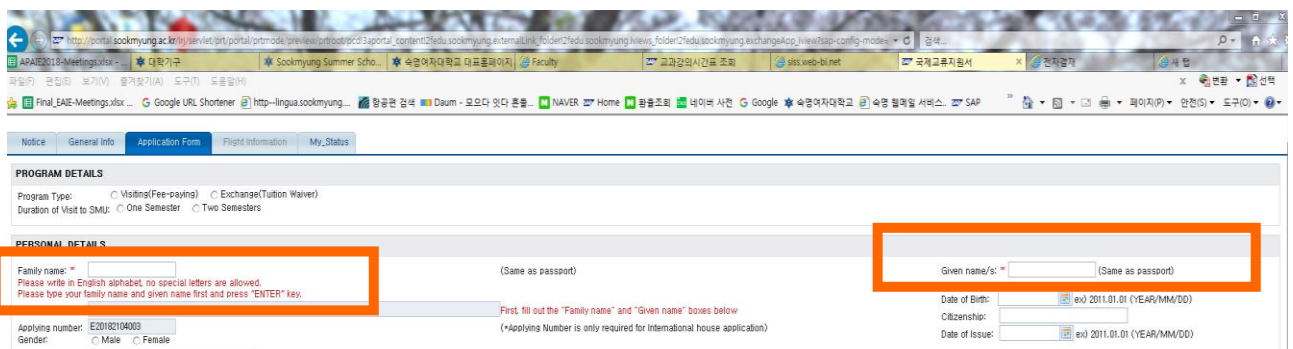


② Click "Application Form" Tab.



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.



\* 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

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

### Uploading application file

A recent copy of an official academic transcript :

A copy of passport :

A copy of photo(passport size) :

Recent original bank statement(Amount of \$5,000/semester) :

Health Insurance Certificate :

Medical Check up :

1

찾아보기...

UPLOAD

2

Search the file from  
your computer.

Upload the file  
at this page.

찾아보기...

UPLOAD

찾아보기...

UPLOAD

찾아보기...

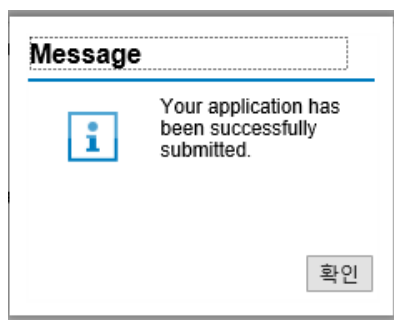
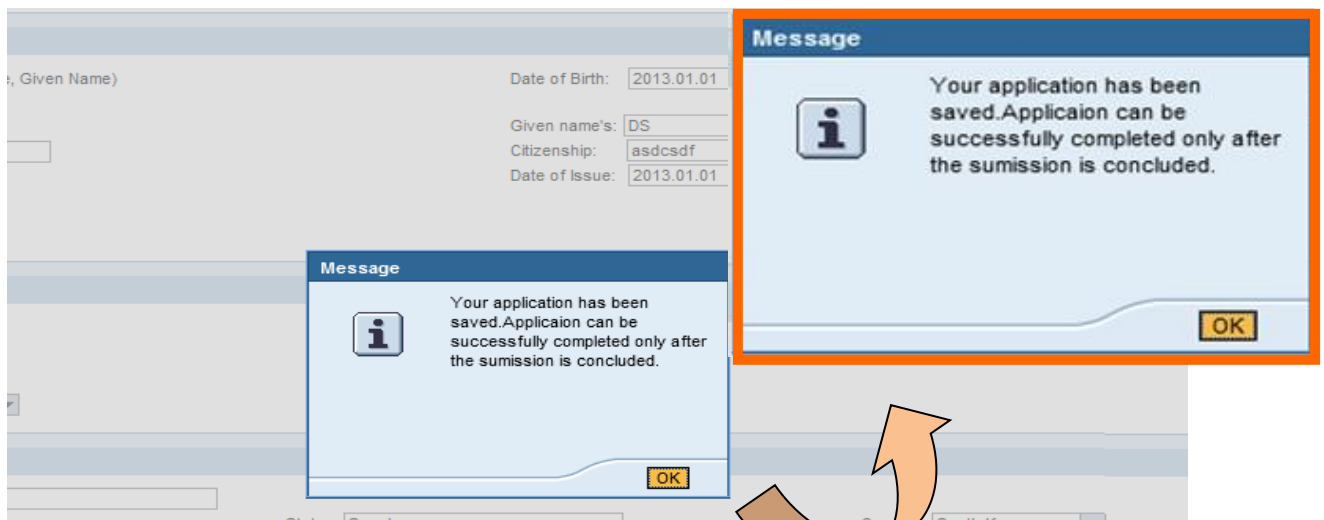
UPLOAD

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.



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

### 3. Check your status

① When you complete your online application and press the “submit” button, you will see the status as appeared below.

|                                     |              |                        |  |           |
|-------------------------------------|--------------|------------------------|--|-----------|
| Notice                              | General Info | Application Form       | Flight Information   | My_Status |
| <b>Process</b>                      |              | <b>Date &amp; Time</b> | <b>Comment</b>   |           |
| JOINTO<br>BE A MEMBER               |              | 2019/10/01<br>09:37:25 | Signed-up has been successfully completed. You can now access to on- line application. |           |
| SUBMITTED<br>ON-LINE<br>APPLICATION |              | 2019/10/01<br>10:05:57 | Thank you for applying to SMU.   |           |
| PLEASE<br>CHECK AGAIN               |              |                        |  |           |
| APPROVAL<br>NOTICE                  |              |                        |  |           |
| END                                 |              |                        |  |           |

② After reviewing your submitted document, Office of International affairs will give you the feedback on your application. If there is some information or documents are requested, there will be a message at the “Please check again” on the My-Status page.

|                                     |              |                        |  |           |
|-------------------------------------|--------------|------------------------|--|-----------|
| Notice                              | General Info | Application Form       | Flight Information   | My_Status |
| <b>Process</b>                      |              | <b>Date &amp; Time</b> | <b>Comment</b>   |           |
| JOINTO<br>BE A MEMBER               |              | 2019/10/01<br>09:37:25 | Signed-up has been successfully completed. You can now access to on- line application.   |           |
| SUBMITTED<br>ON-LINE<br>APPLICATION |              | 2019/10/01<br>10:05:57 | Thank you for applying to SMU.   |           |
| PLEASE<br>CHECK AGAIN               |              | 2019/09/20<br>16:46:01 | Please review the comment below and upload the appropriate document again :<br><br>* Your document is not accepted due to the reason :DEPOSIT AMOUNT SHOULD BE MORE THAN \$10000 |           |
| APPROVAL<br>NOTICE                  |              |                        | <a href="#">CLICK to upload</a>  |           |
| END                                 |              |                        |  |           |

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

③ You need to check the message on this page, and you need to click the “Click to upload” to re-upload the necessary file according to the message.

At the uploading application file list, you can see whether the documents are approved or rejected. You should upload the appropriate file again if your document is rejected. (Other information cannot be changed)

Uploading application file

|  |                      |         |        |                   |
|--|----------------------|---------|--------|-------------------|
| A recent copy of an official academic transcript :           | <input type="text"/> | 찾아보기... | UPLOAD | 국제 이.JPG APPROVAL |
| A copy of passport :   | <input type="text"/> | 찾아보기... | UPLOAD | 국제 이.JPG APPROVAL |
| A copy of photo(passport size) :                             | <input type="text"/> | 찾아보기... | UPLOAD | 국제 이.JPG APPROVAL |
| Recent original bank statement(Amount of \$5,000/semester) : | <input type="text"/> | 찾아보기... | UPLOAD | 국제 이.JPG REJECT   |

\*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 :  찾아보기... UPLOAD

\*If you want to purchase the health insurance in Korea, you only need to upload the "Verification of Accident and health insurance". (Verification form can be download from homepage)

Medical Check up :  찾아보기... UPLOAD

\*Only regular semester exchange students are required to submit.

④ If you find the document and upload the new file, you can see the status changed from “reject” to “change” then, new file is uploaded well.

Uploading application file

|  |                      |         |        |                   |
|--|----------------------|---------|--------|-------------------|
| A recent copy of an official academic transcript :           | <input type="text"/> | 찾아보기... | UPLOAD | 국제 이.JPG APPROVAL |
| A copy of passport :   | <input type="text"/> | 찾아보기... | UPLOAD | 국제 이.JPG APPROVAL |
| A copy of photo(passport size) :                             | <input type="text"/> | 찾아보기... | UPLOAD | 국제 이.JPG APPROVAL |
| Recent original bank statement(Amount of \$5,000/semester) : | <input type="text"/> | 찾아보기... | UPLOAD | 국제 이.JPG 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 :  찾아보기... UPLOAD

\*If you want to purchase the health insurance in Korea, you only need to upload the "Verification of Accident and health insurance". (Verification form can be download from homepage)

Medical Check up :  찾아보기... UPLOAD

\*Only regular semester exchange students are required to submit.

⑤ When your documents are all approved, you can see that the status is on approval notice. You. Should click the message to type your arrival information when your flight schedule is ready.

|        |              |                  |                    |           |
|--------|--------------|------------------|--------------------|-----------|
| Notice | General Info | Application Form | Flight Information | My_Status |
|--------|--------------|------------------|--------------------|-----------|

| Process | Date & Time         | Comment  |
|---------|---------------------|--|
|         | 2019/10/01 09:37:25 | Signed-up has been successfully completed. You can now access to on-line application.  |
|         | 2019/10/01 10:05:57 | Thank you for applying to SMU.   |
|         | 2019/10/01 10:18:09 | Please review the comment below and upload the appropriate document again : <a href="#">CLICK to upload</a><br><br>* Your document is not accepted due to the reason :PASSPORT, VERIFICATION OF HEALTH INSURANCE ARE REQUIRED  |
|         | 2019/10/01 10:46:55 | Your application has been successfully approved by OIA. You can now input your arrival information.<br><br>Acceptance letters for D-2-6(regular exchange students) or D-2-8(short-term exchange students) visa application shall be mailed to your international office soon.<br><div style="border: 1px solid red; padding: 2px;">Quick Link - Click here to input your arrival information in Korea.</div> |



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

### 4. Type your arrival Information.

When your flight schedule is arranged, please do not forget to type your information at the application system.

**You should type your flight information no later than 20 days before starting the new semester.**

#### ▶ How to Type in My information:

e.sookmyung.ac.kr > Admission > International Program > Online Application Apply No > Log in

> Click "Flight Information" > Type in your flight information > **SAVE > SUBMIT**

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

**FLIGHT ITINERARY(Korean Local Time)**

**Arrival to Seoul, Korea**

Arrival Date: 2020.02.25 (Korean Local Time)

Arrival Time: 18:00:00 (EX. 9:00:00 pm -> 21:00:00)

Flight Number: AY02

**How to get to Sookmyung?**

**Airport Pick-Up Service(Fee Charged)**

☒ SMU Student's pickup Service request(fee charged:krw 50,000)

☐ Airport Help Center International(fee charged)

☐ Get to SMU by myself

**Message**

Your arrival information has been saved. Application can be successfully completed only after the submission is confirmed.

확인

확인

SAVE LOGOUT

**FLIGHT ITINERARY(Korean Local Time)**

**Arrival to Seoul, Korea**

Arrival Date: 2020.02.25 (Korean Local Time)

Arrival Time: 18:00:00 (EX. 9:00:00 pm -> 21:00:00)

Flight Number: AY02

**How to get to Sookmyung?**

**Airport Pick-Up Service(Fee Charged)**

☒ SMU Student's pickup Service request(fee charged:krw 50,000)

☐ Airport Help Center International(fee charged)

☐ Get to SMU by myself

**Message**

Once you submit the arrival information, you cannot change the information. Will you submit the arrival information?

예 아니오

#### ▶ I have trouble typing in my flight info:

Please submit your flight info to [inbound.exchange@sookmyung.ac.kr](mailto:inbound.exchange@sookmyung.ac.kr) and which pick up service you'd like!

\* Name / Home Univ / Arrival Date & Time (Korea Local time) / Pick up service

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

### 5. Online application is completed!!

| Process                       | Date & Time         | Comment  |
|-------------------------------|---------------------|--|
| JOINT TO BE A MEMBER          |                     |  |
| SUBMITTED ON-LINE APPLICATION | 2019/09/20 14:55:03 | Signed-up has been successfully completed. You can now access to on-line application.  |
| PLEASE CHECK AGAIN            | 2019/09/20 15:07:23 | Thank you for applying to SMU.   |
| APPROVAL NOTICE               | 2019/09/20 15:23:01 | Please review the comment below and upload the appropriate document again : <a href="#">CLICK to upload</a><br><br>* Your document is not accepted due to the reason: FAMILY RECORD IS REQUIRED  |
| END                           | 2019/10/08 11:01:23 | Your application has been successfully approved by OIA. You can now input your arrival information.<br><br>Acceptance letters for D-2-6(regular exchange students) or D-2-8(short-term exchange students) visa application shall be mailed to your international office soon.<br><a href="#">Quick Link - Click here to input your arrival information in Korea.</a> |

LOGOUT

We will look forward to meeting you soon at Sookmyung!  
Thank you for applying the exchange student program  
to Sookmyung Women's University!!

