

# Exchange student application guidelines



Sookmyung Women's University, 2025



# Documents Submission Guidelines



Please note that once the first document review is completed, any additional amendments may significantly delay the re-evaluation process. **Therefore, it is strongly recommended that you thoroughly review the attached PDF guidelines and the 'Read First' Excel sheet.**

Carefully preparing and submitting your documents will help facilitate any future visa applications and flight reservations.

Thank you for your attention to this matter.

## The top 3 reasons your documents may be **rejected**

No stamp or signature on your financial proof

(Bank balance or scholarship certificate, student loan certificate)



**REJECTED**

The documents are NOT English, and it has been translated by myself



**REJECTED**

I have wrongly input my passport official name and passport number



**REJECTED**

# Please highlight on your document before upload

## Bank balance

1. Name (Yours or sponsor)
2. Total Amount
3. Currency
4. Issue date
5. (Optional) The family relationship status  
(Mother's name, Mother, your name, daughter etc)



## CONFIRMATION - ACCOUNT BALANCE



This document is of an informative character only, and is not a substitute for Account statements.

We, hereby, confirm that, on 02.05.2023, the balance on the Account stipulated below amounts to:

		2) Total Amount
3) Currency	Currency	Amount
Balance	USD	5.000,00

Account number	9785-230198	1) Name
First name and Surname/Company	Snow Kim	
Birth No./Identification No.	2023.01.20	
Permanent address/Registered office of company	SMU, SOOK, SEOUL	
Number and country of issue of travel document (for foreigners)	9785-230198	

This confirmation is issued upon request of the Client.

4) Issue Date

2029.12.21





# Please highlight on your document before upload

## Scholarship certificate

### Letter from your home univ + Student loan/scholarship certificate = 1 page

1. Name
2. Total Amount
3. Currency
4. Issue date



To whom it may concern,

Name: Snow Kim  
Date of Birth:  
Course Title:  
Student Reference:

Please consider this letter as confirmation that who is currently enrolled as an undergraduate student at University, has been selected to study on exchange. Stephanie will study at partner institution Sookmyung Womens University for the academic year 2023-24 2023.03.01-2024.02.28

The student is expected to receive £ 5000 (approximately 6,500,000 KRW) in funding through the Turing Scheme, the UK government's programme to financially support students participating on international opportunities through higher education organisations. This is subject to the outcome of

If you need further information, please do not hesitate to contact the Global Mobility Office at the email address or telephone number provided below.

Contact Info  
Snowy Kim  
abcd@abcd university  
Program coordinator  
Sept 19, 2029

**sfe**  
student finance england  
the student finance experts

You need to write your Customer Reference Number on every document you send us.

Student Finance England  
PO Box 210  
Darlington  
DL1 9HJ  
www.gov.uk/studentfinance  
03 00 100 0607  
Twitter LinkedIn

21 April 2023

Dear Customer

**Your 2023/24 student finance application has been approved**

Your application for student finance was successful, and we can now confirm how much you'll get for this academic year.

Total Student finance we'll pay to your university or college:	£
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Total Student finance we'll pay to you:	£
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**Did you know...**  
Even if you qualify for the maximum possible loan for living costs (known as Maintenance Loan), it might not cover all your living costs, so you may need other sources of income while you're studying.

For most students this additional financial support is provided by their parents or partner, but there are several other sources of funding available for students who don't have access to household support. This could be income from part-time employment, savings, university bursaries or scholarships, or Local Authority support such as the Higher Education Bursary.

To learn more about living costs during study, how we calculate your funding and how you can make up the difference, go to <https://www.gov.uk/guidance/understanding-student-living-costs> where you'll also find further links to guidance about budgeting.

If you applied for the maximum amount of Maintenance Loan, the amount we're paying you is based on your household income. We've outlined below the maximum amounts of Maintenance Loan for students in different situations:

- For students living with their parents while studying
- For students not living with their parents and outside London while studying - £
- For students not living with their parents and in London while studying - £

# Please highlight on your document before upload

## Health Insurance Certificate

1. Name
  2. Coverage duration
  3. Coverage section
  4. Coverage country
- : Worldwide, South Korea etc

**CERTIFICATE OF INSURANCE**

This is to certify that policy of insurance listed below has been issued to insured for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies.

Name of Insured : Snow, Kim **1) Name**  
Date of Birth :  
ID No. / Passport No. : **2) Coverage Duration**  
Policy No. :  
Policy Period : From 24-Aug-2024 12:00 To 31-Dec-2024 12:00  
Travel Area : South Korea **3) Coverage Country**

Coverage	Sum Insured (NT\$)
<b>4) Coverage Section</b>	
Accident Travel Insurance	
1. Accidental death & disability benefit	800,000
2. Accidental medical reimbursement benefit	800,000
3. Major burns benefit	1,200,000
4. Common carrier accidental death benefit	1,600,000
Overseas Emergency Disease Coverage	
1. Emergency illness hospitalization benefit	800,000
2. Emergency illness outpatient benefit	Maximum limit is 1% of Emergency illness Hospitalization Benefit
3. Emergency illness treatment benefit	Maximum limit is 1% of Emergency illness Hospitalization Benefit
Overseas Travel Inconvenience	
1. Trip cancellation	Max. \$40,000
2. Flight delay (Over 4 hrs)	Fixed amount \$4,000 ; Max. \$4,000 per incident.
3. Trip re-route	Max. \$40,000
4. Baggage delay (Over 6 hrs)	Fixed amount \$4,000
5. Baggage loss	Fixed amount \$3,000
6. Loss of travel documents	Fixed amount \$3,000
Overseas Travel Comprehensive Insurance	
1. Personal liability	Max. \$500,000
2. Hijack	Fixed amount \$100,000
3. Food poisoning consolation cash	Fixed amount \$2,000
4. Emergency rescue expense	Max. \$300,000
5. Loss of cash due to stolen or robbery	Fixed amount \$3,000
6. Home content protection	Max. \$50,000
7. Credit card indemnity	Max. \$50,000
8. Flight diversion cover	Fixed amount \$2,000

This policy includes limited terrorism coverage with the Accident Insurance Rider.  
For the death or disability of the insured directly or indirectly caused by terrorist activities, the maximum payout is NT\$2 million.

Total Premium : |

Note:  
This certificate provides summary of coverage and sum insured only. All other exclusions, terms and conditions of the travel insurance shall subject to the original policy wording issued by Insurance.

Co., Ltd.

Senior Vice President

2024.06

# Bank Balance Certificate

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- 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, EUROS etc)
- [Balance] and the [valid date] must be stated clearly





# Bank Balance Certificate

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MUST have the bank's [signature] OR [stamp],  
issued within [30] days.



OR





- [Student loan certificate OR scholarship] 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] or [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 1<sup>st</sup> ~ Aug 31<sup>st</sup> / Fall: Sept 1<sup>st</sup> ~ Next year Feb 28<sup>th</sup>

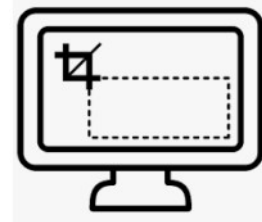
- If your home program coordinator can issue a brief statement with the above with your scholarship related official document, it will be accepted .
- Make sure to choose "Myself" as the support on online application
- **Please understand that was we are screening your document in e-copy, we need to have it either stamped or signed to check the authenticity**



**REJECTED**

- [Screenshot]

: from your mobile phone



- [Digital bank balance certificate]

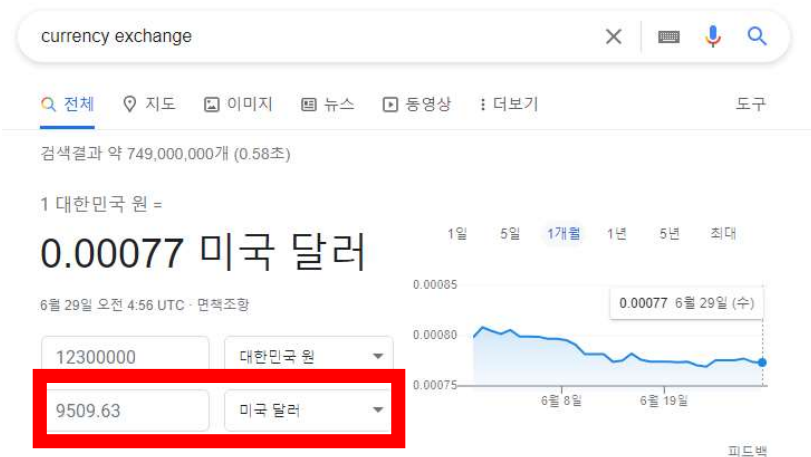
: is not acceptable, as we can not check the validity.



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



REJECTED



# Passport

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- Make sure your passport is valid until the end your study.
- If not, we will not be able to issue letter of acceptance



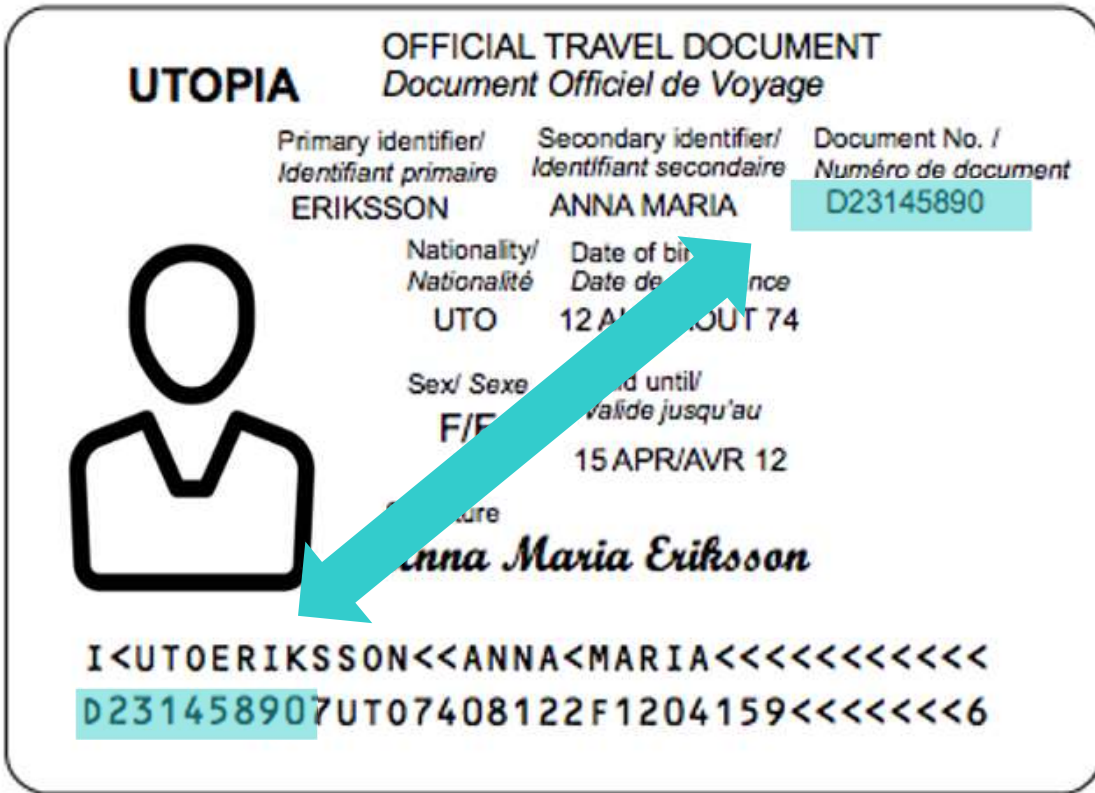
## Passport MRZ name



(X) ERIKSSON < ANNA < MARIA  
(X) I < UTOERIKSSON < ANNA

***Incorrect passport name or number will delay the issuance of the Certificate of Admission and visa application.  
Please verify your passport details carefully before submission.***

# MRZ name



# Passport Number

## When you are not sure if your passport no. contains ALPHABET or NUMBERS,

**MAKE SURE TO CHECK BELOW FOR CORRECT NO.**

***Incorrect passport name or number will delay the issuance of the Certificate of Admission and visa application. Please verify your passport details carefully before submission.***

# Translation

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- All documents must be in ENGLISH
- If the document was not issued in ENGLISH, you need to have it LEGALLY TRANSLATED.



**REJECTED**

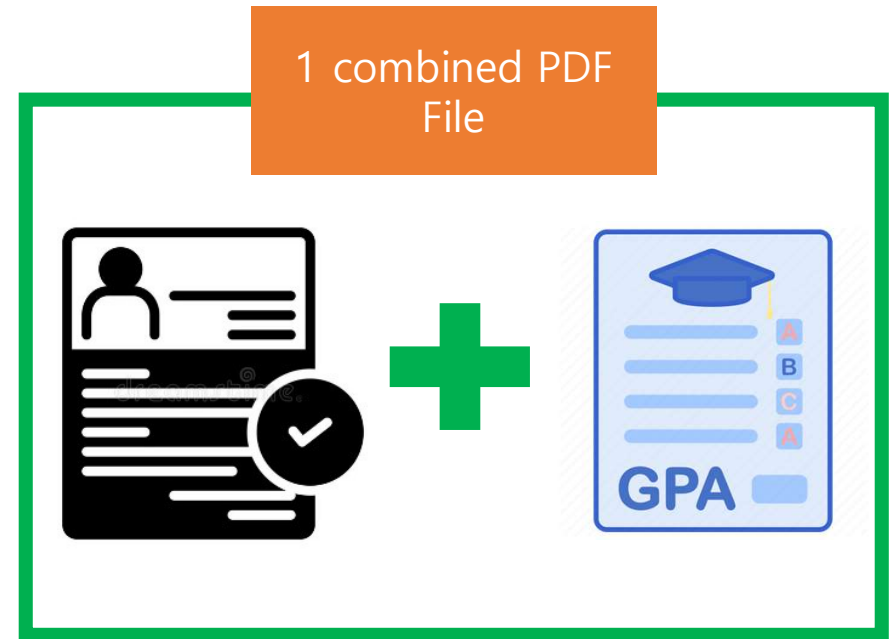
- Self-translation is not accepted. It must be legally translated.
- Translation by your program coordinator is not accepted.
- Partially translated English documents are NOT accepted.



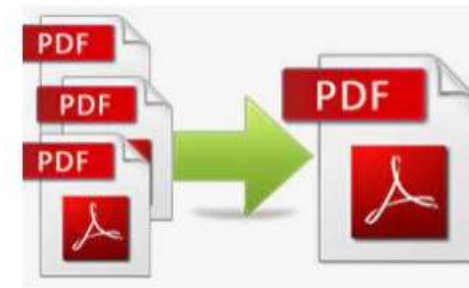
# Certificate of Enrollment and Transcript

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- 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

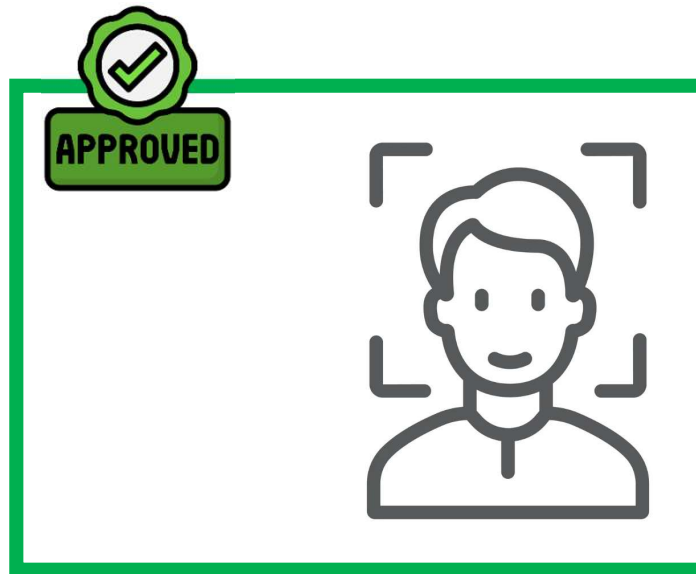
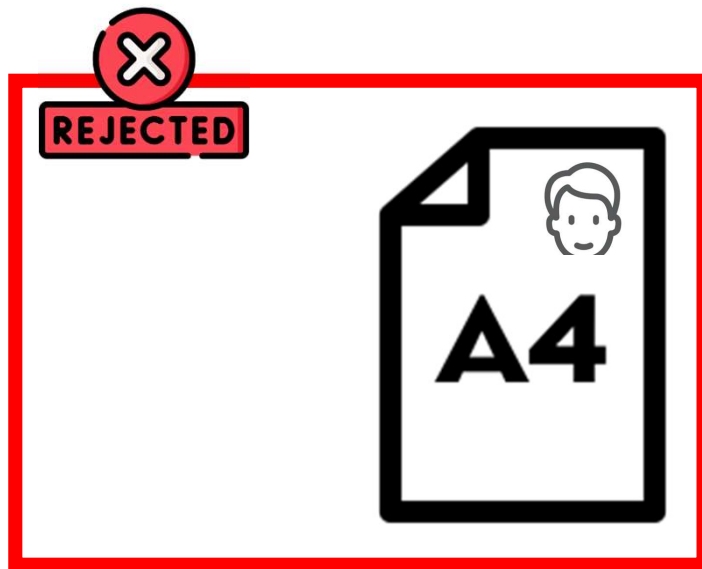
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- In any case, your home university does not issue the enrollment certificate, please contact your program coordinator for an official letter. It must contain...
  - Your name, DOB, student ID, current year, home university
  - Your current status at home university (ie. Enrolled)

# Photo

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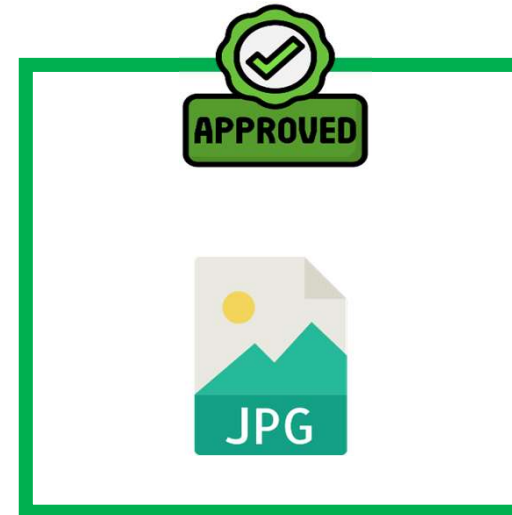
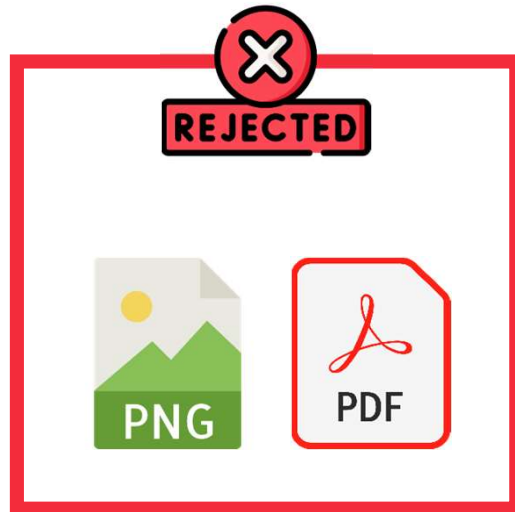
- It needs to be **high-resolution**
- Only **color photos** are accepted. (Black photo is not accepted)
- Photo in A4 size pdf file can not be accepted, as it will cause an error during your electronic student ID face section.



# Photo

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- 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

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- 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. Refer to our verification form and sections below  
If needed, you may look up if it covers for COVID19 etc.  
Please make sure to check if it covers Korea



Injury Death	US\$ 10,000	Permanent Lesion Hindrance	US\$ 10,000
Injury Medical Expense	US\$ 10,000	Disease Expense	US\$ 10,000

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. We suggest you to be covered during  
your actual arrival date ~ departure date

B. NHIS is also required for your scholarship status.

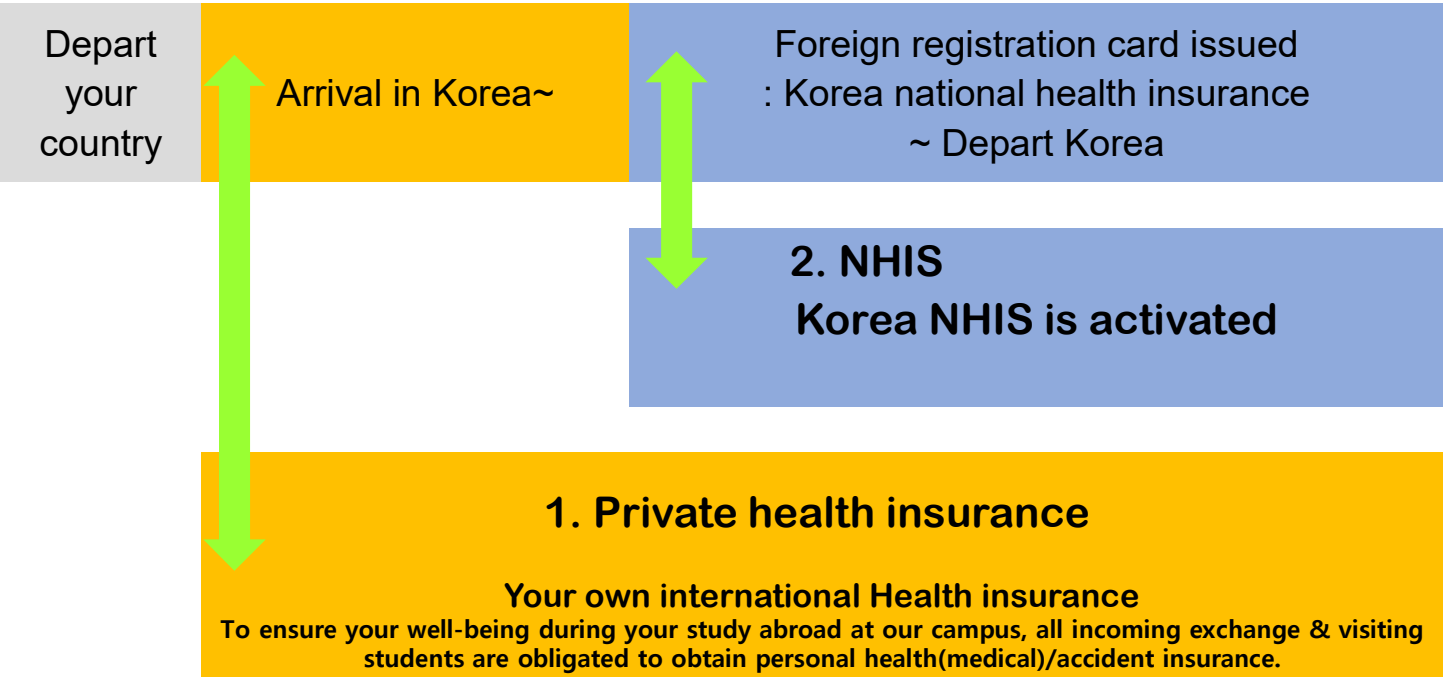
# Sample

Fall semester

Spring semester

Aug	Sept	Oct	Nov	Dec	Jan
Feb	Mar	Apr	May	June	July

Timeline



Both are MANDATORY

# Medical check-up

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- 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. Please have the document attached to SMU form in 1 pdf combined file



# Medical check-up (X-ray)

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- X-ray is mandatory for **ALL** international students.
- 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 1<sup>st</sup>**
  - **Fall semester : After July 1<sup>st</sup>**



## Medical check-up (X-ray)

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### \* 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

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- 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, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, Germany, Japan, Latvia, Lithuania, Luxembourg, Mexico, Netherlands, New Zealand, Norway, P

NON-OECD nationality  
applicant guidelines

All documents must be original and legally translation

**ORIGINAL**



# 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	<p><b>Choose either ① or ②</b></p> <p><b>① Apostille</b></p> <p><b>② Consular certificate (영사확인)</b></p> <p><b>: Certified by Korean consulate in the country where the school belongs</b></p>
	China	<p>-Undergraduate Enrollment certificate from CHSI(学信网)</p> <p>-Website: <a href="https://www.chsi.com.cn/xlcx/bgcx.jsp">https://www.chsi.com.cn/xlcx/bgcx.jsp</a></p> <p>- Make sure that it is valid until the semester starts.</p> <p>- (ie. Fall:~Aug31/ Spring:~Feb28)</p>



## 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



<div style="border: 2px solid orange; padding: 5px; text-align: center;"> <b>APOSTILLE</b>  Convention de La Haye du 5 octobre 1961 </div>		
<b>1. Country:</b>	Denmark	
<b>Land:</b>	Danmark	
<b>This public document</b> Dette offentlige dokument		
<b>2. has been signed by</b> er underskrevet af	[Redacted]	
<b>3. acting in the capacity of</b> i egenskab af	Registrar Giftefoged	
<b>4. bears the seal/stamp of</b> er forsynet med segl/stempel af	Æro Municipality Æro Kommune	
<b>Certified</b> Attestert		
<b>5. at</b> i	Copenhagen København	<b>6. the</b> den
<b>7. by</b> af	Ministry of Foreign Affairs of Denmark Udenrigsministeriet	
<b>8. No</b> nr.	569EBCBC	
<b>9. Seal/stamp:</b> Segl/stempel:	<div style="border: 2px solid red; padding: 10px; position: relative;"> <div style="position: absolute; top: -20px; left: 50%; transform: translateX(-50%);"> <b>EXAMPLE</b> </div> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <b>10. Signature:</b>  Underskrift: </div>  </div> </div>	

This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where appropriate, the identity of the seal or stamp which the public document bears. This Apostille does not certify the content of the document for which it was issued.

To verify the issuance of this Apostille, scan the QR code or visit the following website:

<https://e-register.um.dk>

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

NON-OECD nationality  
applicant guidelines

**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

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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

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

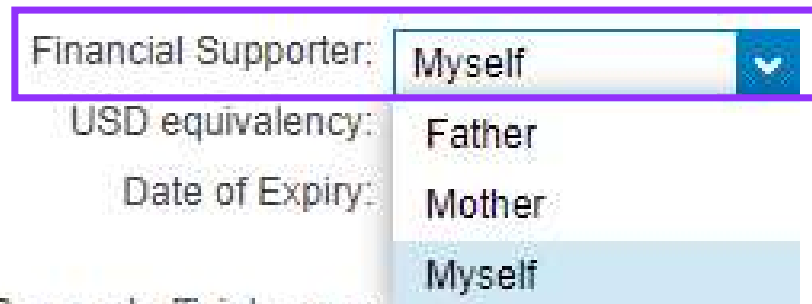
A: No. The document will only be certified, when it is apostilled or certified where the document was initially issued (=university location). In this case, you would have to have the document certified in U.K., where the university is located.

\* The country is just an example.

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”



The image shows a screenshot of a web application form. A dropdown menu is open for the 'Financial Supporter' field. The menu is highlighted with a purple border. The selected option is 'Myself'. Below it, the options 'Father' and 'Mother' are visible. The 'Date of Expiry' field is also visible below the dropdown.

Financial Supporter:	Myself
USD equivalency:	Father
Date of Expiry:	Mother
	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.T.PDF APPROVAL

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.JPG 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 need to submit the "Health Insurance Certificate" and "Health Insurance Verification Form". (Verification form can be download from homepage)

Medical Check up :

파일 선택 선택된 파일 없음 UPLOAD MEDI.PDF CHANGE

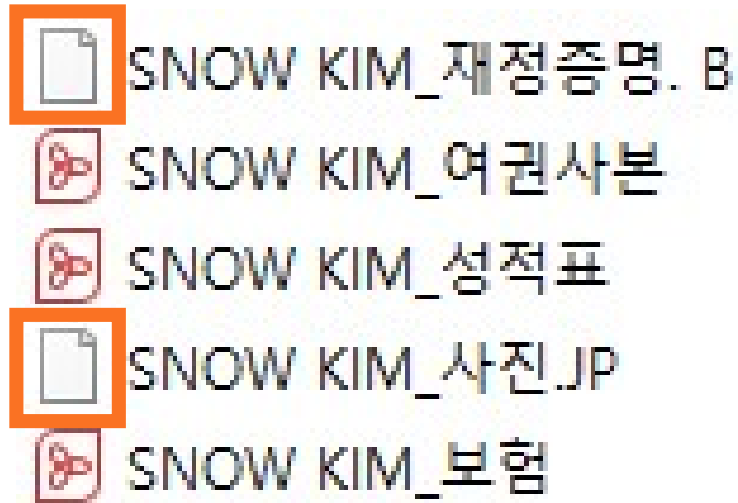
\*Only regular semester exchange students are required to submit.

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

PRINT

LOGOUT

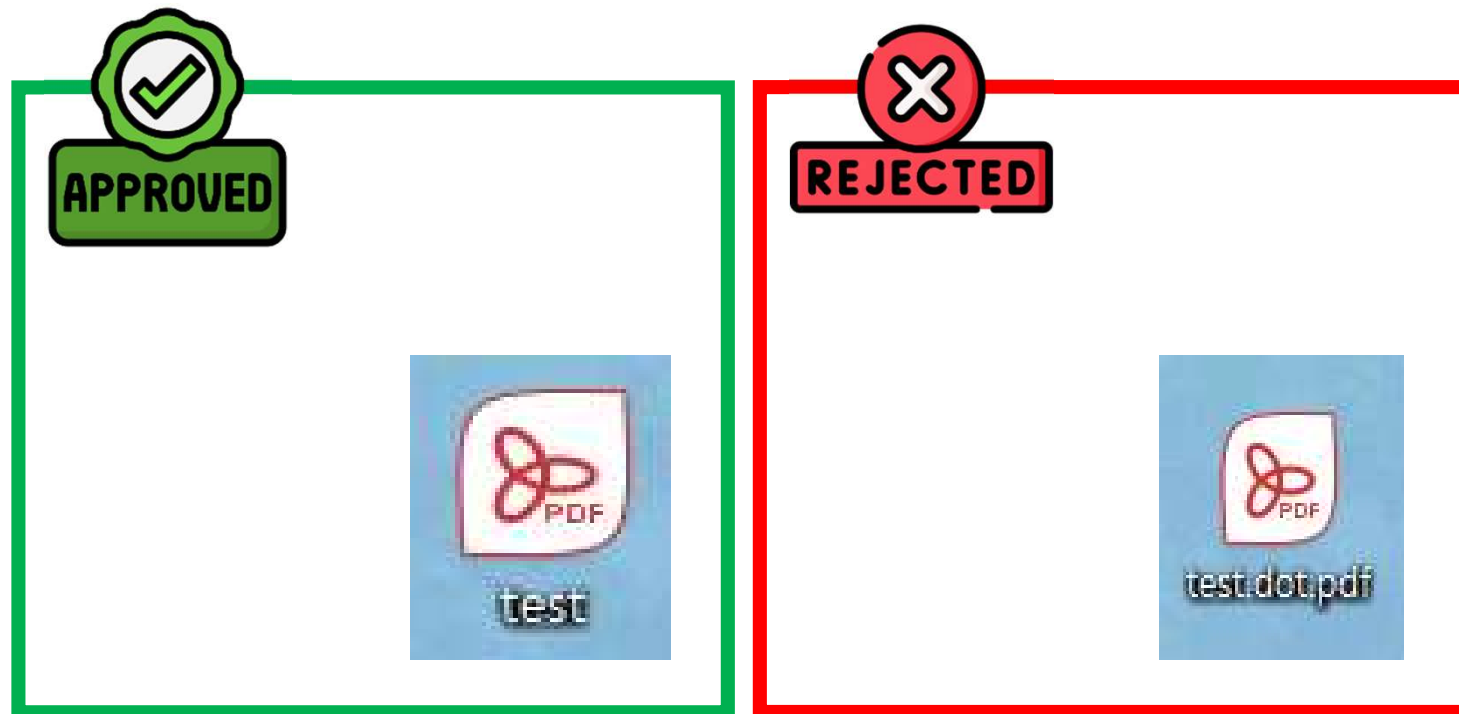
This is how the errored file looks like when we download from the system.  
We can not open the files and will reject to request reupload with “error” 😞



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” 😞



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. Official Bank branch stamp is accepted as well.

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. My dad/mother is my financial supporter and they wrote an official hand-written letter. Is this acceptable?

A. No. It will not be accepted.

As we are unable to verify the authenticity, you are required to submit a family relationship certificate or a birth certificate.

Q. How should I prove my relationship with my parents?

A. Either of the documents.

- 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](mailto:inthouse@sm.ac.kr)

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

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Notice, General Info, Application Form, Flight Information, and My\_Status. The 'My\_Status' tab is highlighted with a purple box. Below the navigation bar, the page is organized into a table with three columns: Process, Date & Time, and Comment.

Process	Date & Time	Comment
JOIN TO BE A MEMBER	2022/10/11 16:03:55	Signed-up has been successfully completed. You can now access to on-line application.
SUBMITTED ON-LINE APPLICATION		
PLEASE CHECK AGAIN	2022/10/11 16:11:42	Reasons for reject will appear Make sure to check frequently
APPROVAL NOTICE		
END		This will appear later when issued. We will be sending notice to check your ID

At the bottom left, there is a yellow button labeled 'Student ID'. At the bottom right, there is a 'LOGOUT' button.



Please note that once the first document review is completed, any additional amendments may significantly delay the re-evaluation process. **Therefore, it is strongly recommended that you thoroughly review the attached PDF guidelines and the 'Read First' Excel sheet.**

Carefully preparing and submitting your documents will help facilitate any future visa applications and flight reservations.

Thank you for your attention to this matter.

**When sending inquiries via email, please be sure to include your info below to ensure a quicker review and response.**

- 1. Application number : (E20241101519)**
- 2. Name : (Snow Kim)**
- 3. Home university (Abc University)**





**During the online application period for visiting exchange students, we receive a high volume of emails.**

**We will respond in the order they are received, and we thank you in advance for your patience.**

