



Student Guide for Spring 2023

<http://oia.yonsei.ac.kr/>

This application guide is for students whose home university has a student exchange agreement with Yonsei University. Please check with your home university advisor/coordinator first.

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

September 1 – October 15

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)

September 1 – October 31

Once online nomination is submitted, a student account for application will automatically be created and you will receive an auto-email.

**** You must NOT register for an account yourself. Such accounts and any information submitted through them will be DELETED without prior notice and considered INVALID ****

1. Log into our system

- Url <http://oia.yonsei.ac.kr/apply/exchange.asp>
- Username Your email address provided by home university advisor/coordinator
- Password (Your birth date in the order of YYMMDD) + ys! (eg. 5th of January, 1990 --> 900105ys!)

*** If you did not receive our auto-email, please follow the steps below:**

1. Check your spam folder first. If it's not in the spam folder either, please follow the instructions below.
2. Log into application portal with the email address provided by your home university > Go to the "Personal Information" tab > change your email address, preferably, to Gmail, as some university email domains automatically block our system-sent emails > Please inform us of the update via email

2. Complete your online application form by our deadline sharp. Also, make sure you choose your **school year and major at Yonsei University correctly** because they will be **used for course registration and you won't be able to change this information once the application period is over.**

<Important Notes>

1. All information in the application page, including the uploaded file name must be in English alphabets and numbers only (no special characters, punctuation marks, and non-English alphabets).
2. Please browse our website for offered courses and select the major from which you plan to take most of your courses during your stay at Yonsei. It does not have to be an exact match with your home university major, but it must be related to your current major.
3. You do not need to select the Korean Language and Literature major to take Korean language courses. Courses offered at the Korean Language and Literature will be taught mostly in Korean, and they are not for beginners.

3. Every student is required to upload:

1. Official e-Transcript(s) (for non-OECD country nationals, authentication like Apostille or Korean embassy/consulate legalization is additionally needed on this document) (*)
2. Official Proof of Language Proficiency (*)
3. ID Photo (for student ID card)
4. Photocopy of the ID page of Passport
5. Official e-Bank/Financial Statement (*)
6. Study Plan
7. Proof of Medical Insurance (may be submitted after admission confirmation)

[For non-OECD country nationals ONLY]

To be submitted by post mail (hard copies required)

- Official e-Transcript(s) (for non-OECD country nationals, authentication like Apostille or Korean embassy/consulate legalization is additionally needed on this document) (*)

(*) We do NOT accept screenshots or unofficial copies.

Important Note about the Supporting Documents	
1. Official e-Transcript(s)	<p>- Minimum GPA for Application: CGPA 2.5 on a 4.0 scale (no other grade scales will be accepted whatsoever)</p> <p>★NEW★</p> <p>For non-OECD country nationals, authentication like Apostille or Korean embassy/consulate legalization is additionally needed on this document.</p> <p>* If student's transcript does not show the grading in GPA out of 4.0 scale, then students MUST submit the "Confirmation of Student Information Form" (downloadable from our application system) additionally. The form must be signed by the coordinator at their home university and the official or internal grading conversion table of their home university must be attached together.</p> <p>* Must be issued within 30 days from the date of application submission and must be in English or Korean</p> <p>* The official e-transcript uploaded must show average grades obtained to this date. It must include all of the completed semesters results, not just limited to your most recent study year.</p> <p>* The e-transcript must be in English, signed or stamped by home university (Digital signature is accepted). Screenshots and unofficial records are not accepted.</p> <p>* For Undergraduate/Bachelor's Degree level (≠Associate Degree) students, must show two (2) semesters' GPA BEFORE the nomination / application period on their official transcripts.</p> <p>* For transfer students or Graduate/Master's Degree level students, must show one (1) semester's GPA BEFORE the nomination / application period on their official transcripts.</p>

<p>2. Language Proficiency All tests must have been taken within 2 years of the start date of the semester. (Spring semester starts on March 2 and Fall semester starts on September 1)</p>	<p>Either English OR Korean proficiency proof below is required.</p> <p>1) English: Either one of the followings is accepted.</p> <ul style="list-style-type: none"> - TOEFL iBT or iBT Home Edition 79 (ITP or MyBest score is NOT accepted) - IELTS 6.5 - Cambridge English Qualifications CEFR B2 Level <p>2) Korean: Either one of the followings is accepted.</p> <ul style="list-style-type: none"> - KLAT level 4 - TOPIK level 4 - An assessment report by a professor <p>*Exception:</p> <p>1) A national from majority native English speaking countries (Americas, United Kingdom, Hong Kong, Singapore, Australia, New Zealand, Ireland): Passport is required</p> <p>2) Current home university is in majority native English speaking countries (Americas, United Kingdom, Hong Kong, Singapore, Australia, New Zealand, Ireland): N/A, but it must be specified in the transcript or Certificate of Enrollment</p> <p>3) Current degree program is held 100% English: Home university letter is Required</p>
<p>3. Photocopy of the ID page of passport</p>	<p>* Students must hold a passport with at least 6 months of validity left from the starting date of the semester.</p> <p><Important Note for Students with Korean Heritage></p> <p>* If you have multiple citizenship including South Korea, please select KOREA, SOUTH as your nationality and submit a copy of your Korean passport.</p> <p>* Students with Korean Heritage may have special requirements regarding visa issuance due to dual nationality issues, especially in terms of military service for male students. If you suspect that this might be your case, please make sure to ask for instructions from your local Korean Embassy in advance of your trip to Korea.</p>
<p>4. Official e-Bank/Financial Statement</p>	<p>* Must be issued within 30 days from the date of application submission and must be in English or Korean</p> <ul style="list-style-type: none"> * This document is required for all non-Korean students for the issuance of the Certificate of Admission (required for student visa application). * An official e-bank statement under the student's name. * In case the e-bank statement is issued under a parent's name, a document must be attached to verify the relationship (i.e. birth certificate). * Ensure that your name, account number and remaining balance are available for viewing. * The balance must be at least 4,000 USD for one-semester exchange or 10,000 USD for one-year exchange. * Scholarship or financial aid recipients may provide certificate of scholarship or financial aid instead. The scholarship or the financial aid must be for living expenses, as exchange students will not be paying tuition to Yonsei University.

5. Study Plan	* Please use the form downloadable from the application.
6. Proof of health insurance (may be submitted after admission confirmation)	<p>* Please upload a proof of health insurance. Only those whose insurance papers are received will be OFFICIALLY registered in our portal system. Failure to provide the related document may cause delay in registration, as well as disadvantages in course registration.</p> <p>* You may skip this document for now, but please upload the insurance document under the "Personal information" tab after application closes. The deadline for uploading the insurance document is January 15 for spring admission and July 15 for fall admission.</p> <p>* There is no designated insurance service provider, but it is recommended that you choose a study abroad plan which will fully cover medical expenses to be incurred during your stay in Korea. Mandatory insurance plans provided at your home institution will be sufficient, but proof must be provided (an official letter which includes personal information, the coverage period, and availability of application in Korea).</p>
7. ID Photo	Please note that this photo will be used for your Yonsei Student ID card.

Step 3: Admission

Mid-December

Your application will be screened, and acceptance announcement will be made by mid-December.

1. An e-acceptance letter will be sent via email.
2. **[For foreign nationals only]** An admission packet with Certificate of Admission and Business Registration Certificate of Yonsei will be sent via email to students.

Step 4: Health Insurance

January 15

Having a valid health insurance plan is mandatory step for exchange students at Yonsei University. Students are required to upload a proof of insurance to their application by January 15th.

Also, please note that health insurance proof should include the followings:

- Name of the insured
- Period of coverage - must be valid during visiting period
- Place of coverage - must be valid in Korea

*** Students will not be officially registered until proof of health insurance is uploaded on our application system.**

International students with D-2 visa will be automatically registered to Korean National Health Insurance (NHIS) once their D-2 Alien Registration Number is issued by the Korean Immigration Office according to the new Korean government policy applied from March, 2021. Once they receive the bill, students must pay for their Korean National Health Insurance even if they have their own insurance plan.

Step 5: Course Registration

Mid-February

Once your proof of health insurance is approved, you will be acknowledged as an officially registered exchange student. Student ID number and access to our portal system will be given by late January.

Step 6: Accommodation for Students with Disabilities

Please notify your home institution and Yonsei OIA (study@yonsei.ac.kr) by the deadline below if you need housing/test accommodation due to disability along with official proof/doctor's note about the disability.

-Housing Accommodation: By December 31

-Test Accommodation: By March 31

* In addition to the items listed above, students will need to process visa application, housing registration, course registration and more. All relevant information will be provided in due course and in the meantime, please see here: <http://oia.yonsei.ac.kr> for general inquiries.