



Student Guide for Fall 2024

<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)

March 1 – April 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)

March 1 – April 30

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 you 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, 2005 --> 050105ys!)

***If you have not received our auto-email, please follow the steps below:**

1. Check your spam folder first. If you did not find our email there, you can access all emails sent through our system by clicking the "Sent email history" button located within the "Application Status" tab in our application portal.
2. To ensure you receive all important communications, you may consider changing your email address using the instructions below:
 - Log into the application portal using the email address provided by your home university > Go to the "Personal Information" tab > Update the email address (Do NOT use gmail account as it blocks our system-sent emails) > Please inform us of the email address 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 will not 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. **For the business major, only students majoring in business at their home institution are permitted to enroll in up to 4 business courses at Yonsei. When filling out our online application, please make sure to select 'Business Administration' as your Yonsei major.**
3. Do not select the Korean Language and Literature major to take Korean language courses. Courses from the Korean Language and Literature department 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^(*) ([OECD member countries](#))
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 additionally submitted by post mail (hard copies required)

- Apostilled or Authenticated/Legalized Official e-Transcript(s) ^(*)

(*) We do NOT accept screenshots or unofficial copies. In case of an Apostille or Authenticated/Legalized Official e-Transcript(s), please prepare TWO copies; one copy for us and one copy for the embassy if required.

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>★IMPORTANT★ For non-OECD country nationals, authentication like Apostille or Korean embassy/consulate legalization is additionally needed on this document. (OECD member countries)</p> <ul style="list-style-type: none"> * If your transcript does not show the grading in GPA out of 4.0 scale, then you MUST submit the “Confirmation of Student Information Form” (downloadable from our application system) additionally. The form must be signed by the coordinator at your home university and the official or internal grading conversion table of your home university must be attached together. * The official e-transcript 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. * The e-transcript must be issued within 30 days from the date of application submission, in English or Korean, signed or stamped by home university (Digital signature is accepted). <u>Screenshots and unofficial records are not accepted.</u> * For Undergraduate/Bachelor's Degree level (≠Associate Degree) students, must show two (2) semesters' GPA BEFORE the nomination / application period on their official transcripts. * 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 of their CURRENT degree program.

<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. - TOEFL iBT or iBT Home Edition 79 (ITP or MyBest score is NOT accepted) - IELTS 6.5 - Cambridge English Exam B2 First (FCE) ~ C2 Proficiency (CPE)</p> <p>2) Korean: Either one of the followings is accepted. - KLAT or TOPIK level 4 - An assessment report by a professor</p> <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>* You 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>*Applying for D-2-6 visa is NOT applicable to Korean passport holders, as Korean citizens do not need to obtain a student visa to study in Korea.</p> <p>*Students with Korean heritage may encounter special requirements concerning visa issuance due to dual nationality issues, particularly related to military service for male students. Below are some typical examples to consider. Given that this process usually takes more than two or three months, it is crucial to confirm your status in advance with the Korean embassy in your region and make necessary preparations for your visa application.</p> <p>■Example 1: If students are living abroad without registering their birth in Korea, they must first register their birth in Korea to either obtain a Korean passport or proceed with the necessary steps to renounce their Korean nationality.</p> <p>■Example 2: In cases where a parent acquires foreign citizenship without declaring a renunciation of Korean nationality, their child automatically becomes a dual citizen. Although acquiring foreign citizenship automatically results in the loss of Korean nationality, it is essential to DECLARE a renunciation of Korean nationality to an immigration office in Korea. Parents who give birth to children after acquiring foreign citizenship often assume that their child will not have dual citizenship. However, they later realize that this is not the case. In such situations, if a student wishes to obtain a Korean passport, parents must complete the following steps: 1) declare their loss of Korean nationality, 2) register the birth of their children in 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 should be under your name. In case the e-bank statement is issued under your 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. * Please be aware that a screenshot image of your mobile or PC bank account page is not accepted as an official document for our purposes. We require a bank statement issued directly from your bank's system or an official letter issued by the bank. * The bank statement or letter should be in English. If your bank does not provide documents in English, it is essential to provide a notarized English translation for us to review. * Scholarship or financial aid recipients may provide certificate of scholarship or financial aid for living expenses instead.
<p>5. Study Plan</p>	<ul style="list-style-type: none"> * Please use the form downloadable from the application.
<p>6. Proof of health insurance (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>	<ul style="list-style-type: none"> * As per our government policy, all international students will be automatically enrolled in the Korea National Health Insurance upon receiving their alien registration number after arriving in Korea. The estimated cost for this insurance is around 50-60 USD per month. However, for added safety and to ensure coverage during their initial period in Korea, international students are required to submit their travel insurance plan separately. The exact issuance date of the alien registration number is uncertain, as it typically takes more than two or three months to receive it after the start of the semester. Thus, having comprehensive travel insurance that covers this period is essential for the students' safety and well-being. For more information about the National Health Insurance Service(NHIS) and the application for exemption, please refer to the following link and directly contact NHIS. Global One-Stop Service Center (yonsei.ac.kr) <ul style="list-style-type: none"> - The proof of health insurance should include: <ul style="list-style-type: none"> ▪ Full name of the insured ▪ Period of coverage - must be valid during your stay ▪ Place of coverage - must be valid in Korea - A photo of the front/back of your insurance card as below is not acceptable. <div data-bbox="592 1671 1158 1843" data-label="Image">  </div> <ul style="list-style-type: none"> * Students will not be officially registered until proof of health insurance is uploaded on our application system.
<p>7. ID Photo</p>	<p>Please note that this photo will be used for your Yonsei Student ID card.</p>

Step 3: Admission

Mid-June

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

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

Step 4: Course Registration

Mid-August

Once your proof of health insurance is uploaded, you will be officially registered in our system as full-time exchange students. The course registration guide is expected to be distributed via email in late July (subject to change), and the student ID number (login credential) to access our course registration system will be announced by early August.

Step 5: 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 June 1

-Test Accommodation: By September 30

* 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: <https://oia.yonsei.ac.kr/intstd/exApp.asp> for general inquiries.