

MYONGJI UNIVERSITY EXCHANGE PROGRAM

APPLICATION CHECKLIST

Please read all instructions and details thoroughly. Please find the below list of documents required to submit for the Exchange Program at Myongji University. Remember to refer to detailed instructions on how to complete the different forms in each forms and the Guideline Booklet. **You DO NOT have to send this form. This is just for YOUR OWN REFERENCE.**

EXCHANGE STUDENT PROGRAM

Please check the documents you have completed for your reference:

Application Form (in WORD file, not PDF)
Recommendation Form
Health Report Form (including tuberculosis & hepatitis B test result)
Official Certificate of Enrollment
Scanned Copy of Passport (front page with personal information, not a picture taken by a mobile phone)
Scanned Copy of Identification card used in your home country (front page)
Copy of Certificate of Travel Insurance – You may choose to submit this later by February 3 rd when you submit your Course Registration Form
2 Head-shot pictures (3cm x 4cm) – same as the one you stuck on the Application Form. MUST BE White Background
Head-shot photo JPG file (ID picture, a must for student ID card)
Course Registration Form (by by February 3 rd , not on below deadline)
Flight Schedule (by by February 3 rd , including arrival time, flight #, airline, not on below deadline)
Application Deadline
(Soft Copy) November 23 (Wednesday), 2016 / (Hard Copy) November 30 (Wednesday), 2016

The Letter of Acceptance, Certificate of Admission and other related documents will be sent to you within 2 weeks after the application deadline.

Please check with the nearest Korean embassy as soon as you receive the Letter of Acceptance & Certificate of Admission regarding the visa process. Different countries may have different timeline and process.

Please submit the required forms and materials - **through the international officer of your home university – via EMAIL in WORD FILE & post mail in the fastest means of delivery such as DHL, FedEx, UPS, TNT & EMS** before the above deadline:

Ms. Tenny Kim

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Myongji University is pleased to offer the Exchange Student Program through which international students will be able to thoroughly engage in Korean culture as well as build academic career simultaneously. We look forward to reviewing your applications and meeting admitted exchange students in person!

Please do not hesitate to contact the officer in charge, Ms. Tenny Kim, at Myongji University's Office of International Affairs for further information or inquiries.

