

Online Application Guide

for 2017 Spring Exchange Student Applicants

Before you start your online application,

- ❖ Read through this guide carefully.
- ❖ You MUST use the Internet Explorer browser and have your photo and all attachment files prepared in the required format. (jpg or bmp)
- ❖ You must type in your personal data correctly from the beginning.
- ❖ Please read the FAQ in detail before emailing your inquiry at orir@inha.ac.kr

International Center, Division of International Affairs

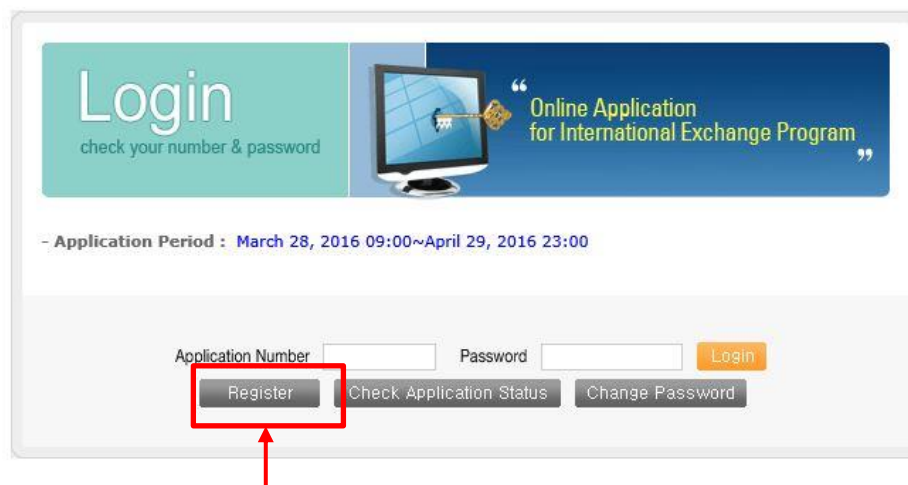
INHA UNIVERSITY

Step 1. Register(and log in to) the Online Application System

- Go to the online system URL

<http://itislink.inha.ac.kr/ipsiIExchange/IE61001/ApplyLoginFGrd.aspx>

- Click Register to start application



Click to Register

- ※ After you have been nominated by your home university coordinator, apply online.
Online Application Period:
26th, Sep(Mon) 09:00 ~ 28th, Oct(Fri), 2016, 23:00 2016(Korean Time)
- ※ Our online application system will only work properly through **Internet Explorer**.

Step 2. Fill out the Application Section Correctly

Leave this [Application Number] part blank. You do not need to type anything.

Your application number will be popped up automatically in the last stage after submission.

| | | | |
|---|--|------------------------------------|--|
| Application number | <input type="text"/> | Study Period (Academic Year) | <input checked="" type="radio"/> 1 Semester (2016 Fall) <input type="radio"/> 1 Year (2016 Fall ~ 2017 Spring) |
| Exchange program | <input checked="" type="radio"/> Undergraduate <input type="radio"/> Master's <input type="radio"/> Doctoral | Department (Major) | Business Administration(Business Administration) |
| Home University (Country) | Finland | Home University | Turku University of Applied Sciences |
| Program(department/major) currently enrolled in your Home University | | | |
| Current Semester | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 | Academic Score | <input type="radio"/> 4.0 <input type="radio"/> 4.5 <input checked="" type="radio"/> 100 <input type="text" value="80"/> |
| Language Certificate (English) | | Test name: | IELTS Level: <input type="text"/> Score: <input type="text" value="6"/> |
| Language Certificate (Korean) | | Test name: | <input type="text"/> Level: <input type="text"/> Score: <input type="text"/> |
| Balance Amount in Bank Statement(USD) | | <input type="text" value="9,500"/> | |
| Source of funds for exchange program? | | | |
| <input type="radio"/> Parents <input type="radio"/> Scholarship <input checked="" type="radio"/> Self-Finance <input type="radio"/> Others (Please specify) <input type="text"/> | | | |
| Accommodation | | | |
| <input type="radio"/> Apply for Inha dormitory. <input checked="" type="radio"/> I apply for an off-campus apartment introduced by Inha <input type="radio"/> I will look for an off-campus housing by myself | | | |
| Tuition | | | |
| <input checked="" type="radio"/> Waived as an exchange student. | | | |
| Do you want Lab activities? (Graduate Students only) | | | |
| <input type="radio"/> Yes <input type="radio"/> No | | | |
| Buddy Program (Note that you cannot apply for buddy later.) | | | |
| <input checked="" type="radio"/> Yes, I apply for INHA buddy program <input type="radio"/> No | | | |
| Do you get approval from the adviser or professor of chosen field at INHA University? (Graduate Students only) | | | |
| <input type="radio"/> Yes <input type="radio"/> No | | | |
| ⚠ You will get refused if you don't get approval from the professor. | | | |
| Do you want to buy Insurance in Korea? | | | |
| <input type="radio"/> Yes, I want to buy insurance upon arrival <input checked="" type="radio"/> No, I want to buy insurance in my country | | | |

Important!

⌘ Your Exchange Program should be first confirmed by your home university coordinator.

⌘ - 1 semester applicant: 2017 Spring

- 1 year applicant: 2017 Spring ~ 2017 Fall

⌘ The **Accommodation Option** should be the same as what you filled out in the form in attachment forms.

⌘ **Current Semester** means the enrolled semester at your home university. (If you are currently in the first semester of your third year, you need to enter in "5".)

Step 3. Fill out the Personal Information Section

Same as in your passport.
 (If you have a long middle name, omit it and you may just write the first name)

| | | | |
|---|---|--|---|
| -Name | - Last(성) <input type="text" value="ELSA"/> - First(이) <input type="text" value="TUMMI"/> | - Gender | <input type="radio"/> Male <input checked="" type="radio"/> Female |
| - Date of Birth | Month <input type="text" value="02"/> Day <input type="text" value="04"/> Year <input type="text" value="1996"/> | - Passport Number | <input type="text" value="E12345"/> |
| - E-mail address | <input type="text" value="elsa_darling@gmail.com"/> | - Citizenship Country | <input type="text" value="Finland"/> |
| - Country of birth | <input type="text" value="Finland"/> | - Permanent Address <input type="text" value="Oak Road, Castle Frozen"/> | |
| - Mailing Address <input type="text" value="Helsinki Finland"/> | | | |
| - Home Number | <input type="text" value="358 22 2223"/> Eg: +82 32 860 7031 Please include the country code and area code. | - Mobile Number | <input type="text" value="358 25 2289751"/> Eg: +82 32 860 7031 Please include the country code and area code. |
| [Guardian In Korea] | | [Guardian In Home Country] | |
| Guardian's Name | Last <input type="text"/> First <input type="text"/> | Guardian's Name | Last <input type="text" value="Snowman"/> First <input type="text" value="Olaf"/> |
| Relationship | <input type="text"/> | Relationship | <input type="text" value="Uncle"/> |
| Contact Number | <input type="text"/> | Contact Number | <input type="text"/> |
| Occupation | <input type="text"/> | Occupation | <input type="text"/> |
| [Person or organization that will be responsible for your study and living expenses] | | | |
| Name | Last <input type="text"/> First <input type="text"/> | Relationship | <input type="text"/> |
| Telephone | <input type="text"/> | Occupation | <input type="text"/> |
| Address | <input type="text"/> | | |
| -Criminal Convictions | All those who apply for admission are required to declare whether they have any criminal convictions other than minor motoring offences. Do you have any criminal convictions? <input type="radio"/> Yes <input checked="" type="radio"/> No | | |
| Please tick the appropriate box(es) | <input type="checkbox"/> No Disability/special need, or not aware of any additional support requirements for study or accommodation <input type="checkbox"/> Blind/Partially Sighted <input type="checkbox"/> Deaf/Hard of Hearing <input type="checkbox"/> Wheelchair User/Mobility Difficulties <input type="checkbox"/> Mental Health Difficulties <input type="checkbox"/> Unseen Disability (HIV, epilepsy, asthma, diabetes etc.) <input type="checkbox"/> Homosexual or Bisexual Orientation ※ Please give further details or disability/special needs not listed on separate sheet. <input style="width: 100%; height: 40px;" type="text"/> | | |
| ✘ | <input type="text" value="C:\Users\admin\Desktop\incoming student files\se"/> <input type="button" value="찾아보기..."/> | | |
| Upload or change your photo | - Directions for uploading the photo ① The size of photo should be 3cm(Width) X 4cm(Length). ② The size of photo file should be under 50 KByte. ③ The form of photo file should be BMP or JPG. If your scanned file is not in BMP or JPG form, you should change it by using graphic editing tools like Asee, Photoshop, and ACDSsee. | | |

※ The photo you upload on the system will be used for your Student ID Card. (It does not have to be same as passport.)

Step 4. Fill out the Remaining Sections

| (B)Biographical Section | | (C)Academic Information | | | | (D)Study Plan | | (E)Attachment | |
|-------------------------|--------------------------------------|-------------------------|------|-----|------|---------------|------------------------|---|--|
| | Institution | Duration of Study | | | | Major | Degree or Diploma | Registered Number of Degree/Diploma (if applicable) | |
| | | From | | TO | | | | | |
| | | mo. | yr. | mo. | yr. | | | | |
| High School (Final) | Ursula Highschool | 10 | 2008 | 08 | 2014 | | | | |
| University (Final) | Turku University of Applied Sciences | 09 | 2014 | 08 | 2018 | Business | Bachelor (In progress) | | |

Complete the Study Plan in paragraph form.

| (B)Biographical Section | | (C)Academic Information | | (D)Study Plan | | (E)Attachment | |
|---------------------------------------|---|-------------------------|--|---------------|--|---------------|--|
| Please type no more than 10000 words. | | | | | | | |
| • Study Plan | <p>I would like to study at Inha University in the field of Business Administration... .</p> <p>Firstly, I</p> <p>Secondly, I would like to take Korean classes and participate in many</p> | | | | | | |

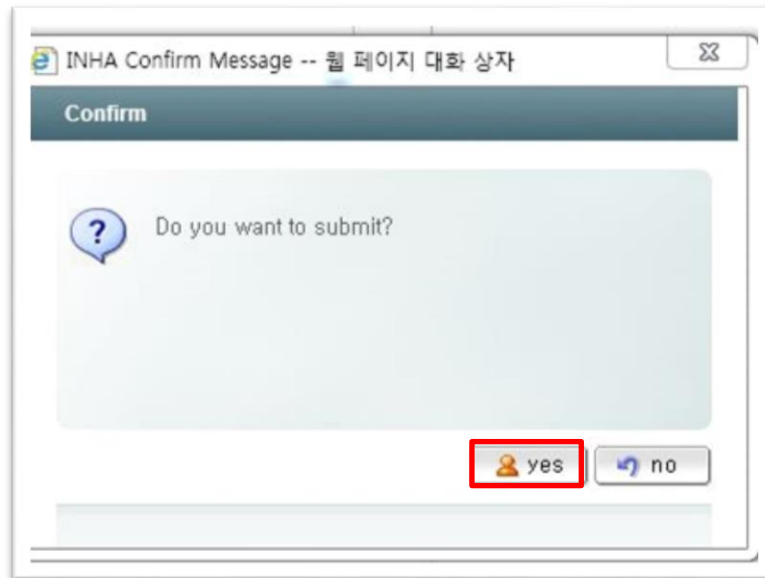
Step 5. Upload the Attachments

Upload the attachment files you have prepared one by one by clicking “찾아보기(which means “FIND” in Korean).

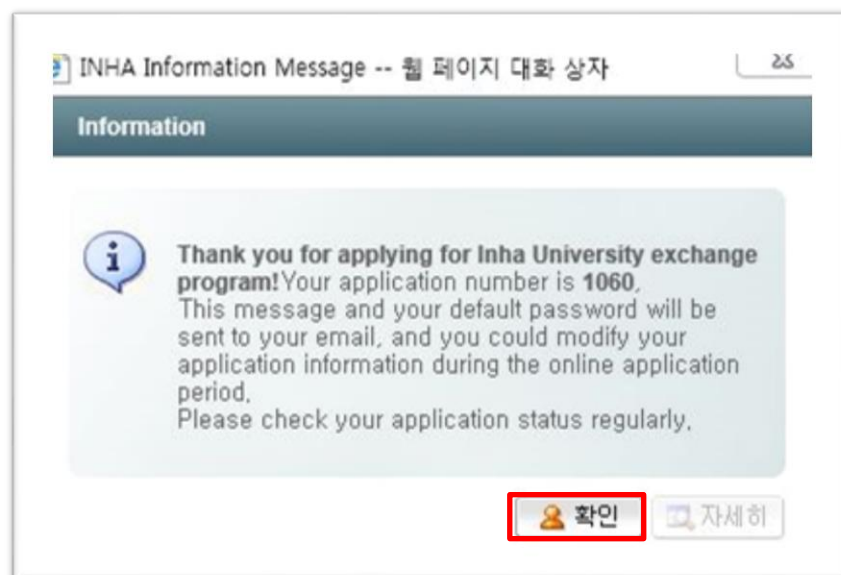
| | | | | |
|---|--|----------------------|----------------------|---------|
| (B)Biographical Section | (C)Academic Information | (D)Study Plan | (E)Attachment | |
| Please upload all the required documents. | | | | |
| Attachment (Documents for Admission) | 1) Recommendation letters | <input type="text"/> | <input type="text"/> | 찾아보기... |
| | 2) Housing Application Form | <input type="text"/> | <input type="text"/> | 찾아보기... |
| | 3) Alternative Health Insurance Approval Request | <input type="text"/> | <input type="text"/> | 찾아보기... |
| | 4) Certificate of Enrolment | <input type="text"/> | <input type="text"/> | 찾아보기... |
| | 5) Latest Official Transcript | <input type="text"/> | <input type="text"/> | 찾아보기... |
| | 6) Photocopy of passport | <input type="text"/> | <input type="text"/> | 찾아보기... |
| | 7) Bank Statement with Deposit of more than USD 7,500 | <input type="text"/> | <input type="text"/> | 찾아보기... |
| | 8) Certificate of Language Proficiency | <input type="text"/> | <input type="text"/> | 찾아보기... |
| | 9) Optional: Household Register(Required only for Chinese Applicant) | <input type="text"/> | <input type="text"/> | 찾아보기... |
| | 10) The Copy of Insurance Policy | <input type="text"/> | <input type="text"/> | 찾아보기... |
| | 11) Tuberculosis Examination Result | <input type="text"/> | <input type="text"/> | 찾아보기... |
| The form of photo file should be BMP or JPG. If your scanned file is not BMP or JPG form, you should change it by using graphic editing tools like Asee, Photoshop, and ACDSee. Photoshop, and ACDSee. | | | | |

Step 6. Submit your Application

After typing and upload the required documents, please press **submit button** and you will see the box below.



When submission is successfully made, **the box will appear with your application number as below.**



Frequently Asked Questions : Online Application

Q. Where can I get attachment file forms such as housing forms?

A. You can download them from the Google Drive URL.

Incoming Exchange Student Application Attachment Forms
(INHA Univ – 2017 Spring)

URL: <https://goo.gl/qOZaOB>

Q. I forgot my password. How can I find it?

A. Email us (orir@inha.ac.kr) with your home university and your full name.

Q. What should I include in the *Study Plan*?

A. Describe the reason why you want to study at Inha, and what you want to achieve during your exchange semester.

Q. I am in the middle of completing the section. Can I save it?

A. No, you cannot save it. You should start and complete the application in one sitting.

Q. I cannot upload the second page of my transcript and insurance. Please help me.

A. At the moment, our system will only upload one page. If you have more than one page for your transcript or insurance, please send the attachment files to the Inha University Coordinator.

Frequently Asked Questions: Miscellaneous

Q. Where can I get more information about Inha and Korea?

- A. Sure. In the drive below, useful Websites & Welcome Guide for International Students can be found.

URL: <https://goo.gl/anmYar>

Q. Can I apply for a buddy when I arrive in Korea?

- A. No you cannot. Apply for buddy in our application for buddy when you do online application. Still, you are most encouraged to join in our welcome party.

Q. When do I receive the letter of acceptance?

- A. The letter of acceptance will be issued during the middle of June. It may take longer if you provide us with insufficient or erroneous documents.

Q. I want to live in a 2 or 3 bedroom apartment and share it with my friends. Can the International Center help us?

- A. The International Center can only introduce one-room(studio type) apartments at the moment. If you plan to live in 2 or 3 bed rooms, you need to come earlier and find out from real estates on your own.

Q. Can I share a dorm room with a friend or someone from the same country?

- A. No, you cannot. Our dormitory allocates rooms according to their internal regulations. The dormitory is for our local students as well, so please be understanding.

Q. Can I extend my staying from 1 semester to 1 year upon the arrival?

A. Sure. If your home university officially requests, you can shorten or extend your staying. You need to extend your visa. (Extension Fee: Around KRW 70,000)

Q. I am an undergraduate student. Can I take courses from the graduate course?

A. No, you cannot. Cross-registration is not permitted except for the few Architecture majors.

Q. I may need to arrive few days later than the proposed arrival date. What should I do?

A. Please inform us at least 2 weeks in advance. If you miss welcome orientation, we will tell you what you need to do on your own. (ex. Applying for alien registration card, paying for the housing etc.)

Q. Can I live in Seoul and commute to Incheon?

A. Yes, it is up to your decision. If you live in Seoul, you need to make alien registration card at Seoul immigration office, not at Incheon. Please inquire this matter to International Office again upon your arrival.