

# ONLINE APPLICATION GUIDELINES FOR INBOUND EXCHANGE PROGRAM 2018 FALL SEMESTER

OFFICE OF INTERNATIONAL AFFAIRS | GLOBAL COOPERATION TEAM

DANKOOK · UNIVERSITY



# ONLINE APPLICATION GUIDELINES

■ Please click on the following link to start an online application:

<http://globalinfo.dankook.ac.kr>

■ Select 'English' on the top right corner.

■ Click on 'Create an Email ID'.

DKU 한국대학교 DANKOOK UNIVERSITY | Login

ENGLISH

Login with DKU ID | Login with email ID

Email Address

Password

Select a service

International Programs

Login

Create an Email ID | Existing ID Check | Find ID | Reset Password

# ONLINE APPLICATION GUIDELINES

- Enter your email address and click on ‘Send verification email’ button.
- You will soon receive an email with a verification code. This may take a few minutes. If you don’t receive an email, please also check your junk mail box.
- After receiving it, enter the verification code and click on ‘Verify the code’ button.
- Click on ‘Next’ to continue registration.

DKU 단국대학교 DANKOOK UNIVERSITY | Create an Email ID

ENGLISH ▾

1. Verification 2. Additional Info 3. Completion

Sign up with your email address to use it as an ID.

▪ Email Address

▪ Verification code

A verification code has been sent to your email. Please check your email and enter the code sent to your email. The code is only valid for 10 minutes.

Next

# ONLINE APPLICATION GUIDELINES

- Create your password and make sure you remember it.
- Your name should be typed in family name, given name order.
- Select 'I agree' and click on 'Create an Email ID' button to create an account.

DKU Dankook University | Create an Email ID

ENGLISH

1. Verification | **2. Additional Info** | 3. Completion

▪ Email Address ID: tlsguq159@gmail.com

▪ Password: [Masked]

▪ Confirm Password: [Masked]

▪ Name: Kim Dankook

I agree.  I do not agree.    ▪ 이메일 회원가입 [Privacy Terms] (Required)

1. 개인정보의 수집·이용 목적 : 이메일 회원가입  
2. 수집하려는 개인정보의 항목 : 이메일주소, 비밀번호, 성명  
3. 개인정보의 보유 및 이용 기간 : 2년  
4. 동의를 거부할 수 있으며, 동의 거부에 따른 불이익은 다음과 같습니다.  
- 포털 등 정보시스템 서비스 사용 제한

I agree with Privacy Terms.

**Create an Email ID**

# ONLINE APPLICATION GUIDELINES

- Now, you can log in using your Dankook account that you just created.
- After typing in your login credentials, **select 'International Programs'** and login.

DKU 한국대학교 | Login

ENGLISH

Login with DKU ID | Login with email ID

Email Address: tsguq159@gmail.com

Password: [Masked]

Select a service: International Programs

Login

Create an Email ID | Existing ID Check | Find ID | Reset Password

# ONLINE APPLICATION GUIDELINES

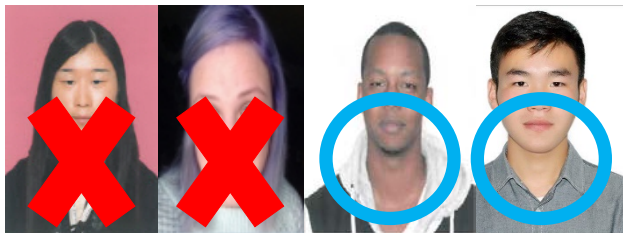
Click on 'Application' in the left-side menu.

Select 'Exchange'.

Click on the '사진등록/변경' button to upload your ID photo.

Your ID photo must be:

- a high-resolution photo
- taken against a white background
- taken with your ears and eyebrows shown
- in JP(E)G format



단국대학교 웹정보시스템

Online Application

Application

Exchange/Visiting/Dual Degree

-Application

Int'l Summer/Winter School

Information

- Please complete this form and attach one photograph of yourself.
- Please write down your name as shown on your valid passport.
- **Medical certificate of tuberculosis** : Must examine tuberculosis(X-ray) with the doctor's confirmation 1 month before the arrival date.
- **Arrival Information** : Please write down no later than 1 month prior to arrival.
- If your flight plans change, please have the courtesy of contacting us as soon as possible.

Program

Program Exchange

Personal Information

Name			
Classification	<input checked="" type="radio"/> Korean <input type="radio"/> Nonkorean	Foreign Registration Number	
Date of Birth	birth day	Gender	SELECT
Nationality	SELECT	Country of Birth	SELECT
Passport Number			

사진등록/변경



# ONLINE APPLICATION GUIDELINES


You need to fill in your personal information exactly the same as it is on your passport.

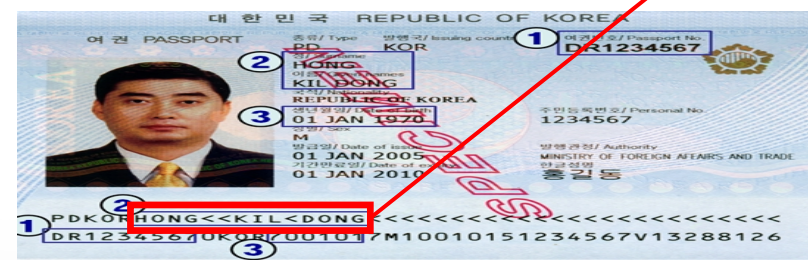
Your name has to be the same as it is shown on the bottom part of your passport. Please refer to the part highlighted in red in the example passport below.

Also, please include a comma in between your family name and given name.

(Ex. HONG<<KIL<DONG -> HONG, KIL DONG)

Personal Information


 사진 등록/변경	Name	HONG, KIL DONG		
	Classification	<input type="radio"/> Korean <input checked="" type="radio"/> Nonkorean	Foreign Registration Number	
Date of Birth	1970-01-01	Gender	Male	
Nationality	REPUBLIC OF KOREA	Country of Birth	REPUBLIC OF KOREA	
Passport Number	DR1234567			
- Date of Issue	2005-01-01	- Date of Expiry	2010-01-01	
Home Address	Address	152 Jukjeon-ro, Suiji-gu, Yongin-si, Gyeonggi-do, Korea		
	Postal Code	16890		
Home Phone	8231 - 8005 - 2603	Mobile Phone	8210 - 1234 - 5678	
Email	dku314@naver.com			
Emergency Contact	Name	HONG, GIL SOON		
	Telephone	823180052604		
	Mobile Phone	821012345679		
	Relation	MOTHER		



# ONLINE APPLICATION GUIDELINES

- Select 'Non-Korean' and leave 'Foreign Registration Number' blank.
- Fill in all your personal information including your date of birth, gender, nationality, country of birth, passport number, date of issue, date of expiry, home address, phone number, email address, and emergency contact information.

Personal Information

 사진 등록/변경	Name	HONG, KIL DONG				
	Classification	<input type="radio"/> Korean	<input checked="" type="radio"/> Nonkorean	Foreign Registration Number	-	
	Date of Birth	1970-01-01	<input type="button" value="CALENDAR"/>	Gender	Male	
	Nationality	REPUBLIC OF KOREA			Country of Birth	REPUBLIC OF KOREA
	Passport Number	DR1234567				
	- Date of Issue	2005-01-01	<input type="button" value="CALENDAR"/>	- Date of Expiry	2010-01-01 <input type="button" value="CALENDAR"/>	
	Home Address	Address	152 Jukieon-ro, Suiji-gu, Yongin-si, Gyeonggi-do, Korea			
		Postal Code	16890			
	Home Phone	8231 - 8005 - 2603	Mobile Phone		8210 - 1234 - 5678	
	Email	dku314@naver.com				
Emergency Contact	Name	HONG, GIL SOON				
	Telephone	823180052604				
	Mobile Phone	821012345679				
	Relation	MOTHER				



# ONLINE APPLICATION GUIDELINES

- Select 'Jukjeon' Campus.
- Select your intended major at Dankook University.
- You may refer to the following web sites to choose your field of study.
  - **Academics:** <http://www.dankook.ac.kr/en/web/international/42>
  - **English-taught courses:** <http://www.dankook.ac.kr/en/web/international/courses-taught-in-english>
- Select your period of study: one semester or two semesters

Application Information			
Program	Exchange		
Applying Campus	<input checked="" type="radio"/> Jukjeon <input type="radio"/> Cheonan		
- Desiring Major	<input type="text" value="International College"/>	<input type="text" value="International Business Administration"/>	
Period Of Study	<input type="text" value="One Semester"/>		
- Start Year/Semester/Date	<input type="text" value="2018"/>	<input type="text" value="2nd semester"/>	<input type="text" value="2018-09-01"/>
- End Year/Semester/Date	<input type="text" value="2018"/>	<input type="text" value="2nd semester"/>	<input type="text" value="2018-12-31"/>
Native Language	<input type="text" value="English"/>		
Korean Proficiency	<input type="text" value="Poor"/>	- TOPIK Score	<input type="text"/>
English Proficiency	<input type="text" value="Excellent"/>	- TOEFL or IELTS Score	<input type="text"/>
Housing	<input checked="" type="radio"/> Dormitory(2 Students in 1 room) <input type="radio"/> I have my own housing plan.		Housing Fee <input type="radio"/> Waived <input checked="" type="radio"/> Self-paying
Insurance	<input checked="" type="radio"/> I have own my insurance. <input type="radio"/> Please arrange comprehensive insurance for me.		Medical Certificate of Tuberculosis <input checked="" type="radio"/> Yes <input type="radio"/> No
Additional Info (Vegetarian, Allergies, Medical Problems, etc.)	<input type="text"/>		

# ONLINE APPLICATION GUIDELINES

Select your language proficiency level. If you don't have a test score, leave the score section blank.

Click 'Dormitory' for housing as all incoming exchange students must live in on-campus dormitory.

Click 'Self-paying' for housing fee although you are planning to participate in the foreign language tutoring program and get an accommodation fee waived.

Application Information			
Program	Exchange		
Applying Campus	<input checked="" type="radio"/> Jukjeon <input type="radio"/> Cheonan		
- Desiring Major	International College	International Business Administration	
Period Of Study	One Semester		
- Start Year/Semester/Date	2018	2nd semester	2018-09-01
- End Year/Semester/Date	2018	2nd semester	2018-12-31
Native Language	English		
Korean Proficiency	Poor	- TOPIK Score	
English Proficiency	Excellent	- TOEFL or IELTS Score	
Housing	<input checked="" type="radio"/> Dormitory(2 Students in 1 room) <input type="radio"/> I have my own housing plan.		Housing Fee <input type="radio"/> Waived <input checked="" type="radio"/> Self-paying
Insurance	<input checked="" type="radio"/> I have own my insurance. <input type="radio"/> Please arrange comprehensive insurance for me.		Medical Certificate of Tuberculosis <input checked="" type="radio"/> Yes <input type="radio"/> No
Additional Info (Vegetarian, Allergies, Medical Problems, etc.)			

# ONLINE APPLICATION GUIDELINES

- Students are advised to purchase their own health insurance and required to submit proof of health insurance by August 10.
- All students must take a tuberculosis test (X-ray) in their home country within 30 days before their arrival in Korea. Students will be required to submit the result by August 10.

Application Information			
Program	Exchange		
Applying Campus	<input checked="" type="radio"/> Jukjeon <input type="radio"/> Cheonan		
- Desiring Major	International College	International Business Administration	
Period Of Study	One Semester		
- Start Year/Semester/Date	2018	2nd semester	2018-09-01
- End Year/Semester/Date	2018	2nd semester	2018-12-31
Native Language	English		
Korean Proficiency	Poor	- TOPIK Score	
English Proficiency	Excellent	- TOEFL or IELTS Score	
Housing	<input checked="" type="radio"/> Dormitory(2 Students in 1 room) <input type="radio"/> I have my own housing plan.		Housing Fee <input type="radio"/> Waived <input checked="" type="radio"/> Self-paying
Insurance	<input checked="" type="radio"/> I have own my insurance. <input type="radio"/> Please arrange comprehensive insurance for me.		Medical Certificate of Tuberculosis <input checked="" type="radio"/> Yes <input type="radio"/> No
Additional Info (Vegetarian, Allergies, Medical Problems, etc.)			

# ONLINE APPLICATION GUIDELINES

Students who are willing to participate in our foreign language peer tutoring program, please specify your teaching language in the 'Additional Info' section.

For more details about the program, please refer to the attached information sheet.

Students are accepted to the program subject to availability and will receive the final decision upon their arrival.

Application Information			
Program	Exchange		
Applying Campus	<input checked="" type="radio"/> Jukjeon <input type="radio"/> Cheonan		
- Desiring Major	International College	International Business Administration	
Period Of Study	One Semester		
- Start Year/Semester/Date	2018	2nd semester	2018-09-01
- End Year/Semester/Date	2018	2nd semester	2018-12-31
Native Language	English		
Korean Proficiency	Poor	- TOPIK Score	
English Proficiency	Excellent	- TOEFL or IELTS Score	
Housing	<input checked="" type="radio"/> Dormitory(2 Students in 1 room) <input type="radio"/> I have my own housing plan.	Housing Fee	<input type="radio"/> Waived <input checked="" type="radio"/> Self-paying
Insurance	<input checked="" type="radio"/> I have own my insurance. <input type="radio"/> Please arrange comprehensive insurance for me.	Medical Certificate of Tuberculosis	<input checked="" type="radio"/> Yes <input type="radio"/> No
Additional Info (Vegetarian, Allergies, Medical Problems, etc.)			

# ONLINE APPLICATION GUIDELINES

- Select your home university.
- Enter your major at your home university.
- Enter your grade at your home university.
- Upload the following documents:
  - Copy of your passport
  - Academic transcript
- Click 'Save' to complete your application.

### Home University Information

Home University	440200001	Universidad de Buenos Aires	Q	
- Major	Business Administration			
- Present Year Of Study	Junior	- Study Level	Undergraduate	
Staff in charge	- Name	Mercedes Cravero	- Telephone	541144320606
	- Fax		- E-mail	interfilo@gmail.com

Upload all the required documents in PDF format.

Add Delete

#	Attachment File	
<input type="checkbox"/> 1	C:\Users\WJHOCN\Desktop#01, Academic Transcript.pdf	Attach
<input type="checkbox"/> 2	C:\Users\WJHOCN\Desktop#02, Copy of Passport.pdf	Attach

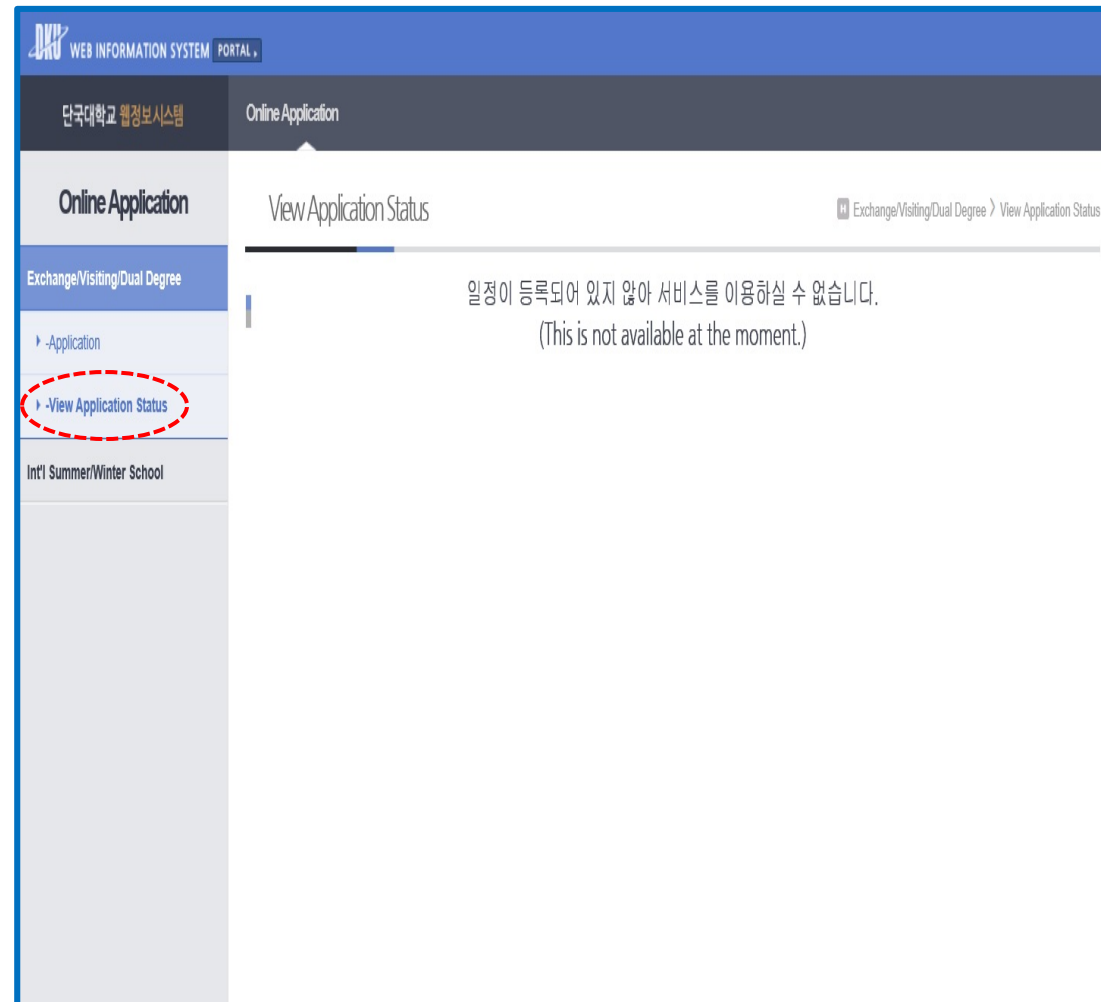
# ONLINE APPLICATION GUIDELINES

■ You will not be able to use the ‘View Application Status’ in the left side menu. Don’t worry!

■ Now, your application is complete and you may modify your application details **until May 30 only**.

■ After you are being accepted, please note that you you will be required to upload the following documents:

- TB Test result by August 10
- Proof of health insurance by August 10
- Flight itinerary by August 10





# CONTACT INFORMATION

Jihoon Jang

Student Exchange Coordinator

[csy@dankook.ac.kr](mailto:csy@dankook.ac.kr)

+82-31-8005-2603