





- Be prepared for the all the documents.
- Please use only **Chrome browser**(other systems might be unstable).
- If you are ready to submit your documents, follow the link to apply. <u>https://portal.khu.ac.kr/out/univLv/exch/frgnr/index.do</u>
- Make sure to upload your files correctly.
- If you are not able to submit some of your documents, then use the alternative file that we sent you.
- Be sure to remember your email and password, you need it when you edit your information.
- All of your required documents are preferred to be submitted in English and PDF version.



	St.	udent Exchange Prog	ram
	Wri	Choose <mark>Seor</mark> te down your ema	ul Campus and il address and password
Application			
Application * Campus	Seoul Campus 🔻	Program	[Kyung Hee University] Fall 2020 Semester Inbound Exchange Pr

Office of International Affairs, Kyung Hee University(Seoul Campus)

2



pplicant's Basi	c Information					
* Campus	Seoul Campus		Email	inbound.mobility@khu.a	c.kr	
pplicant's Pers	onal Information	If	you don't have	a family name	just type a do	ot (.)
* Given Name	JISU	Middle Name	Middle Name	* Family Name	YUN	
* Passport No.	M12345678	* Full Name on Passport	YUN JISU	* Issuing Country	South Korea	
Your pass	sport must be v	valid at least 3	months	* Passport Expiry Date	2030.10.01	
after you	r semester at K	(HU.		* Location	South Korea	``
	0201012245670					
* Mobile	8201012345678					

3



* Given Name	JISU	Middle Name	Leave Here	* Family Name	YUN	
* Passport No.	M12345678	* Full Name on Passport	YUN JISU	* Issuing Country	South Korea	*
* Place of Birth(country)	South Korea	' When y	ou write down yo	our <mark>name</mark> ,		
biral(country)		Be awa	re of the things b	elow.		
* Sex	🔵 Male 🛛 💿 Female	Be awar 1)Leave 2)Write	re of the things b Middle Name pa down in English	elow. art. Alphabet o	only.	
* Sex * Mobile	 Male Female 8201012345678 	Be awar 1)Leave 2)Write (Other 3)Write	re of the things b Middle Name pa down in English language letters i down in order o	elow. art. Alphabet o may cause o f your pass	only. error in the sy port.	ystem)



- In case you have one given name



②Given/First Name③Passport Number

Look at Ms. LEE's passport on the left for example. If you look down under her picture, you can see her name stated in the passport. Refer to this very carefully because your name needs to be written in this order.

Refer to the information note on the left side to complete your application.

Her Family name would be LEE and her Given name is SUYEON. You can easily recognize that << sign is separating your Family and Given name.

Source : https://www.passport.go.kr/new/



- In case you have more than one given name



भारत गणराज्य REPUBLIC OF INDIA wdw.ryps P www.vb.arnaws P www.vb.arnaws ND J8369854 J8369854	
Fore roots way / Gausen Nanos(s) STAT MARA LAKSHMI wordfaffer / Dates of Birth With / Dates of Birth MNDIAN F 23/09/1959 GUNDBGGLANU	
R.S. Latishani 11/10/2011 unit with the wave / Phase of heave HYDERABAD unit with the Wave of heave 11/10/2011 10/10/2021	
J8369854<4IND5909234F2110101<<<<<<<8	
3 NDRAMADUGULA << SITA < MAHA	

Look at Ms. RAMADUGULA's passport on the left for example. If you look down under her picture, you can see her name stated in the passport.

Refer to the information note on the left side to complete your application.

If you have a long given name like her, write down all your name in the **Given Name** part.

①Family/Sur/Last Name
②,②-1,②-2Given/First Name
③Passport Number

Source : https://www.immihelp.com/sample-indian-passport/



ation	~	* Name of Guardian	
mail Address of Guardi	ian		
ormation on the	Exchange Period		
Dormitory	Sehwa Hall on campus (Seoul Campus)	Tips for Ma	jor at KHU:
Course Type	 Undergraduate Course Taught in English Undergraduate Course Taught in Korean 	to your hor	ne University
exchange Period	1 Semester	✓ ★ Study Period	Fall Sep-Dec
Major at KHU	Convention Management	✤ Major at Home University	Major at Home University
 Course Demand Survey (only for those who are nominated to Global Campus) 	 [Global Campus] Culture and Society of Korea - 3 credits [Global Campus] Understanding Korean - 3 credits None 	Only for Glove None to pre-	obal Campus students oceed the next steps
	Muite devue alternative energi a	ddrocc	



Personal Information Collection and Usage Agreement

Every single personal information of the exchange students at Kyung Hee University is protected by the related policy and law. Kyung Hee University will treat your information with respect in order to protect your rights and interests. Please read the list of information below carefully.

- 1. The purpose of collection and use of personal information
- (1) For administrative purposes: student registration, issuing documents(visa issuance, certificate of enrollment, etc), and various wellbeing support programs
- (2) In case of any medical emergencies
- (3) Subscribing a travel insurance for some cultural activities
- (4) Alien Registration
- * KHU will not use collected information for anything other than the intended purpose. If you want to refuse KHU to use the collected information, you may request perusal, revision, and elimination of your personal information to the student mobility manager.
- 2. List of personal information collection
- * Kyung Hee University would like to take photos and videos during student exchange period including the orientation, various wellbeing support programs and may reproduce them officially in advertising, promotional, publicity, marketing, educational materials with print, electronic, media or KHU website, etc.

I fully understand the contents written above, and agree with that KHU shall collect and use (includes utilization) my personal information in accordance with the related law, the Personal Information Protection Act.

Read all the agreement and check the box to move on.

I agree.

6



		Submit all the infor especially your	mation correctly, Mail Address!
Iome University Info	rmation		
* Name of Home University	Kyung Hee University		
* Name of International Coordinator	Jisu Yun	* Email Address of International Coordinator	inbound.mobility@khu.ac.kr
* Address of Home University	Office of International Affairs, Main Buildin	ng #304, 26 Kyung Hee Daero Dongdaemoon-gu, Seou	
-			



_	Copy of Passport (color)	Search Copy of Passport(Your name) JPG	
٦.			
B.	Passport Photo (color, white background)	Search Passport photo(Your name).JPG	
2.	Official Bank Statement	Search Official Bank Statement(Your name).JPG	squared documents at this time,
D.	Insurance Certification	Search surance Certification.hwp	you need to complete and
	[Home university's] Certificate of Enrollment	Search Certificate of Enrollment(Your name and Unive	that we have sent you via email.
	[Home university's] Official Academic Transcript	Search Official Academic Transcript(Your name and Ur	niversity).hwp
G.	[Home university's] Recommendation Letter	Search Recommendation Letter(Your name and Univer	sity).hwp
┥.	[KHU form 1] Study Plans	Search (KHU form 1) Personal Statement.docx	You need to submit all of the
١.	[KHU form 2] Dormitory Application	Search (KHU form 2) Dormitory Application.docx	Otherwise, you may not able to
J.	[KHU form 3] Medical Assessment & TB Test Result	Search KHU form 3) Medical Assesment &TB test.zip	complete submission.
_	[KHU form 4] Consent	Search (KHU form 4) Consent.docx	

A. Samples – Copy of Your Passport





Your copy of the passport is necessary when you apply for your VISA. The copy of your passport need to be well printed in full-size and in color including your signature.

Also, you need to submit clear copy of your passport for others to check all the important information needed. Your passport must be valid at least 3 months after your semester at KHU.

Source : https://www.passport.go.kr/new/

Office of International Affairs, Kyung Hee University(Seoul Campus)

B. Samples – Passport photo





Office of International Affairs, Kyung Hee University(Seoul Campus)

C. Samples – Official Bank Statement



то		Date.	FEB.04.2015 10
In reply to your rec	west we certify that the d	eposit/money(investment) tr	ust balance
as of EB .04 .2015	stands as fol	lows.	
e amount of balance may	be subject to change in the e	event the issue date of this cert	ificate is different from the
Account Number Account Type	Trustor Beneficiary of principal Beneficiary of profit	Balance Including Uncollected Checks & Bil (Current Market Value of Tru	Uncollected Check Is Comments st) Pledged Amor
	н	ON	WON Commonto
ings Deposits	L.	BP'	G8P
	No more statements	hereafter	
		10	
		10	
Total	CO	BP Sector	ISBP
Saydluding Uncolle	acted they a & Bills	Won 0-	
	ap =₩ 1.664.8	0 1st Basic Duying	and selling Exchang
(Exchange rate	m the beneficiary(the principal or pr ue of the investment trust / base val	ofit beneficiary), the name of the bene ue trust is caculated based on the net a	ficiary is given. (Trust for the beneficiary value as of the date stated abor
(Exchange rate)			e of the statement date is holiday,
(Exchange rate) lote: 1. If the trustor differs fro 2. The current market value deduction of tax and/or The future value of the market value of this stat	r early cancellation fee). investment trust / base value trust ement uses prior working date's pr	may vary from the current value, in cas ice.	
(Exchange rate:) Jone: 1. If the trustor differs from 2. The current market value deduction of tax and/or The future value of the is artificate and base value certificate and base value	r early cancellation fee), investment trust / base value trust erment uses prior working date's pr certificate implies the balance from e trust.	may vary from the current value. In car tee, n bank and book value trust account, in	voluding current market value of be
(Exchange rate;) iote: 1. # the trustor diffes for 2. The current market value deduction of tax and/or The future value of the market value of the market value of the statistic of the market value of the market value of the statistic of the market value of the statistic of the control of the the statistic of the the statistic of the the statistic of the statistic of the statistic of the the statistic of the statistic of	r early cancellation fee). Investment trust / base value trust rement uses prior working date's pr certificate implies the balance from e trust. Its' refers to deposits made throug will be deducted from the Total. I the rights or the value of the depi	may vary from the current value, in car rice, to bank and book value trust account, in h Banker's checks, Personal checks, M silt, such as collateralizing or channing	voluding current market value of be oney orders, Promissory note's etc
(Exchange rate;) Note: 1. If the trustor differs from 2. The current market value the state of the state market value of the state market value of the state and the state and the state and the state of the state 3. Any transaction affecting 6. Once of the issuance of the 9. Other states and states and the 9. Other states and the states and the states and the 9. Other states and the 9. Other	r early cancellation fee), investment inst / base value trust, ement uses prior working date's pr conflicate implies the balance from e trust. It was not deposite made throug its with el dodducted from the through the rights or the value of the therefore the certificate of deposit, horefore f deposit, in case there are any me relioned.	may vary from the current value. In cat trice. 1 bank and book value trust account, in th Banker's checks, Personal checks, M solt, such as collateralizing or changing please check whether any automatic terial facts such as restriction to the w	cluding current market value of be oney orders, Promissory note's etc or the balance of deposit, is not allo transfer is scheduled on the date h ithdrawal or establishment of piede
(Exchange rate: 1 kite: 1, if the trustor differs fro 2. The current market value the future value of the star market value of this star 3. The total amount in this 4. The total amount in this 4. The total amount in this 5. Any transction affectuate Charter of the star 5. Any transction affectuate 6. On issuing a certified of the 1. Uncode the start of the 1. Start of the start of	r early cancellation fee). investment inst / base value trust ement uses prior working date's pr investment institution of the sense institution of the sense is refers to deposits made through the rights or the value of the depo- itution of deposit, incase there are any ma- ptioned sense of a sense of a sense theorem is a sense of a sense of a sense the sense of the sense of the sense of the sense the sense of the sense of the sense of the sense the sense of the sense the sense of the s	may vary from the current value. In car free. In bank and book value trust account, is in Banker's checks, Personal checks, M sollt, such as collateralizing or changing , please check whether any automatic rerial facts such as restriction to the w 부분의 서비스에서 조회 가	voluting current market value of be oney orders, Promissory note's etc the balance of deposit, is not allow transfer is scheduled on the date h thirdrawal or scabalishment of pieder of the volume transfer the scalar of the volume transfer the scalar of the scalar of the scalar of the scalar of the scalar of the scalar of t
(Exchange rate: 1 kite: 1, if the truster differs for 2. The current market value the future value of the star market value of the star 1. The total amount in this 3. Any transcribed The star 5. Any transcribed T	rearby cancellation fees), where trust memory cancellation fees), where trust memory constrained the set of t	may vary from the current value. In car free. In bank and book value trust account, i In Banker's checks, Personal checks, M sitt, such as collateralizing or changing , please check whether any automatic retrail facts such as restriction to the w 하는 지 비 슈에 제 조회 가	voluding current market value of bi oney orders, Promissory note's etc in the balance of deposit, is not ade that transfer is solutioned of people in the date hithdrawal or establishment of people in Yours truly
(Exchange rate: 1 Ket: 1, if the trustor differs for 2. The current market value the future value of the star market value of this star 3. The total amount in this 4. The total amount in this 4. The total amount in this 5. Any truncation affecting 6. Any truncation affecting 7. Any truncation af	rearby cancellation fees, usake total memory cancellation fees, usake total memory usage provides and the selection of the selection of the selection for the value of the deplottion the value of the deplottion and the selection of depositing the value of the deplottion and the selection of depositing the value of the deplottion and the selection of the deplottion of depositing the value of the deplottion	may vary from the current value. In car rice. In bank and book value trust account, it in Banker's checks, Personal checks, M still, such as collateralizing or changing , please check whether any automatic retrail facts such as restriction to the w 하는 사이비스에서 조회 가	voluting current market value of be oney orders, Promissory nate's etc. the balance of deposit, is not also transfer for deposit, is not also transfer and transfer of period transfer and transfer of the transfer and transfer of the transfer and transfer of the transfer
(Exchange rate;) (Exchange rat	rearly cancellation (res). When that is mean state of the element uses prior working date 's performance in the element of the prior working date 's performance in the element of the el	may vary from the current value. In car rice. In bank and book value trust account, is the Banker's checks, Personal checks, M solt, such as collateralizing or changing please check whether any automatic please check whether	duding current market valu oney orders, Promissory not the balance of deposit, is n transfer is schedulied on the transfer is schedulied on the tithdrawal or establishment of 하다 Yours truly a 조 회 경
Exchange rate: 1 E: 1. If the truster differs for 2. The current market via the current market via the future value of this star as the total amount in this 3. The total amount in this 4. The total amount in this 4. The total amount in this 5. Any transaction affecting date of the issuance of the 5. The start of the start of the start of the 5. The start of the start of the start of the 5. The start of the start of the start of the 5. The start of the start of the start of the start of the 5. The start of the 5. The start of the	rearly cancellation fees. The answer of the second	may vary from the current value. In car free. In bank and book value trust account, it in Banker's checks, Personal checks, M still, such as costicional checks, M still, such as costicion to the w 하는데 facts und as restriction to the 하는데 facts und as restriction to the 하는 서 비 스 에 서 조회 가 월 Bank	voluding current market value of b oney orders, Promissory note's es it the balance of deposit, is not also that and the state of the

Bank statement under your name is necessary when you apply for the Certificate of Admission and VISA.

If you are unable to upload your statement for any reasons, upload your parents'. Remember when you upload your parents' document, you also need to upload the Certification of Family Relation to confirm the relationship between you and your parents.

The statement need to prove that you have at least 5,000USD for the last 6 Months. %For those who plans to study one semester, need to prove 8,000USD.

Source : http://blog.daum.net/myblogyunjung/17383755 Office of International Affairs, Kyung Hee University(Seoul Campus)

D. Samples – Insurance Certification



CERTIFIC	ATE OF LONG-TE	RM STAY /	ABROAD	INSURANCE
			Pol. NO	
POLICY PERIOD	FROM TO		ISSUED DATE	
POLICY-HOLDER			ID – No.	
INSURED			ID – No.	
BENEFICIARY	HEIR – IN – LAW			I
INSURED AMOUNT	USD			
	COVERAGE	• 0	i IN	SURED AMOUNT
	Death or Disability		USD	
	Medical Expenses		USD	
ACCIDENT	Medical Expenses – Hospital	tio (in Korea)	USD	
	Medical Expenses – Outras	t K. ea)	USD	
	Medical Expenses Pre. vip.	on (in Korea)	USD	
	Death		USD	
	Medical Expenses		USD	
SICKNESS	Medical Expenses – Hospitaliz	ation (in Korea)	USD	
	Medical Expenses – Outpatien	t (in Korea)	USD	
	Medical Expenses – Prescript	ion (in Korea)	USD	
PERSONAL LIABIL	TY (Ded. : ₩10,000)		USD	
UGGAGE and PER	SONAL BELONGING (Ded. : #1	0,000)	USD	
EVACUATION/REP/	TRIATION		USD	
IIJACKING (per da	n		USD	
non-covered Chirop	ractic, ESWT, Prolotherapy) Medic	al Expenses (In Kor	ea) USD	
non-covered injict	ion) Medical Expenses(in Kore	a)	USD	

The above Medical Expenses Coverages are applied to medical treatment World wide excluding Korea.
 Accident Medical Expense, per accident / Sickness Medical Expense, per sickness.
 Medical Expenses incurred in Korea are defined in the Original Policy's Terms & Conditions.
 24/7 Assistance Service

TEL : 82-2-3449-3515(Collect Call)

It has to cover your arrival to Korea and gap time before you register for the mandatory National Health Insurance(NHIS) in Korea (approximately 2 months or more).

Eg)Your arrival : August 23rd Your NHIS registration : September 17th

 (which you will be automatically registered when you apply for the registration card)
 ※ Your insurance has to cover at least August 23rd ~ September 17th

If you can not upload your insurance certification, upload the alternative file that we sent instead.

Source:https://m.blog.naver.com/PostView.nhn?blogId=aoal36&logN o=221355016145&proxyReferer=https:%2F%2Fwww.google.com%2F

Office of International Affairs, Kyung Hee University(Seoul Campus)

E. Samples – Certificate of Enrollment

Certificate Number: 2020-XXX	
Sample of Certificate 25 May 202	e of Enrollment
This is to certify that Ms. Yun is a for a studies at the form of Bachelor's studies at the form of Kyung Hee the year 20 (full-time third year student full-timent of Public versity, for the academic
Jisu Yun	
Inbound mobility Team Office of International Affairs	調査の変換
Kyung Hee University	

Refer to the Certificate of Enrollment sample. The document should contain your current academic period.

Your Certificate of Enrollment can certify your enrollment of your home University. It can be obtained from your school.

F. Samples – Official Academic Transcript

Transcri	ipt Data								
STUDEN	IT INFOR	MATION	1						
Name :		ing	togilar						
Birth Da	ate:	11.752	l.						
Curricu	lum Infor	mation							
Current	Program								
College	:		Unclassified Undeclared						
Major a	nd Depar	tment:	Non-degree undergraduate, Oth	er/Non Dept					
*****	earink hune		Inofficial is NOT Official ***						
***Tran	script type	UNOF	Inofficial is NOT Official ***						
					•	\			
							r		
INSTIT	UTION CR	EDIT	-Top-						
Tarmy Fr	.11 2010								
1618:14	010X III								
Academ	nic Standi	na'	Dismissed						
Academ Subject	nic Standi Course	ng: Level	Dismissed	3			Grade	Credit Hours	Ouality Points
Academ Subject	nic Standi Course 203	ng: Level UG	Dismissed C	3			Grade	Credit Hours	Quality Points
Academ Subject PEMT PEMT	nic Standi Course 203 235	ng: Level UG UG	Dismissed Title	3			Grade	Credit Hours 3.000 3.000	Quality Points 3.00 6.00
Academ Subject PEMT PEMT PEMT	nic Standi Course 203 235 307	Level UG UG UG UG	Dismissed C	3			Grade	Credit Hours 3.000 3.000 3.000	Quality Points 3.00 6.00 0.00
Academ Subject PEMT PEMT PEMT WGS	ic Standi Course 203 235 307 210	Level UG UG UG UG UG	Dismissed Title	3			Grade	Credit Hours 3.000 3.000 3.000 3.000	Quality Points 3.00 6.00 0.00 9.00
Academ Subject PEMT PEMT PEMT WGS	ic Standi 203 235 307 210	ng: Level UG UG UG UG	Dismissed Title	t Hours	Passed Hours	Earned Hours	Grade GPA Hours	Credit Hours 3.000 3.000 3.000 3.000 Quality Points	Quality Points 3.00 6.00 0.00 9.00 GPA
Academ Subject PEMT PEMT PEMT WGS	ic Standi Course 203 235 307 210 : Term:	Level UG UG UG UG UG	Dismissed Title Attemp	t Hours 12.000	Passed Hours 9.000	Earned Hours 9.000	Grade GPA Hours 12.000	Credit Hours 3.000 3.000 3.000 Quality Points 18.00	Quality Points 3.00 6.00 9.00 GPA 1.3
Academ Subject PEMT PEMT WGS Current Cumula	ic Standi Course 203 235 307 210 Term: tive:	ng: Level UG UG UG UG	Dismissed Title Attemp	t Hours 12.000 12.000	Passed Hours 9.000 9.000	Earned Hours 9.000 9.000	Grade GPA Hours 12.000 12.000	Credit Hours 3.000 3.000 3.000 Quality Points 18.00 18.00	Quality Points 3.00 6.00 9.00 GPA 1.5
Academ Subject PEMT PEMT WGS Current Current	ic Standi Course 203 235 307 210 Term: tive:	ng: Level UG UG UG UG	Dismissed Title	t Hours 12.000 12.000	Passed Hours 9.000 9.000	Earned Hours 9.000 9.000	Grade GPA Hours 12.000 12.000	Credit Hours 3.000 3.000 3.000 Quality Points 18.00 18.00	Quality Points 3.00 6.00 9.00 GPA 1.5
Academ Subject PEMT PEMT PEMT WGS Current Cumula	ic Standi Course 203 235 307 210 Term: tive:	ng: Level UG UG UG UG	Dismissed Title	t Hours 12.000	Passed Hours 9.000 9.000	Earned Hours 9.000 9.000	Grade GPA Hours 12.000 12.000	Credit Hours 3.000 3.000 3.000 Quality Points 18.00 18.00	Quality Points 3.00 6.00 9.00 GPA 1.5
Academ Subject PEMT PEMT WGS Current Cumula Unofficial	ic Standi Course 203 235 307 210 Trens: tive: Transcript	Level UG UG UG UG	Dismissed Title Attemp NDERGRADUATE) -Top-	t Hours 12.000	Passed Hours 9.000 9.000	Earned Hours 9.000 9.000	Grade GPA Hours 12.000 12.000	Credit Hours 3.000 3.000 3.000 2.000 2.000 3.0000 3.00000 3.0000 3.00000000 3.00000 3.000000000 3.0000	Quality Points 3.00 6.00 9.00 GPA 1.5
Academ Subject PEMT PEMT WGS Current Cumula Unofficial	ic Standi Course 203 235 307 210 Term: tive: Transcript CRIPT TO	ng: Level UG UG UG UG	Dismissed Title Attemp NDERGRADUATE) -Top- Attempt Hours Passed	t Hours 12.000	Passed Hours 9.000 9.000 9.000	Earned Hours	Grade GPA Hours 12.000 12.000	Credit Hours 3.0000 3.000 3.000 3.00000 3.0000 3.0000 3.0000 3.00000 3.00000 3.00000 3.0000000 3.00000000	Quality Points 3.00 6.00 9.00 GPA 1.5
Academ Subject PEMT PEMT WGS Current Cumula Unofficial TRANSC	ic Standi Course 203 235 307 210 Term: tive: Transcript CRIPT TO nstitution:	ng: Level UG UG UG UG	Dismissed Title Attemp NDERGRADUATE) -Top- Attempt Hours Passed	t Hours 12.000 12.000	Passed Hours 9.000 9.000 9.000	Earned Hours	Grade GPA Hours 12.000 12.000 Quality Points	Credit Hours 3.0000 3.000 3.000 3.00000 3.0000 3.0000 3.0000 3.00000 3.00000 3.00000 3.00000000	Quality Points 3.00 6.00 9.00 GPA 1.5 1.5
Academ Subject PEMT PEMT PEMT WGS Current Cumula Unofficial TRANS(Total Ir Total Ir	ic Standi : Course 203 235 307 210 : Term: tive: Transcript CRIPT TO nstitution: ransfer:	ng: Level UG UG UG UG	Dismissed Title Attemp NDERGRADUATE) -Top- Attempt Hours Passed	t Hours 12.000 12.000	Passed Hours 9.000 9.000 Earned Hours	Earned Hours	GPA Hours 12.000 Quality Points	Credit Hours 3.000 3.000 3.000 Quality Points 18.00 18.00	Quality Points 3.00 0.00 9.00 GPA 1.5

You can upload your official academic transcript. The document must include your academic records from each semester or each year.

G. Samples – Recommendation Letter

	SAMPLE OF RECOMMENDATION LETTER
May	^{15th} , 2020
Dear,	
Greet	ings of the day!
I am y becor	writing this recommendation for my student with an extraordinary ability and potential to ne a successful exchange student at your institution.
I am excell She is	very delighted to write this recommendation for Ms. Wynter Yun, because she was an ent student who showed great capability and enthusiasm in Public Administration classes. excelled in every aspect of my teaching and academic expectations.
Consi perfo	dering intellectual potential, I believe that the Yun will show an extraordinary mance in the course of study and activities the applitution.
I firm	ly recommend Ms. Yun with no rescutito Press feel free to reach out to me in case you ny additional information or dependently up happy to be of any help.
Regar	ds,
	Jisu SM
Jisu Y	'un
Depa Kyun	tment of XXX g Hee University
Seoul	, Korea

The Recommendation letter should contain relevant person's(such as academic dean or dean of OIA) signature or official stamp from your Home University.

Also it should state that you are nominated from your Home University

H. Samples – Study Plans(Personal Statement CHU

P	ersonal Statement
Full Name (Passport name)	Jisu Yun
Nationality	Korea
Home University	Kyung Hee University
Department(Major)	English
#Additional Information to know a	about you : restriction
#Additional Information to know a Leave the bas if you don't have any 1.Dietary Restriction(Allergy, V	about you : restriction Fegetarian etc.) :

Write down your plans during your stay in KHU. It can be your study plan, bucket list, or your achievements.

Also, please inform your food restriction to us and any other health related problems if you can share.

I. Samples – Dormitory Application



					Office of Inten Kyung	national Affair Hee Universit
(HU Fo	rm 2]					
		VI	III Dormite	A	pulication	
		KI	(Secold	ЛУА	ppheation	
			(Seour o	camp	Jusj	
Full	Name	(Passport nam	e) : Jisu Yun			
Date	of Birth	(YYYY/MM/DD)	Sex		Nationality	
			□ Male ⊠ F	emale	Korea	
Hon Kyu	ne Univ ng Hee	ersity University			Email Address inbound.mobility@khu.a	e.kr
Car	npus	Dorn	nitory	Esti	imated Cost (4 months)	Check- box
Se	eoul	Sewha Hall	on-campus)		KRW1,014,000 *subject to change	
Car	mpus		*I will find a	place	n 🖉 di	\boxtimes
The s	lormitors	fee is subject to	change.			
Pleas Link 1. D 2. C	se find th for accor well Don o-op Res	e detailed inform mmodation optio daemun (https:// idence (http://re	ation from attachens ns outside the app /dwellstuden ex nt.co-oxe oxe vree		eng/body01.htm)	
Pleas Link 1. D 2. C	se find th for accor- well Don to-op Res nitory In	e detailed inform mmodation optio daemun (https:// idence (http://re nformati	nation from attach ns outside the our /dwellstud outco. nt.co-or 0.2. vreb		eng/bodyo1.htm)	
Pleas Pleas Link 1. D 2. C	se find th for accor well Don to-op Res nitory In 2 stude	e detailed inform mmodation optio daemun (https:// idence (http://re nformati	ation from attach ns outside the our /dwellsturbergen nt.co-or (0.2,) (re)	ng Only)	v form-guideline. eng/bodyo1.htm)	
Plea: Plea: Link 1. D 2. C Dorn 1. 2.	se find th for accor- well Don o-op Res nitory In 2 stude Meals a	e detailed inform mmodation optio daemun (https:// idence (http://re nformati 1] nts will share a re not included	ation from attach ns outside the an /dwellstucker co nt.co-ord/p.vires orm.(Twin Sharin in fees.	ca //	v form-guideline. eng/bodyo1.htm)	
Plea: Plea: Link 1. D 2. C Dorn 1. 2. 3.	se find th for accor- well Don to-op Res nitory In 2 stude: Meals a Cooking	e detailed inform mmodation optio daemun (https://re nformati 1] nts will share a re not included g is not allowed	ation from attach ns outside the out (dwellstude of the out nt.co-out of the out of the output of the output of the output of the output of the in fees.	ng Only)	viorm-guideline. eng/bodyo1.htm)	
Pleas Pleas Link 1. D 2. C Dorn 1. 2. 3. 4.	se find th for accor- well Don to-op Res nitory In 2 stude Meals a Cooking Sewha I	e detailed inform mmodation optio daemun (https:// idence (http://re nformati 1 nts will share a re not included g is not allowed Hall has strict do	ation from attach ns outside the out (dwellstude of the out nt.co-out of the out of the output of th	ectory construction	eng/bodyo1.htm)	em.
Pleas Pleas Link 1. D 2. C Dorn 1. 2. 3. 4. 5.	se find th for accor- well Don to-op Res nitory I 2 stude: Meals a Cooking Sewha I We will	e detailed inform mmodation optio daemun (https:// idence (http://rx nformational re not included g is not allowed Hall has strict do try to meet you	ation from attach ns outside the sur (dwellstuckers) nt.co-outpearers of the sur- in frees. In the dormitory. Formitory regulation r needs, however,	ng Only)	corm-guideline. eng/bodyo1.htm) ews ¹ and a penalty point syste tote that not every request car	em. n be accepted
Pleas Pleas Link 1. D 2. C Dorn 1. 2. 3. 4. 5. 6.	se find the for according to op Rest attory In 2 stude: Meals a Cooking Sewhal We will The car	e detailed inform mmodation optio daemun (https://ind idence (http://re nformational nts will share a g is not allowed Hall has strict du try to meet you ccellation date w	ation from attach ns outside the out (dwellstuck of con- nt.co-outporter) orm.(Twin Sharin in fees. in the dormitory. ormitory regulation r needs, however, ill be announced d	ng Only) ons, curfd please n later.	<pre>corm-guideline. eng/bedyo1.htm) ews¹ and a penalty point syste tote that not every request care </pre>	em. 1 be accepted
Plea: * Link 1. D 2. C Dorn 1. 2. 3. 4. 5. 6. 7.	se find the for according well Domo- to-op Res- nitory In 2 stude: Meals a Cooking Sewhal We will The car The pri-	e detailed inform mmodation optic daernun (https:// idence (http://re nformational mts will share a pre- not included g is not allowed Hall has strict du try to meet you accellation date w cce will be finaliz	ation from attach ns outside the sur (dwellstu Juroon nt.co-on powers) in the dormitory. formitory regulation r needs, however, ill be announced i ed one month bef	ons, curfe please n later.	worm-guideline. eng/bodyo1.htm) ews ¹ and a penalty point syste tote that not every request car ral.	em. 1 be accepted
Pleas Pleas Link 1. D 2. C Dorn 1. 2. 3. 4. 5. 6. 7.	se find th for accou- well Dom o-op Res attory In 2 stude: Meals a Cooking Sewha I We will The car The pri Sewha H	e detailed inform mmodation optic daemun (https://re mformational re not included g is not allowed Hall has strict do try to meet you cecllation date w ce will be finaliz	ation from attachy ns outside the pur dwellstu la reco nt.co-on positives in the dormitory. ormitory regulatio r needs, however, ill be announced l ed one month bef budget.	ng Only) ons, curfé please n later. ore arriv	Norm-guideline. eng/body01.htm) ews ¹ and a penalty point syste toote that not every request car ral.	em. 1 be accepted
The circle * Please * Link 1. D 2. C Dorm 1. 2. C 3. 4. 5. 6. 7. Note :	se find the for account of the for account of the o-op Reserved account of the Meals a Cooking Sewha I We will The car The prior Sewha H ditiona	e detailed inform mmodation optic daemun (https://re mformational re not included g is not allowed Hall has strict d try to meet you cecllation date w ce will be finaliz lall focus on low I Request	ation from attachy ns outside the out dwellstu Jarob nt.co-outporter um.(Twin Sharin in fees. in the dormitory. ormitory regulatio r needs, however, ill be announced ed one month before budget.	ens, curfé please n later. ore arriv	Norm-guideline. eng/bodyo1.htm) ews ¹ and a penalty point syste tote that not every request car ral.	em. a be accepted
Inex * Please * Link 1. D 2. C Dorm 1. 2. 3. 4. 5. 6. 7. Note :	se find th for acco well Dom 2 stude: Meals a Cooking Sewha I We will The car The pri Sewha H ditiona	e detailed inform mmodation optic daemun (https://in idence (http://rr mformational re not included g is not allowed Hall has strict di try to meet you ccellation date w cce will be finaliz iall focus on low I Request	ation from attach ns outside the nor dwellstu vare nt.co-or for arter in fees. in the dormitory. ormitory regulation r needs, however, ill be announced il ed one month befor budget.	ons, curfo please n later. ore arriv	corm-guideline. eng/bodyo1.htm) ews ¹ and a penalty point syste tote that not every request car ral.	em. 1 be accepted
Please Please Link 1. D 2. C Dorm 1. 2. 3. 4. 5. 6. 7. Note : Ad	se find th for acco well Don to-op Res 2 stude Meals a Cookin, Sewha 1 We will The car The pri Sewha H ditiona	e detailed inform mmodation optic daemun (https://in- idence (http://re- mformation) in the swill share a pre- re not included g is not allowed Hall has strict do try to meet you cecllation date w ce will be finaliz iall focus on low I Request	ation from attachy ns outside the pur dwellstu la reco nt.co-optionaries um.(Twin Sharin in fees. in the dormitory. ormitory regulatio reeds, however, ill be announced l ed one month before budget.	ng Only) ons, curfe please n later. ore arriv	<pre>ws* and a penalty point syste oute that not every request can val.</pre>	em. 1 be accepted
* Please * Link 1. D 2. C Dorm 1. 2. 3. 4. 5. 6. 7. iote : : Ad	se find th for according well Dom to-op Res attraction of the second second Sewha I We will The car The pri Sewha H ditiona	e detailed inform mmodation optio daernun (https:// idence (http://re nformational mts will share a re not included g is not allowed Hall has strict du try to meet you acellation date w cce will be finaliz fall focus on low I Request	ation from attach ns outside the sou (dwellstu Juroen nt.co-or for a trans- nin fees. in the dormitory. ormitory regulation r needs, however, ill be announced i ed one month before budget.	ng Only) ons, curfé please n later. ore arriv	wiorm-guideline. eng/bodyo1.htm) ews ¹ and a penalty point syste tote that not every request car ral.	em. 1 be accepted

When you apply for the dormitory, be sure to check dormitory's regulation and other facilities. It is difficult to apply for dormitory in the middle of the semester. If you do not want to apply for the university Dormitory, check *I will find a place on my own then upload the data.

Refer to the dormitory guide file that we attached to your email.

J. Samples - Medical Assessment& TB test Result

NAME OF STUDENT: Jisu Yun		SI	Z X: Male ⊠ Fem
DATE OF BIRTH: (YYYY/MM/DD)	NATI	ONALITY	:
1994/01/01	Kore	a	
QUESTION	YES	6 NO	EXPLAI
① When and for what reason did he/she last co physician? (Please explain)	onsult a	\checkmark	
② Has he/she had any serious ailment, inju diseases in the last five years? (If yes, please expla-	uries or iin)	\checkmark	
③ Has he/she been hospitalized in the last two ye (If yes, please explain)	10	1	
① Has he/she ever been treated by a documental, emotional, or anxiety disorder relative explain and attach medical evaluation approximation.	folguny Lease	1	
(5) Has he/she needs continuers , inta couns Korea?	eling in	1	
(6) Has he/she ever be any substant (If yes, please explain)	ce?	1	
O Does he/she have any allergies? (If yes, ple them)	ease list	/	
⑧ Is he/she taking any prescribed medication? (If yes, please explain)		\checkmark	
③ Is he/she on a special diet? (If yes, please ex detail)	plain in		
It is the state of the state		\checkmark	
① Has he/she ever contracted Tuberculosis? (If yes, please explain)			

Name:	
DOB:	
The following must be completed by a	a physician's office:
Tuberculin Skin Test (Mantoux only; r	no tine tests)
Must be completed within 12	months prior to the start of classes.
Date given://	Date read://
Result:mm (record in	actual mm of induration. If no induration, write "0".)
Interpretation (based on mm	of induration as well as risk factors):
Positive Negative	
OR	_
T-spot lab test	
Must be completed within 12	months prior to the station assess
Date of test: / /	Rose
	Neb
the second s	
If either TB skin test or T-spot lab test	a positive , then a chest x-ray is required:
If either TB skin test or T-spot lab test Chest x-ray (ults: Norr 1)	a . pos. ve , then a chest x-ray is required:
If either TB skin test or T-spot lab test Chest x-ray whilts- Norr 1	a post se, then a chest x-ray is required: Abnormal
If either TB skin test or T-spot lab test Chest x-ray wults- Norr 10 Date of chest x-ray	 bost ue, then a Chest x-ray is required: Abnormal
If either TB skin test or T-spot lab test Chest x-ray with: Non 11 Date of chest x-r	 bosh le, then a Chest x-ray is required: Abnormal
If either TB skin test or T-spot lablast Chest x-ray filte- Nor 11 Date of chest x-ray	bost le, then a Chest x-ray is required: Abnormal
If either TB skin test or T-spot lab.test Chest x-ray filte: Nor eff Date of chest x-ray	 bost e, then a Chest x-ray is required: Abnormal Date
If either TB skin test or T-spot lab.test Chest x-ray filte: Nor eff Date of chest x-ray	toos e, then a Chest x-ray is required: Abnormal Date
If either TB skin test or T-spot lab.test Chest x-ray filte: Nor eff Date of chest x-re	 bost e, then a chest x-ray is required: Abnormal Abnormal Date
If either TB skin test or T-spot lab.test Chest x-ray filts: Nor eff Date of chest x-read of the start of the	 bost ie, then a chest x-ray is required: Abnormal Abnormal Date
If either TB skin test or T-spot labest Chest x-ray fulte: Nor 41 Date of chest x-re-42	bost e, then a chest x-ray is required: Abnormal Date Official Office Stamp
If either TB skin test or T-spot labest Chest x-ray fulte-Nor fi Date of chest x-rear	bost e, then a chest x-ray is required: Abnormal Date Official Office Stamp
If either TB skin test or T-spot labest Chest x-ray fulte-Nor fi Date of chest x-re	 bost ue, then a chest x-ray is required: Abnormal Date Official Office Stamp
If either TB skin test or T-spot labest Chest x-ray fulte-Nor fi Date of chest x-re	book ue, then a chest x-ray is required: Abnormal Abnormal Date Date Official Office Stamp e its own TB test form to reports results, or you may be submitti tithin the last 12 months. If so, please attach that documentatio
If either TB skin test or T-spot labest Chest x-ray fulte-Nor fi Date of chest x-rey	book ue, then a chest x-ray is required: Abnormal Abnormal Date Official Office Stamp e its own TB test form to reports results, or you may be submitt ithin the last 12 months. If so, please attach that documentatio ras administered and read.

For Medical Assessment, we need the Doctor's signature below.

The TB Test is only valid for 3 months prior to your entry to Korea. Especially if you are scheduled to stay in the Dormitory, it is mandatory for you to submit valid TB test.

If you can not upload the Test, then upload the alternative file instead.

Source: https://www.cui.edu/

Office of International Affairs, Kyung Hee University(Seoul Campus)

K. Samples – Consents







Your consents need to be uploaded in this two KHU form. Be sure to read all of the information and write down the dates and sign on the below when you consent.

8



부파일 업로드 파일업로드 - 상태	파일명 파일사이즈(kb) 주가 Add Ca	When you click the search button, you will see this pop-up message.
		1. Click ① to add your file.
		2. If you want to delete your files then click ②.
		3. Then click the ③ to upload your file.
	() () 확인 Upload ※ 업로드당 최대 : 400.0MB, 파일당 : 10 (Home universitys) Certificate of Enroliment 2821C1	0. OMB
	Insurance Certification Search	
	[KHU form 1] Study Plans Search	

9



Application Submission		
Copy of Passport (color)	Search Copy of Passport(Your name).JPG	
Passport Photo (color, white background)	Search Passport photo(Your name).JPG	
Official Bank Statement	Search Official Bank Statement(Your name).JPG	
Insurance Certification	Search Insurance Certification.hwp	
[Home university's] Certificate of Enrollment	Search Certificate of Enrollment(Your name and Un	iversity).hwp
[Home university's] Official Academic Transcript	Search Official Academic Transcript(Your name and	University).hwp
[Home university's] Recommendation Letter	Search Recommendation Letter(Your name and Un	If you have uploaded all the documents
[KHU form 1] Study Plans	Search (KHU form 1) Personal Statement.docx	then click the submission button to
[KHU form 2] Dormitory Application	Search (KHU form 2) Dormitory Application.docx	complete your document submission.
[KHU form 3] Medical Assessment & TB Test Result	Search (KHU form 3) Medical Assesment &TB test.z	qi
[KHU form 4] Consent	Search (KHU form 4) Consent.docx	
		Submission 🗸

10 (Submission)



Application Submission			
Copy of Passport (color)	Search Copy of Passport(Jisu Yun).jpg		
Passport Photo (color, white background)	Search Passport photo(Jisu Yun).jpg	After you have finished uploading the files, Click	
Official Bank Statement	Search Official bank statement(Jisu Yun).jpg	Confirm to end your submission.	
Insurance Certification	Search Insurance Certification(Jisu Yun).png	Be sure to upload all the appropriate files.	
[Home university's] Certificate of Enrollment	Search Certificate of Enrollment(Jisu Yun).hwp		
[Home university's] Official Academic Transcript	Search Confirm		
[Home university's] Recommendation Letter	Search Would you like to submit?		
[KHU form 1] Study Plans	Search		
[KHU form 2] Dormitory Application	Search Cancel C	Confirm 🗸	
[KHU form 3] Medical Assessment & TB Test Result	Search Medical Assessment & TB Test(Jisu Yun).JPG		
[KHU form 4] Consent	Search Consents(Jisu Yun).zip		

11 (Submission)



of Passport (color)	Search		If you see thi	s pop-up notice,
ort Photo (color, white background)	Search		then your ap	plication has been
al Bank Statement	Search		submitted su	ccessfully.
ance Certification	Search			
e university's] Certificate of Enrollment	Search	Message	X	
e university's] Official Academic cript	Search	Your infomation has been submited.		
e university's] Recommendation Letter	Search	Close		
form 1] Study Plans	Search			
form 2] Dormitory Application	Search			
form 3) Medical Assessment & TB Test	Search			

12 (Editing)



Application Submission		If you wish t		and of your information
Copy of Passport (color)	Search Copy of Passport(Your name).JPG	log in with t	he <mark>same</mark>	email address you used
Passport Photo (color, white background)	Search Passport photo(Your name).JPG	and click the	submiss	sion button to edit.
Official Bank Statement	Search Official Bank Statement(Your nam	the Confirm	button t	op-up message. Click o save your edition.
Insurance Certification	Search Insurance Certification.hwp		_	, ,
[Home university's] Certificate of Enrollment	Search	Confirm	\times	
[Home university's] Official Academic Transcript	Search Would you like to edit?			
[Home university's] Recommendation Letter	Search		_	
[KHU form 1] Study Plans	Search	Confirm 🗸		
[KHU form 2] Dormitory Application	Search (KHU form 2) Dormitory Application	ion.docx		
[KHU form 3] Medical Assessment & TB Test Result	Search (KHU form 3) Medical Assesment	: &TB test.zip		
[KHU form 4] Consent	Search (KHU form 4) Consent.docx			

13 (Editing)



Insurance Certification	Search (KHU form 2) Dormitory Application.docx		
[Home university's] Certificate of Enrollment	Search BLANDINE.pdf	If you see this pop-up notice, then your application has been	
[Home university's] Official Academic Transcript	Search 06102020164237.pdf	edited successfully.	
[Home university's] Recommendation Letter	Search	je X	
[KHU form 1] Study Plans	Search		
[KHU form 2] Dormitory Application	Your infomation has been edited.		
[KHU form 3] Medical Assessment & TB Test Result	Search		
[KHU form 4] Consent	Search Abdyrai Kanimetov's Transcript of records.pdf		

Alternative Files





Those who can not upload specific files, you need to fill out the information in the alternative file and upload them on the needed category before uploading the right file.

Let's say you can not upload the TB test and Medical Assessment, fill out the information in the alternative file and upload it on the [KHU form 3] Medical Assessment & TB Test Result. Be sure to upload the right file on the day you told us you will submit before entering Korea.

*For those who enrolled in Korean Track



Your need to submit Language Certificate to our email: inbound.mobility@khu.ac.kr

Language Proficiency Certificate (TOPIK Level 3 or Above)

OR

Recommendation letter from your University's Korean-relevant department professor



Email Address inbound.mobility@khu.ac.kr

> **Office Number** 82-2-961-0031

Consultation Hours

7

9AM to 5PM

