

KYUNG HEE UNIVERSITY, SEOUL

# Online Application Guideline

For  
Exchange  
Students

# Before we start



- 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.  
<https://portal.khu.ac.kr/out/univLv/exch/frgnr/index.do>
- 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**.

1



## Student Exchange Program

Choose **Seoul Campus** and  
Write down your email address and password

Application

* Campus	Seoul Campus ▾	Program	[Kyung Hee University] Fall 2020 Semester Inbound Exchange Pr
* Email	inbound.mobility@khu.ac.kr	* Password	....

Application Form Submission & Verification ✓

2



Notice

[Empty text box for notice]

Applicant's Basic Information

\* Campus Seoul Campus Email inbound.mobility@khu.ac.kr

Applicant's Personal Information

If you don't have a family name just type a dot (.)

\* Given Name JISU Middle Name Middle Name \* Family Name YUN

\* Passport No. M12345678 \* Full Name on Passport YUN JISU \* Issuing Country South Korea

Your passport must be valid at least 3 months after your semester at KHU.

\* Passport Expiry Date 2030.10.01

\* Location South Korea

\* Mobile 8201012345678

\* Postal Address of International Office at Home University 26 Kyung Hee daero

3



Applicant's Personal Information

* 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	<p><b>When you write down your name, Be aware of the things below.</b></p> <p><b>1)Leave Middle Name part.</b></p> <p><b>2)Write down in English Alphabet only. (Other language letters may cause error in the system)</b></p> <p><b>3)Write down in order of your passport. -&gt; refer to the following example on the next page</b></p> <p><b>4)Write down your names in CAPITAL LETTERS.</b></p>			
* Sex	<input type="radio"/> Male <input checked="" type="radio"/> Female				
* Mobile	8201012345678				
* Postal Address of International Office at Home University	26 Kyung Hee daero				





# Example 2

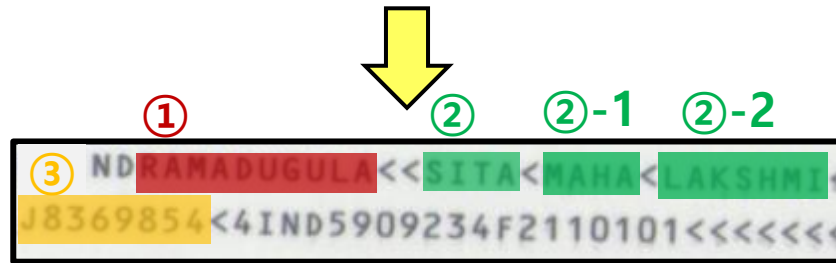
- In case you have more than one given name



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.



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

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



Guardian's information **(Family member in case of emergency)**

\* Relation  \* Name of Guardian

\* Email Address of Guardian

Information on the Exchange Period

\* Dormitory

\* Course Type  Undergraduate Course Taught in English  
 Undergraduate Course Taught in Korean

\* Exchange Period  \* Study Period

\* Major at KHU  \* 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

Remarks **Write down alternative email address**

**Tips for Major at KHU:**  
Choose a major that is similar to your home University



**Only for Global Campus students so check None to proceed the next steps**







## 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.

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**Submit all the information correctly,  
especially your **Email Address!****

Home University Information

\* 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 Building #304, 26 Kyung Hee Daero Dongdaemoon-gu, Seoul



Application Submission

<b>A.</b>	Copy of Passport (color)	Search	Copy of Passport(Your name).JPG
<b>B.</b>	Passport Photo (color, white background)	Search	Passport photo(Your name).JPG
<b>C.</b>	Official Bank Statement	Search	Official Bank Statement(Your name).JPG
<b>D.</b>	Insurance Certification	Search	Insurance Certification.hwp
<b>E.</b>	[Home university's] Certificate of Enrollment	Search	Certificate of Enrollment(Your name and University).hwp
<b>F.</b>	[Home university's] Official Academic Transcript	Search	Official Academic Transcript(Your name and University).hwp
<b>G.</b>	[Home university's] Recommendation Letter	Search	Recommendation Letter(Your name and University).hwp
<b>H.</b>	[KHU form 1] Study Plans	Search	(KHU form 1) Personal Statement.docx
<b>I.</b>	[KHU form 2] Dormitory Application	Search	(KHU form 2) Dormitory Application.docx
<b>J.</b>	[KHU form 3] Medical Assessment & TB Test Result	Search	KHU form 3) Medical Assesment &TB test.zip
<b>K.</b>	[KHU form 4] Consent	Search	(KHU form 4) Consent.docx

If you can not upload the squared documents at this time, you need to complete and upload other **alternative files** that we have sent you via email.

You need to submit all of the documents in **PDF version**. Otherwise, you may not able to complete submission.



## B. Samples – Passport photo



3.5cm



The required photo is the same size as your passport photo.

It should be in colored, 3.5\*4.5 size with white-background.

Your photo will be used for your school ID, Alien's Registration Card, and VISA.

Source : <http://www.passport.go.kr/new/issue/photo.php>

# C. Samples – Official Bank Statement



**Hana Bank**  
**CERTIFICATE OF DEPOSIT/  
 MONEY (INVESTMENT) TRUST BALANCE** No. 5592

Date: FEB.04.2015 10

TO

In reply to your request, we certify that the deposit/money(investment) trust balance as of FEB.04.2015 stands as follows.

The amount of balance may be subject to change in the event the issue date of this certificate is different from the I

Account Number Account Type	Truster Beneficiary of principal Beneficiary of profit	Balance Including Uncollected Checks & Bills (Current Market Value of Trust)	Uncollected Checks Comments Pledged Amou
Savings Deposits		WON GBP	WON No Comments GBP
	No more statements hereafter		
<b>Total</b>		GBP	GBP

Say Including Uncollected Checks & Bills Won 0-

(Exchange rate: 1GBP = W 1,664.80 1st Basic buying and selling Exchange

Note: 1. If the trustor differs from the beneficiary (the principal or profit beneficiary), the name of the beneficiary is given. (Trust for the benefit of the beneficiary)  
 2. The current market value of the investment trust / base value trust is calculated based on the net asset value as of the date stated above deduction of tax and/or early cancellation fee.  
 The future value of the investment trust / base value trust may vary from the current value. In case of the statement date is holiday, market value of this statement uses prior working date's price.  
 3. The total amount in this certificate implies the balance from bank and book value trust account, including current market value of be certificate and base value trust.  
 4. "Uncollected Checks & Bills" refers to deposits made through Banker's checks, Personal checks, Money orders, Promissory note's etc. Deposits that fail to clear will be deducted from the Total.  
 5. Any transaction affecting the rights or the value of the deposit, such as collateralizing or changing the balance of deposit, is not allow date of the issuance of the certificate of deposit. Therefore, please check whether any automatic transfer is scheduled on the date he  
 6. On issuing a certificate of deposit, in case there are any material facts such as restriction to the withdrawal or establishment of pledge

Verified by

Yours truly

Authorized Signature

Hana Bank Department/Bra

TEL. 1/1

YeOn | <http://blog.daum.net/myblogyunjung>

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>

# D. Samples – Insurance Certification

**IMPORTANT** This translation is written for proper understanding of Long-Term Stay Abroad Insurance for reference and in the event of any accident, all determinant of compensation shall hang upon original policy and Korean form of Long-Term Stay Abroad Insurance conditions and clauses.

**CERTIFICATE OF LONG-TERM STAY ABROAD INSURANCE**

POLICY PERIOD		FROM	TO	POL. NO	
POLICY-HOLDER				ISSUED DATE	
INSURED				ID - No.	
BENEFICIARY		HEIR - IN - LAW		ID - No.	
INSURED AMOUNT		USD			

COVERAGE		INSURED AMOUNT
ACCIDENT	Death or Disability	USD
	Medical Expenses	USD
	Medical Expenses – Hospitalization (in Korea)	USD
	Medical Expenses – Outpatient (in Korea)	USD
	Medical Expenses – Prescription (in Korea)	USD
SICKNESS	Death	USD
	Medical Expenses	USD
	Medical Expenses – Hospitalization (in Korea)	USD
	Medical Expenses – Outpatient (in Korea)	USD
	Medical Expenses – Prescription (in Korea)	USD
PERSONAL LIABILITY (Ded. : ₩10,000.-)		USD
LUGGAGE and PERSONAL BELONGING (Ded. : ₩10,000.-)		USD
EVACUATION/REPATRIATION		USD
HIJACKING (per day)		USD
(non-covered Chiropractic, ESWT, Prolotherapy) Medical Expenses ( In Korea)		USD
(non-covered injection ) Medical Expenses( in Korea)		USD
(non-covered MRI/MRA) Medical Expenses( in Korea)		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 23<sup>rd</sup>  
 Your NHIS registration : September 17<sup>th</sup>

(which you will be automatically registered when you apply for the registration card)

※ Your insurance has to cover at least August 23<sup>rd</sup> ~ September 17<sup>th</sup>

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=aal36&logNo=221355016145&proxyReferer=https:%2F%2Fwww.google.com%2F>

## E. Samples – Certificate of Enrollment



**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

**Transcript Data**

**STUDENT INFORMATION**

Name : [Redacted]  
 Birth Date: [Redacted]

**Curriculum Information**

Current Program  
 College: Unclassified Undeclared  
 Major and Department: Non-degree undergraduate, Other/Non Dept

\*\*\*Transcript type:UNOF Unofficial is NOT Official \*\*\*

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**INSTITUTION CREDIT -Top-**

Term: Fall 2018

Academic Standing: Dismissed

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
PEMT	203	UG	PEM 203		3.000	3.00	
PEMT	235	UG	PEM 235		3.000	6.00	
PEMT	307	UG	PEM 307		3.000	0.00	
WGS	210	UG	WGS 210		3.000	9.00	

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	12.000	9.000	9.000	12.000	18.00	1.50
Cumulative:	12.000	9.000	9.000	12.000	18.00	1.50

Unofficial Transcript

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**TRANSCRIPT TOTALS (UNDERGRADUATE) -Top-**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	12.000	9.000	9.000	12.000	18.00	1.50
Total Transfer:	0.000	0.000	0.000	0.000	0.00	0.00
Overall:	12.000	9.000	9.000	12.000	18.00	1.50

Sample

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

# G. Samples – Recommendation Letter



**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)

Office of International Affairs  
Kyung Hee University

[KHU Form 1]

**Personal Statement**

<b>Full Name (Passport name)</b>	Jisu Yun
<b>Nationality</b>	Korea
<b>Home University</b>	Kyung Hee University
<b>Department(Major) in KHU</b>	English

※ State your reasons in English or Korean for applying to Kyung Hee University by yourself.  
※ It may include why you have chosen Kyung Hee University/Seoul/Korea as your study abroad destination, what you have learned so far, what you are willing to study/achieve at Kyung Hee, and your ultimate academic goal through studying.

※Additional Information to know about you :  
Leave the box if you don't have any restriction

1. Dietary Restriction(Allergy, Vegetarian etc.) :
2. N/A I don't have any restrictions

**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 International Affairs  
Kyung Hee University

[KHU Form 2]

### KHU Dormitory Application (Seoul Campus)

Full Name (Passport name) : Jisu Yun			
Date of Birth(YYYY/MM/DD)	Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Nationality Korea	
Home University Kyung Hee University		Email Address inbound.mobility@khu.ac.kr	

Campus	Dormitory	Estimated Cost (4 months)	Check-box
Seoul Campus	Sewha Hall(on-campus)	KRW1,014,000 <small>*subject to change</small>	<input type="checkbox"/>
	*I will find a place on my own		<input checked="" type="checkbox"/>

\*The dormitory fee is subject to change.  
\* Please find the detailed information from attached file: dorm-guideline.  
\* Link for accommodation options outside the campus:  
1. Dwell Dondaemun (<https://dwellstud.com>)  
2. Co-op Residence (<http://rent.co-op.com/rental/eng/body01.htm>)

**[Dormitory Information]**

1. 2 students will share a room.(Twin Sharing Only)
2. Meals are not included in fees.
3. Cooking is not allowed in the dormitory.
4. Sewha Hall has strict dormitory regulations, curfews\* and a penalty point system.
5. We will try to meet your needs, however, please note that not every request can be accepted.
6. The cancellation date will be announced later.
7. The price will be finalized one month before arrival.

Note : Sewha Hall focus on low budget.

**Additional Request**

† 25:00 to 05:00 AM (There might have a change due to safety issue)

**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

Office of International Affairs  
Kyung Hee University

[KHU Form 3]

## Medical Assessment

Please provide accurate information for the following questions.

NAME OF STUDENT: <b>Jisu Yun</b>		SEX: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	
DATE OF BIRTH: (YYYY/MM/DD) 1994/01/01	NATIONALITY: Korea		

QUESTION	YES	NO	EXPLAIN
① When and for what reason did he/she last consult a physician? (Please explain)		✓	
② Has he/she had any serious ailment, injuries or diseases in the last five years? (If yes, please explain)		✓	
③ Has he/she been hospitalized in the last two years? (If yes, please explain)		✓	
④ Has he/she ever been treated by a doctor for any mental, emotional, or anxiety disorder? (If yes, please explain and attach medical evaluation report)		✓	
⑤ Has he/she needs continuing mental counseling in Korea?		✓	
⑥ Has he/she ever been addicted to any substance? (If yes, please explain)		✓	
⑦ Does he/she have any allergies? (If yes, please list them)		✓	
⑧ Is he/she taking any prescribed medication? (If yes, please explain)		✓	
⑨ Is he/she on a special diet? (If yes, please explain in detail)		✓	
⑩ Has he/she ever suffered from depression? (If yes, please explain)		✓	
⑪ Has he/she ever contracted Tuberculosis? (If yes, please explain)		✓	

※ The answers must be completed by a doctor.  
※ Tuberculosis(TB) test results MUST be submitted with this medical assessment form.

**2020-05-31**  
Date(YYYY/MM/DD) Signature and name of physician/doctor

### TB test Result Form

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_

The following must be completed by a physician's office:

- Tuberculin Skin Test (Mantoux only; 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 start of classes.  
Date of test: \_\_\_/\_\_\_/\_\_\_ Result: \_\_\_\_\_
- If either TB skin test or T-spot lab test is positive, then a chest x-ray is required:  
Chest x-ray results: Normal \_\_\_\_\_ Abnormal \_\_\_\_\_  
Date of chest x-ray: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Physician or Nurse Signature Date

\_\_\_\_\_  
Official Office Stamp

\*Note: Your physician's office may use its own TB test form to reports results, or you may be submitting results from a TB test administered within the last 12 months. If so, please attach that documentation. Please indicate dates when the test was 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/>

# K. Samples – Consents


Office of International Affairs  
Kyung Hee University

[KHU Form 4-1]

**Consent on Medical Records Release**

I, Jisu Yun, give my consent to release my medical records to the doctors, nurses and other relevant staff members at the hospital and the staff members of Kyung Hee University in case of any medical emergencies during my study abroad at Kyung Hee University.

20 20 . 05 . 25

Signature : 

Office of International Affairs  
Kyung Hee University

[KHU Form 4-2]

**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 under Korea Government. 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.

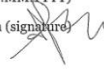
- The purpose of collection and use of personal information
  - For administrative purposes: student registration, issuing documents (visa issuance, Certificate of enrollment, etc.), and various wellbeing support programs
  - In case of any medical emergencies
  - Subscribing a travel insurance for some cultural activities
  - 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.

- List of personal information collection  
Name, Date of Birth, Passport number, Nationality, Gender, E-mail address, Photo\*, etc.

\* 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.

Date: 25.05.2020 (DD.MM.YYYY)  
Name: Jisu Yun (signature) 

**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



Add Cancel

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.

Submission ✓

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 University).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 Univ
[KHU form 1] Study Plans	Search	(KHU form 1) Personal Statement.docx
[KHU form 2] Dormitory Application	Search	(KHU form 2) Dormitory Application.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

If you have uploaded all the documents, then click the submission button to complete your document submission.



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
Official Bank Statement	Search	Official bank statement(Jisu Yun).jpg
Insurance Certification	Search	Insurance Certification(Jisu Yun).png
[Home university's] Certificate of Enrollment	Search	Certificate of Enrollment(Jisu Yun).hwp
[Home university's] Official Academic Transcript	Search	
[Home university's] Recommendation Letter	Search	
[KHU form 1] Study Plans	Search	
[KHU form 2] Dormitory Application	Search	
[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

After you have finished uploading the files, Click **Confirm** to end your submission. Be sure to upload all the appropriate files.

**Confirm** [X]

Would you like to submit?

Cancel    **Confirm ✓**

# 11 (Submission)



Application Submission

Copy of Passport (color)	Search
Passport Photo (color, white background)	Search
Official Bank Statement	Search
Insurance Certification	Search
[Home university's] Certificate of Enrollment	Search
[Home university's] Official Academic Transcript	Search
[Home university's] Recommendation Letter	Search
[KHU form 1] Study Plans	Search
[KHU form 2] Dormitory Application	Search
[KHU form 3] Medical Assessment & TB Test Result	Search

**If you see this pop-up notice, then your application has been submitted successfully.**

**Message** [X]

Your information has been submitted.

Close

# 12 (Editing)



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)
Insurance Certification	Search	Insurance Certification.hwp
[Home university's] Certificate of Enrollment	Search	
[Home university's] Official Academic Transcript	Search	
[Home university's] Recommendation Letter	Search	
[KHU form 1] Study Plans	Search	
[KHU form 2] Dormitory Application	Search	(KHU form 2) Dormitory Application.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

If you wish to edit some of your information, log in with the **same email address** you used and click the submission button to edit. Then you'll see this pop-up message. Click the **Confirm** button to save your edition.

**Confirm** ✕

Would you like to edit?

Cancel **Confirm ✓**

# 13 (Editing)




Insurance Certification	Search	(KHU form 2) Dormitory Application.docx
[Home university's] Certificate of Enrollment	Search	BLANDINE.pdf
[Home university's] Official Academic Transcript	Search	06102020164237.pdf
[Home university's] Recommendation Letter	Search	
[KHU form 1] Study Plans	Search	
[KHU form 2] Dormitory Application	Search	
[KHU form 3] Medical Assessment & TB Test Result	Search	
[KHU form 4] Consent	Search	Abdyrai Kanimetov's Transcript of records.pdf

**If you see this pop-up notice, then your application has been edited successfully.**

**Message** ×

Your information has been edited.


# Alternative Files



This letter is presented to

The Office of International Affairs

To confirm **Jisu Yun** will postpone to submit **Medical Assessment and TB Test Result** due to the COVID-19. The document will be submitted by 12/12/2020.

Date	Name	Signature
15.10.2020	Jisu Yun	

Office of International Affairs, Kyung Hee University (Seoul)

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



**TOPIK**  
TOPIK Test Corporation

**한국어능력시험 성적증명서**  
OFFICIAL TOPIK SCORE REPORT

수험자 정보 (Test-taker's Information)

성명 Name	성별 Gender	응시국가 Country	생년월일 Date of Birth
수험번호 Registration No.	시험유형 Test Type	회차/시험일 Test Held/Test Date	성적유효기간 Valid Until

시험 결과 (Test Result)

영역 Section	점수 Score	수험자 점수 your score	평균 Average	총점 Total Score	등급 Level
듣기 Listening					
쓰기 Writing					급
읽기 Reading					

언어 수행 능력 (Level Description)

시험유형 Test Type	TOPIK II	등급 Level	6 급
듣기 Listening	대부분의 질문 수에 정확하게 대답할 수 있다. 경제, 정치, 사회, 문화, 교육 등 기본 문어와 관련된 읽는 자료 정도 있을 때 이해할 수 있다. 다소 복잡한 장면이나 연결, 대화를 듣고 내용 파악하고 추론하기 비교적 어렵지 않다.		
쓰기 Writing	사회적, 추상적 소재 또는 일부나 전문 분야와 관련된 주제를 정확하게 직설하게 구성할 수 있다.		
읽기 Reading	대부분의 질문 수에 관련된 글, 읽는 영역에 관련된 글을 읽고 내용을 이해하고, 주관하고, 비판적으로 분석할 수 있다. 초점, 어조, 정론 등을 읽고 이해할 수 있다. 읽는 능숙할 수 있다.		

국립국제교육원장  
President of National Institute for International Education

Your need to submit Language Certificate to our email: [inbound.mobility@khu.ac.kr](mailto:inbound.mobility@khu.ac.kr)

Language Proficiency Certificate (TOPIK Level 3 or Above)

OR

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

# Any Questions?

## Email Address

[inbound.mobility@khu.ac.kr](mailto:inbound.mobility@khu.ac.kr)



## Office Number

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## Consultation Hours

9AM to 5PM

