



## Student Guide for Spring 2018

<http://oia.yonsei.ac.kr/>

*This application guide is for students whose home university has a student exchange agreement with Yonsei University. Please check with your home university advisor/coordinator first.*

### Step 1: Nomination (by home university advisor/coordinator)

September 1 – October 31

All students selected to participate in Yonsei's exchange student program must first be nominated by home university advisors/coordinators. Nomination guide will be sent to advisors/coordinators individually.

### Step 2: Online Application (by student)

September 1 – October 31

Once nominated, your account will be created automatically and you will receive an auto-email.

**\*\* You must NOT register for an account yourself. Such accounts and any information submitted through them will be DELETED without prior notice and considered INVALID \*\***

#### 1. Log into our system

- Url <http://oia.yonsei.ac.kr/apply/exchange.asp>
- Username Your email address provided by home university advisor/coordinator
- Password (Your date of birth in the order of YYMMDD) + ys + ! (eg. 5th of January, 1990 --> 900105ys!)

#### 2. Complete the online application.

- You are required to upload 1) copy of passport 2) photo 3) study plan 4) transcript and 5) language proficiency proof(if applicable). **No mailing of hard copy is necessary; we are now entirely paperless.**

### Step 3: Admission

Mid-December

Your application will be screened, and acceptance announcement will be made around mid-December.

1. An E-Acceptance Letter will be sent via. email.
2. An admission packet will be sent to your home university/institution by post.
  - Documents necessary for visa application will be included in the packet.

### Step 4: Health Insurance

January

Enrollment in a health insurance plan is a mandatory step for exchange at Yonsei University. If the university offers a mandatory study abroad insurance plan for exchange students, it should be sufficient, but if not, you must enroll in a separate study abroad or travel insurance plan from a private insurance provider before coming to Korea.

1. Enroll in a health insurance plan of your choice.
2. Upload the related document (proof) in the application system: <http://oia.yonsei.ac.kr/apply/exchange.asp>  
-The upload menu can be found on the "Personal Information Page."

**\*\* You will not be officially registered until proof of health insurance is uploaded on our system \*\***

## Step 5: Registration

February

1. Official registration  
-Once your proof of health insurance is approved, you will be acknowledged as an officially registered exchange student.
2. Student ID number and access to our portal system will be given.

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\* In addition to the items listed above, students are responsible for visa application, housing registration, course registration and other academic matter that are necessary for program participation. Further detail will be provided in due course by our academic coordinator. ([study@yonsei.ac.kr](mailto:study@yonsei.ac.kr))