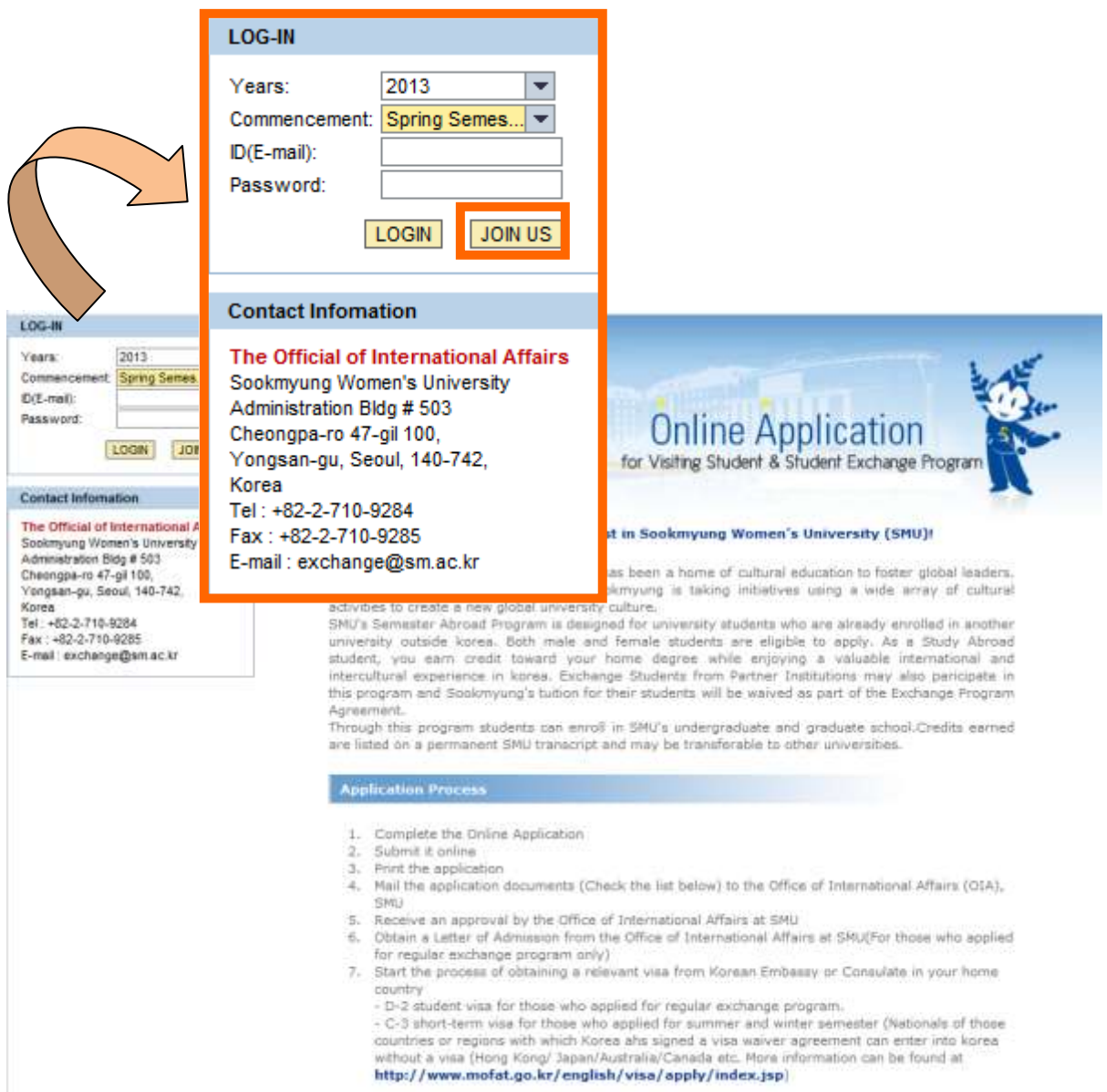


Online Application Manual for SMU International Students

1. Create an I.D. and Password

You must create an ID and a password and log-in and fill out the online application.

① Click 'Join Us'



The image shows a screenshot of the online application portal. A large orange arrow points from the 'JOIN US' button in the 'LOG-IN' section to the 'Contact Information' section. The 'LOG-IN' section includes fields for 'Years' (2013), 'Commencement' (Spring Semes...), 'ID(E-mail)', and 'Password', with 'LOGIN' and 'JOIN US' buttons. The 'Contact Information' section provides details for 'The Official of International Affairs' at Sookmyung Women's University, including the address, phone, fax, and email. The 'Application Process' section lists seven steps, from completing the online application to obtaining a visa.

LOG-IN

Years: 2013
Commencement: Spring Semes...
ID(E-mail):
Password:

LOGIN JOIN US

Contact Information

The Official of International Affairs
Sookmyung Women's University
Administration Bldg # 503
Cheongpa-ro 47-gil 100,
Yongsan-gu, Seoul, 140-742,
Korea
Tel : +82-2-710-9284
Fax : +82-2-710-9285
E-mail : exchange@sm.ac.kr

Application Process

1. Complete the Online Application
2. Submit it online
3. Print the application
4. Mail the application documents (Check the list below) to the Office of International Affairs (OIA), SMU
5. Receive an approval by the Office of International Affairs at SMU
6. Obtain a Letter of Admission from the Office of International Affairs at SMU (For those who applied for regular exchange program only)
7. Start the process of obtaining a relevant visa from Korean Embassy or Consulate in your home country
 - D-2 student visa for those who applied for regular exchange program.
 - C-3 short-term visa for those who applied for summer and winter semester (Nationals of those countries or regions with which Korea has signed a visa waiver agreement can enter into Korea without a visa (Hong Kong/ Japan/Australia/Canada etc. More information can be found at <http://www.mofat.go.kr/english/visa/apply/index.jsp>)

② Type your E-mail account which will be your I.D.

The screenshot shows a 'CREATE ACCOUNT' window with a title bar and a close button. The main content area is titled 'Create Account' and contains three input fields: 'ID(E-mail):', 'Password:', and 'Confirm the Password:'. The 'ID(E-mail):' field is highlighted with an orange border. A large orange arrow points from this field to a magnified view of the same field below, which is also highlighted with an orange border. Below the input fields are two radio button options: 'Fall Semester(September-December)' and 'Winter Semester:Winter Beyond Borders Program'. At the bottom are 'Save' and 'Cancel' buttons.

③ Type your password

The screenshot shows the 'CREATE ACCOUNT' window with the 'ID(E-mail):' field filled with 'exchange@sookmyung.ac.kr'. The 'Password:' field is highlighted with an orange border. A large orange arrow points from this field to a magnified view of the same field below, which is also highlighted with an orange border. The 'Confirm the Password:' field is empty. The radio button options and 'Save'/'Cancel' buttons are visible at the bottom.

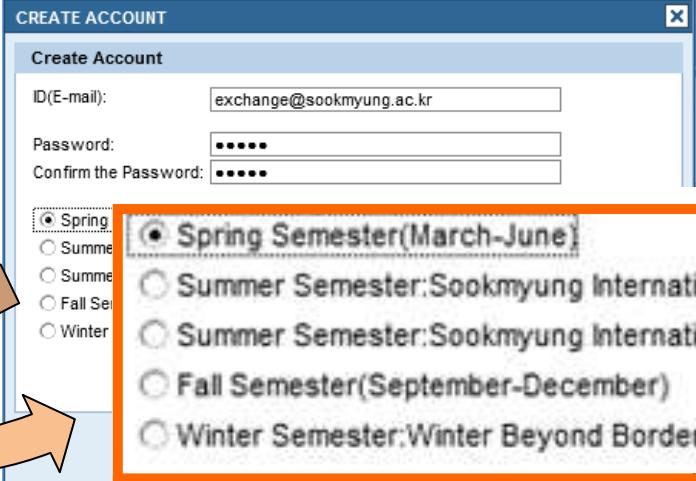
④ Confirm your password by retyping the password

The screenshot shows the 'CREATE ACCOUNT' window with the 'ID(E-mail):' field filled with 'exchange@sookmyung.ac.kr' and the 'Password:' field filled with '.....'. The 'Confirm the Password:' field is highlighted with an orange border. A large orange arrow points from this field to a magnified view of the same field below, which is also highlighted with an orange border. The radio button options and 'Save'/'Cancel' buttons are visible at the bottom.

- ⑤ Click one of the semester or programs you are willing to register

SISS I : Summer Semester International School I

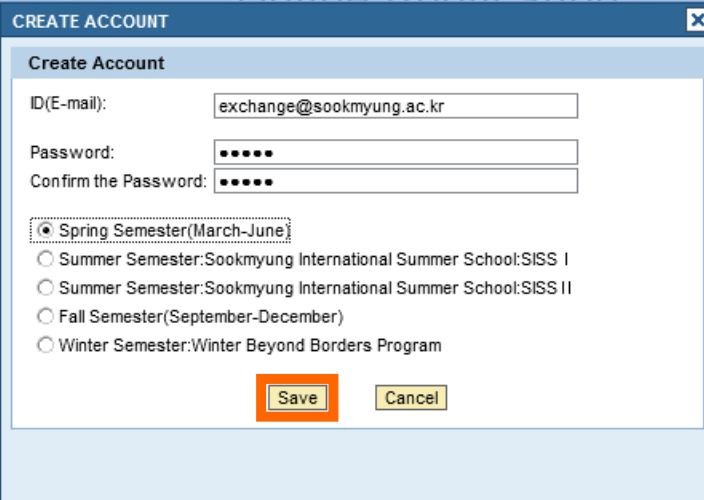
SISS II: Summer Semester International School II



The screenshot shows a 'CREATE ACCOUNT' window. The 'ID(E-mail)' field contains 'exchange@sookmyung.ac.kr'. The 'Password' and 'Confirm the Password' fields are filled with six dots. Below the password fields, there is a list of radio button options for semesters and programs. The first option, 'Spring Semester(March-June)', is selected and highlighted with a dashed border. This entire selection area is enclosed in a solid orange border. A large orange arrow points from the left towards the selection area.

- Spring Semester(March-June)
- Summer Semester:Sookmyung International Summer School:SISS I
- Summer Semester:Sookmyung International Summer School:SISS II
- Fall Semester(September-December)
- Winter Semester:Winter Beyond Borders Program

- ⑥ Click Save



This screenshot shows the same 'CREATE ACCOUNT' window as above. The 'Save' button at the bottom center is highlighted with a solid orange border. The 'Cancel' button is to its right.

Your ID and password have been created successfully. 😊

2. Log-in

- ① Click your "Years/Commencement" and then Log-in as below.

LOG-IN

Years:

Commencement:

ID(E-mail):

Password:

Contact Information

The Official of International Affairs
Sookmyung Women's University
Administration Bldg # 503
Cheongpa-ro 47-gil 100,
Yongsan-gu, Seoul, 140-742,
Korea
Tel : +82-2-710-9284
Fax : +82-2-710-9285
E-mail : exchange@sm.ac.kr

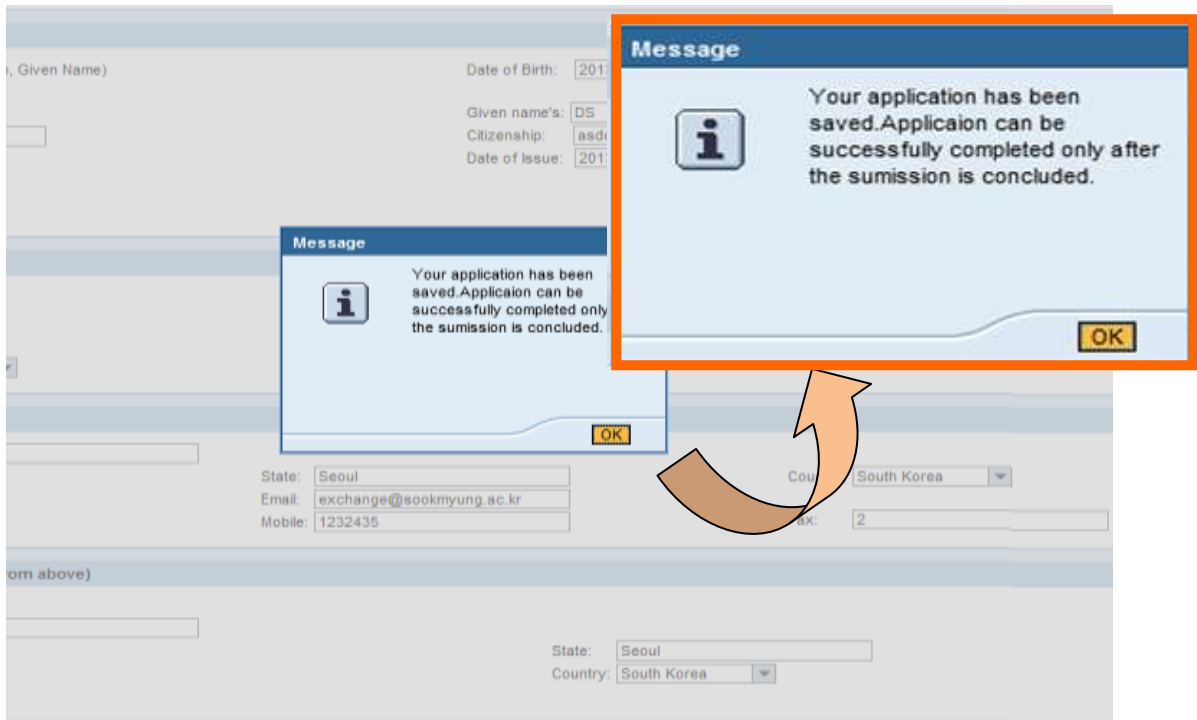
- ② Click "Application Form" Tab.

The screenshot shows a web application interface with several tabs: Notice, General Info, Application Form (highlighted with an orange box), and My_Status. Below the tabs are sections for PROGRAM DETAILS, PERSONAL DETAILS, and ACADEMIC BACKGROUND. An orange arrow points from the 'Application Form' tab to a button labeled 'Application Form' which is also highlighted with an orange box.

- ③ Fill in your information completely.
If you want to log out or revise it later, click 'SAVE'.

The screenshot shows the 'PERMANENT ADDRESS IN HOME COUNTRY' section with fields for address, city, and country. Below it is the 'KOREAN LANGUAGE PROFICIENCY' section with radio buttons for 'Yes-Korean is my first language' and 'No-my first language is:'. At the bottom, the 'HOUSING PREFERENCE' section has a radio button for 'Yes, I would like SMU to reserve my accommodation'. The 'SAVE' and 'SUBMIT' buttons are highlighted with an orange box and a circled '1'.

④ When finished, and click "Submit", you'll see the message below.



⑤ Click 'PRINT', and print the application form.

KOREAN LANGUAGE PROFICIENCY

Korean is my first language: Yes-Korean is my first language No-my first language is:

*If Korean is not your first language please fill in the following.

Korean Language proficiency: Excellent Good Poor

*Visit the SMU website at <http://e.sookmyung.ac.kr>(click Academics>Courses taught in English) for List of courses taught in English.

HOUSING PREFERENCE

Do you like the office of International Affairs at SMU to reserve your accommodation?

Yes, I would like SMU to reserve my accommodation

No, I will find and reserve my accommodation by myself

*If you check YES, please submit the housing application form as well.

Housing Application form can be downloadable at <http://e.sookmyung.ac.kr/> - Life on Campus ->Housing

PRINT **LOGOUT**

3. Print the application: Please print out the application form for application submission. You must submit the application form in print to your program coordinator with other documents! Should you have any other problems, please contact us via exchange@sm.ac.kr or siss@sm.ac.kr

