

# Guideline on Application to Ajou Exchange & Visiting Student Program

## < 2018 Spring Semester >

### Tentative Schedule of Application Process

Date	Process	Note
By Nov 1, 2017	<b>Nomination</b>	Nomination Form submitted by the home university coordinator (Link is provided only to home university coordinator)
By Nov 15, 2017	<b>Online Application</b>	<ul style="list-style-type: none"> <li>- Click below to access the online application (<b>Complete on Windows System</b>): <a href="http://haksa.ajou.ac.kr/inteWeb.html">http://haksa.ajou.ac.kr/inteWeb.html</a></li> <li>- The system requires the application to be completed. If the necessary information or required documents are not uploaded, the application will not be accepted.</li> <li>- Make sure to save the application form while you are filling it out and click "submit" when complete.</li> <li>- The applicant should remember <u>1)Name 2)Date of birth 3)Email address</u> for log-in to the system</li> </ul>
By Nov 15, 2017	<b>Required documents to be submitted via the <u>online application</u></b>	<p><b>Along with the online application, the following documents should be submitted to Ajou University</b></p> <ol style="list-style-type: none"> <li>1. Latest official Transcript in <u>English</u>(upload)</li> <li>2. Self-Introduction Essay(upload)</li> <li>3. Passport copy (upload, clear legible colored copy, check for expiry date)</li> <li>4. Face Photo File (upload, white background, both ears shown, file size should be less than 200KB)</li> <li>5. Health &amp; Medical Clearance Form (upload, fill out attached form)</li> <li>6. Bachelor's degree certificate (upload, for graduate(master) only)</li> </ol>
By Jan 15, 2018	<b>Admission package sent to home coordinator</b>	<p><b>Admission package will be sent to the home university coordinator</b></p> <p>Students should apply for VISA (D-2) after receiving the Certificate of Admission and the Letter of Admission included in the admission package. Pre-arrival information will be sent to students via email.</p>
In Dec, 2017	<b>Additional documents to be submitted to Ajou</b>	<p><b>Additional documents that the admitted students have to submit to Ajou University (guidelines are specified in the pre-arrival information document)</b></p> <ol style="list-style-type: none"> <li>1. Housing Application (Online)</li> <li>2. Arrival Information (for the airport pick-up service and housing arrangement) (Online)</li> </ol> <p>Submission Deadline: To be announced</p>
(Tentative) Feb 12-13, 2018	<b>Course Registration</b>	<p><b>Course Registration is done via online system</b></p> <ul style="list-style-type: none"> <li>- Course registration period: (To be announced) 3<sup>rd</sup> week of February</li> <li>- The updated course list for Spring 2018 will be confirmed early in February, but as the course list is similar to each corresponding semester, students may refer to the current listing in the meantime at: <a href="http://www.ajou.ac.kr/en/international/inter21.jsp">http://www.ajou.ac.kr/en/international/inter21.jsp</a></li> <li>- Some courses have limited seats, and thus the applicant may not get into all the courses s/he wants</li> </ul>

<b>(Tentative) Feb 26, 2018</b>	<b>Arrival/Airport pick-up service/ Dormitory Check-in</b>	The airport pick-up service is available only on Feb. 26, 2018 (tentative, arriving flights at Incheon airport from 9:00 am to 4:00 pm only, to be announced). - Students can enter the dormitory from Feb. 26, 2018 (early check-in is not possible)
<b>(Tentative) Feb 27-28, 2018</b>	<b>Orientation</b>	It is mandatory for all students to attend the orientations below, - Orientation for All International Students: Feb 27, 2018 - Orientation for Exchange Students: Feb 28, 2018
<b>March 2, 2018</b>	<b>1<sup>st</sup> day of classes</b>	Classes Begin
<b>March 2&amp; 5, 2018</b>	<b>Course change</b>	Students can change course(s) during this period
<b>March 22- 23, 2018</b>	<b>Course drop</b>	Students can drop course(s) during this period
<b>March 24, 2018</b>	<b>1/4 of semester</b>	<b>Students who arrive in Korea later than this date cannot get grades or credits for courses.</b>
<b>June 21, 2018</b>	<b>End of semester</b>	Classes End

\* The above schedule is subject to change

\* If an admitted student cancels his or her enrollment in the Exchange program, please send an immediate notice.

## On-campus Housing

### A. Types of on-campus housing at Ajou University

- New Dormitory: 2-people sharing one bedroom
- Hwahong Hall Dormitory: 2-people or 4-people sharing one bedroom

### B. Application for housing

- Admitted students should read the information on housing application after receiving the admission package.
- Admitted students who submit the application for housing by the deadline will be guaranteed on-campus housing
- **We do not accept the "Housing Application Form" by email or fax. The application must be submitted online.**

### C. Housing Fee (per semester, 16 weeks)

Dormitory Type	Bedroom Type (sharing)	Fee (KRW) /semester	Fee (USD) Approx.
New Dormitory	2-people	1,160,000	1,160
Hwahong Hall	2-people	885,000	885
	2-people	600,000	600

\* The above costs are based on the 2017 academic calendar and are subject to change

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