EXCHANGE STUDENT ONLINE APPLICATION GUIDELINES

- OFFICE OF INTERNATIONAL AFFAIRS -

STEP 1: CREATING AN ACCOUNT



ONLINE APPLICATION

- After being nominated, students must proceed to complete the online application process.
- ✓ Kindly access <u>https://globalinfo.dankook.ac.kr</u> to initiate your application.



STEP 1. CREATING AN ACCOUNT (1)

- ✓ Select 'English' from the top right corner.
- Click on 'Create an Email ID' to create your account.

Login w	ith DKU ID		Login with email	ID
• Email Address	1			
Password	â	Password		
Select a se	rvice			
Interna	tional Program	15	V	

STEP 1. CREATING AN ACCOUNT (2)

- ✓ Enter your email address and click
 'Send verification email.'
- You will soon receive an email containing a verification code. This may take a few minutes. If you don't receive an email, please also check your spam or junk mailbox.
- Enter the verification code you have received and click 'Verify the code.'
- ✓ Click 'Next' to continue registration.

1. Verification 2. Additiona	al Info 3. Completion	
Sign up with your email address to use it as an ID,		
•Email Address 🔹 exchange@	dankc Send verification email	
Verification code MmWZHLT	Verify the code	
A verification code has been sent to your email. I code sent to your email. The code is only valid fo	Please check your email and enter the r 10 minutes.	

PLEASE NOTE!!

Your email address will serve as your login ID for the application from this point forward. Additionally, <u>all correspondence from us will be directed to the email address you provide</u> <u>here</u>. Therefore, please ensure that you check your email regularly.

STEP 1. CREATING AN ACCOUNT (3)

AH

- Create your password and enter your full name in 'family name, given name' order, separated by a comma.
 For example, 'Kim, Dankook'.
- Please use English characters only and DO NOT include any non-English character such as á, é or ö.
- Select 'I agree' and then click 'Create an Email ID' to complete the account creation process.

Create an Email ID	ENGLISH 🗸
1. Verification 2. Additional Info 3. Completion	
• Email Address ID 💄 exchange@dankook.ac.kr	
• Password	
Confirm Password	
• Name Kim, Dankook	
Reswords must contain at least one special character;	
■ I do not agree. • 이메일 회원가입[Privacy Terms] (Required)	
1. 개인정보의 수집·이용 목적 : 이메일 회원가입 ^ 2. 수집하려는 개인정보의 항목 : 이메일주소, 비밀번호, 성명 . 3. 개인정보의 보유 및 이용 기간 : 5년 . 4. 동의를 거부할 수 있으며, 동의 거부에 따른 불이약은 다름과 같습니다. . 포털 등 경보시스템 서비스 사용 제한	
Lagree with Privacy Terms.	
Create an Email ID	

STEP 1. CREATING AN ACCOUNT (4)

- ✓ You can now log in using the login credentials you've just created.
- Please ensure that the service is set to 'International Programs' before clicking on 'Login.'

⁷ 단국대학교 ^{BANKOOK UNIVERSITY}	Login		ENGLISH 🕥
	Login with DKU ID	Login with email ID	
	• Email Address • Password • Password	inkook.ac.kr	
	Select a service International Programs	v	
	Login		
	Create an Email ID Existing ID Chu	ck Find ID Reset Password	

STEP 2: PERSONAL INFORMATION



- Click 'Application' under 'Exchange / Visiting / Dual Degree' in the left menu.
- ✓ Select 'Exchange' or 'Visiting.'

	Application					Exchange/Visiting/Dual Degr	ree > Applic
ge/Visiting/Dual Degree							
plication	Motice						
	- Please read the in	nstructions given by email very o	carefully before filling out the applic	ation form belo	w.		
al Information	- After submitting yo	eur application by clicking the 'save	button at the bottom, you may still mo	odify your applica	ation until the application deadline.		
mer/Winter School	- The Anna mon	ation menu on the jen will be activ	aleu allei your application is being acc	epieu.			
	Drogram						
	Program						
	Program	Exchange					
	- reisonarine	, madon					
		Full Name	Test				
		Classification	Korean Non-korean		Foreign Registration Number	190101 - 1B50	1093
			2019-01-01	Planty	Gender	Male	
	m	Date of Birth	2013 01 01	121			
	\square	Country of Citizenship	AFGANISTAN	•	Country of Birth		
	사진등록/변경	Country of Citizenship Passport Number	AFGANISTAN	•	Country of Birth		
	사진등록/변경	Country of Citizenship Passport Number - Date of Issue	AFGANISTAN	3 •	Country of Birth		
	사진등록/변경	Date of Birth Country of Citizenship Passport Number - Date of Issue Home Address	Afganistan Address		Country of Birth - Date of Expiry		
	₩ <u>₩</u>	Date of Birth Country of Citizenship Passport Number - Date of Issue Home Address	Address Postal Code		Country of Birth		
	사진등록/변경	Uate of sirm Country of Citizenship Passport Number Date of Issue Home Address Telephone	Address Postal Code		Country of Birth Date of Expiry Mobile Phone		
	사진동료/변경	Late of sirm Country of Citizenship Passport Number - Date of Issue Home Address Telephone Email	AFGANISTAN Address Postal Code Iliguro1596 gm all.com		Country of Birth Date of Expiry Mobile Phone		
	<u>АФ</u>	Date of sirm Country of Citizenship Passport Number - Date of Issue Home Address Telephone Email	AFGANISTAN Address Postal Code Itissual 596 gm ail.com Name		Country of Birth Date of Expiry Mobile Phone		
	시건부록/선경	Date of sirm Country of Citizenship Passport Number - Date of Issue Home Address Telephone Email Emergency Contact	AFGANISTAN Address Postal Code Itisgual 539 sm ail.com Name Telephone		Country of Birth Date of Expiry Mobile Phone		
	시진부록/선경	Date of sirm Country of Citizenship Passport Number - Date of Issue Home Address Telephone Email Emergency Contact	AFGANISTAN Address Postal Code Itisgual 594 gm ail.com Name Telephone Mobile Phone		Country of Birth Date of Expiry Mobile Phone		

STEP 2. PERSONAL INFORMATION (2)

Personal Infor	rmation						
	Full Name						
	Classification	Korean Non-korean		Foreign Registration Number	-		
	Date of Birth	birth day	31	Gender	SELECT	-	
	Country of Citizenship	SELECT	-	Country of Birth	SELECT	-	
사진등록/변경	Passport Number						
	- Date of Issue		I IIII	- Date of Expiry		I IIII	
	Home Address	Address					
		Postal Code					
	Telephone			Mobile Phone]	
	Email	exchange@dankook.ac.kr					
		Name					
	Emergency Contact	Telephone					
	Emergency contact	Mobile Phone					
		Relationship					

✓ Click '사진등록/변경' button to upload your ID photo.

STEP 2. PERSONAL INFORMATION (2)

✓ Your ID photo must adhere to the following criteria:

- taken within the last 3 months.
- should be in high resolution and in JP(E)G format.
- must have been taken against a white background.
- your eyebrows are clearly visible in the photo.













STEP 2. PERSONAL INFORMATION (3)

Personal Info	ormation				
	Full Name				
	Classification	Korean ONon-korean	Foreign Registration Number	-	
2005	Date of Birth	birth day	Gender	SELECT	
	Country of Citizenship	SELECT	Country of Birth	SELECT	
사진등록/변경	Passport Number				
	- Date of Issue	1	- Date of Expiry		

- This is the most important part of your application. Everything you enter here must match your passport exactly.
- Specifically, your (1) passport number (2) full name and (3) date of birth must be 100% identical to the information shown on the bottom part of your passport. Please refer to the example below for clarification.



STEP 2. PERSONAL INFORMATION (4)

Personal Info	rmation				
	Full Name				
	Classification	Korean Non-korean	Foreign Registration Number	-	
2005	Date of Birth	birth day	Gender	SELECT	-
	Country of Citizenship	SELECT	Country of Birth	SELECT	-
사진등록/변경	Passport Number				
	- Date of Issue	101 31	- Date of Expiry		31

Full Name

- Your name on the application must match your passport name exactly. Please check the bottom part of your passport's personal information page for your name. Typically, it starts with a country code followed by your full name. Your name should be in the family name and given name order, separated by the '<<' symbol, with a space indicated by the '<' symbol. When inputting your name in the application, place a comma (,) between your family name and given name, and capitalize only the initial letters of each name.</p>
- ✓ **Use English characters only** and do not include any non-English characters such as á, é or ö.
- ✓ If your name is lengthy and does not fit within the designated space on the application, simply enter your name within the provided space limits.
- ✓ For example, if your name on the bottom part of your passport is 'JUDGE<<ARON<JAMES', then your name in the application should be 'Judge, Aaron James'.</p>

STEP 2. PERSONAL INFORMATION (5)

Personal Info	rmation				
	Full Name				
	Classification	Korean Non-korean	Foreign Registration Number	-	
	Date of Birth	birth day	Gender	SELECT	-
	Country of Citizenship	SELECT	Country of Birth	SELECT	-
사진등록/변경	Passport Number				
	- Date of Issue		- Date of Expiry		31

- ✓ Classification & Foreign Registration Number: Select 'Non-Korean' and leave the foreign registration number field empty.
- ✓ Date of Birth: in yyyy-mm-dd order
- Passport Number: Enter your passport number exactly as it appears on your passport. The passport number must only include letters A to Z and the numbers 0 to 9. Do not include any spaces between the number or letters.
- ✓ Passport Date of Issue & Date or Expiry: in yyyy-mm-dd order



Homo Addross	Address		
nome Address	Postal Code		
Telephone		Mobile Phone	
Email	exchange@dankook.ac.kr		
	Name		
Emorgoney Contact	Telephone		
Emergency Contact	Mobile Phone		
	Relationship		

- Provide your home address, telephone numbers, and emergency contact information using only English characters. Do not include any non-English characters like á, é, or ö, as this could lead to errors in the application system.
- ✓ For telephone numbers, please include a country code, for instance, 82-31-8005-2603.

STEP 3: ACADEMIC INFORMATION

STEP 3. ACADEMIC INFORMATION (1)

Application Information					
Program					
Campus	🍥 Jukjeon 🔿 Cheonan				
- Intended Major	SELECT	SELECT			
Period Of Study	SELECT				
- Start Year/Semester/Date		SELECT			
- End Year/Semester/Date		SELECT			
Native Language					
Korean Proficiency	SELECT	- TOPIK Score(optional)	00		
English Proficiency	SELECT	- TOEFL or IELTS Score(optional)	00		
On-Campus Accommodation	Yes ONo	- Accommodation Fees	⊖ At own expense ⊖ Waived		
Disability (if any)					

- Now, you must select a campus. Dankook University has two campuses: Jukjeon Campus and Cheonan Campus. Different academic courses are available at each campus, and students can only enroll in courses at one campus.
- To make your selection, <u>please review the list of courses offered here</u> and then pick a campus that offers the courses you intend to take.
- Please be aware that <u>students cannot change their campus selection after the</u> <u>application deadline</u>.

STEP 3. ACADEMIC INFORMATION (2)

Application Information					
Program					
Campus	🖲 Jukjeon 🔿 Cheonan				
- Intended Major	SELECT	-	SELECT		
Period Of Study	SELECT	-			
 Start Year/Semester/Date 			SELECT		
- End Year/Semester/Date			SELECT		
Native Language					
Korean Proficiency	SELECT		- TOPIK Score(optional)	00	
English Proficiency	SELECT	-	- TOEFL or IELTS Score(optional)	00	
On-Campus Accommodation	● Yes ○ No		- Accommodation Fees	⊖ At own expense ⊖ Waived	
Disability (if any)					

- ✓ You need to select a major at Dankook University. We recommend that students choose a major that aligns with their intended field of study at Dankook, but you can also opt for one that corresponds with your original major at your home university. Ultimately, the decision is at the discretion of the students, and you may want to consult with your home university if necessary.
- ✓ It's important to note that exchange students have the flexibility to take courses from any department and mix courses from different departments within the campus, regardless of their chosen major. Therefore, your major at Dankook will not have a significant impact on your actual studies or school life at Dankook.
- ✓ Students can choose a major from the list provided on the next slide only.



MAJORS - JUKJEON

College	Department	College	Department
	Department of Korean Language and Literature		Department of Software Science
Humonitios	Department of History		Department of Computer Engineering
Tiumainues	Department of Philosophy	SW Convergence	Department of Mobile Systems Engineering
	Department of British and American Humanities		Department of Information Statistics
Law	Department of Law		Department of Industrial Security
	Department of Political Science and International Relations		Department of Ceramic Arts
	Department of Public Administration		Visual Communication Design
	Urban and Regional Planning		Fashion Merchandise Design
Social Sciences	Real Estate		Department of Dance
	Journalism	Music and Auto	Piano
	Media Contents	Music and Arts	String Instrument
	Advertising and Public Relations		Wind Instrument
	Department of Counseling		Vocal Music
	Department of Economics		Music Composition
	Department of International Trade		Korean Traditional Music
Business and	Business Administration		
Economics	Accounting		
	Department of Industrial Management (Evening)		
	International Business Administration		
	Electronics & Electrical Engineering		
	Polymer Science & Engineering		
	Fiber System Engineering		
Engineering	Department of Civil and Environmental Engineering		
Chgineening	Department of Mechanical Engineering		
	Department of Chemical Engineering		
	Architecture		
	Architectural Engineering		



MAJORS - CHEONAN

College	Department	College	Department
	Chinese Studies		Crafts Design
	Japanese Studies		Oriental Painting
	Mongolian Studies	۸ 	Fine Arts
	Middle Eastern Studies	Arts	Sculpture
	Department of Vietnamese Studies		Department of Literary Creative Writing
Foreign Languages	German Studies		Department of New Music
	French Studies		Department of Recreation and Leisure Sports
	Spanish and Latin American Studies		Department of Sport Management
	Russian Studies	Sports Science	Exercise Prescription and Rehabilitation
	Portuguese and Brazilian Studies		International Sports Studies
	Department of English		Taekwondo
	Department of Mathematics		Department of Public Policy
	Department of Physics		Department of Public Policy (Evening)
	Department of Chemistry		Department of Social Welfare
	Department of Food Science and Nutrition		Department of Marine Corps Military Studies
Science and Technology	Microbiology		Department of Environmental Resource Economics
Science and reenhology	Biological Science		² Department of Biomedical Laboratory Science
	Department of Materials Science and Engineering		Department of Physical Therapy
	Department of Food Engineering		Department of Health administration
	Department of Energy Engineering		Department of Dental Hygiene
	Department of Management Engineering		Department of Psychology and Psychotherapy
	Crop Science and Biotechnology		
	Animal Resources Science		
Life Sciences and	Environmental Horticulture		
Biotechnology	Landscape Architecture		
	Medical Biotechnology		
	Department of Pharmaceutical Engineering		

STEP 3. ACADEMIC INFORMATION (3)

Application Information					
Program					
Campus	lukjeon 🔿 Cheonan				
- Intended Major	SELECT	-	SELECT		
Period Of Study	SELECT	-			
- Start Year/Semester/Date			SELECT		
- End Year/Semester/Date			SELECT		
Native Language					
Korean Proficiency	SELECT	-	- TOPIK Score(optional)	00	
English Proficiency	SELECT	-	- TOEFL or IELTS Score(optional)	00	
On-Campus Accommodation	● Yes ◯ No		- Accommodation Fees	⊖ At own expense ⊖ Waived	
Disability (if any)					

- Select your period of study: 1 semester or 2 semesters. Your period of study must be approved by your home university in advance.
- ✓ Select your language proficiency level. If you do not have a test score, leave the section blank.

STEP 3. ACADEMIC INFORMATION (4)

Application Information					
Program					
Campus	Jukjeon O Cheonan				
- Intended Major	SELECT SELECT			-	
Period Of Study	SELECT	-			
- Start Year/Semester/Date			SELECT		
- End Year/Semester/Date			SELECT		
Native Language					
Korean Proficiency	SELECT	-	- TOPIK Score(optional)	00	
English Proficiency	SELECT	-	- TOEFL or IELTS Score(optional)	00	
On-Campus Accommodation			- Accommodation Fees	⊖ At own expense ⊖ Waived	
Disability (if any)					

- Exchange students are strongly encouraged to consider living on campus for reasons such as safety, building a sense of community, and cost-effectiveness. However, this is not mandatory.
- ✓ If you want to live on campus, select 'Yes'. Regarding accommodation fees, choose 'at own expense,' unless you are from one of the specified universities below: Accommodate fee waiver (2024): Technical University of Ostrava
- ✓ If you do not wish to reside on campus and plan to arrange your own off-campus accommodation, you have that option. In this case, select 'No' for the accommodation preference and choose 'at own expense' for the accommodation fees.
- Students wishing to stay off campus, please check the relevant information in FAQ file before making a decision regarding off-campus accommodation.

STEP 3. ACADEMIC INFORMATION (5)

Home University Information							
Home University					click		
- Major							
- Current Year of Study	SELECT	•	- Study Level	SELECT	V		
Coordinator	- Name		- Telephone				
Coordinator	- Fax		- E-mail				

- Enter your home university by clicking the search button on the right and selecting it from the list.
- ✓ Enter your major and grade at your home university.
- ✓ You can't type anything in the Coordinator section. This section will be automatically filled in once you select your home university from the list in the pop-up window, so simply leave it as it is.

STEP 4: REQUIRED DOCUMENTS



STEP 4. REQUIRED DOCUMENTS (1) (FOR ALL STUDENTS)

- ✓ To complete application, <u>all students are required to upload the following four</u> <u>documents in their online application by the application deadline</u>.
- ✓ There is no need to send hard copies of these documents via courier.

No.	Document	Description	
1	Passport	Scan the personal information page of your passport.	
2	Academic Transcripts	Scan your academic transcripts from your home university. These transcripts should include a record of all the courses you have taken so far and must be issued in English.	
3	Study Plan	You can find the templates for these documents on our website, and we have also sent them to you by email for your convenience.	
4	Pledge		



STEP 4. REQUIRED DOCUMENTS (2) (FOR STUDENTS FROM NON-DECD COUNTRIES ONLY)

 In accordance with Korean immigration law, <u>students from non-OECD countries are</u> <u>obligated to submit the following two additional documents for admission</u>.

No.	Document	Description
5	Certificate of Enrollment	 ✓ You need to first obtain a current certificate of enrollment from your home university. Following that, you must authenticate this document using one of the following methods: Apostille: If you are in an Apostille member country, you can obtain an Apostille certificate to authenticate your document. Korean Consulate Authentication: If you are not in an Apostille member country, you can authenticate your certificate by visiting the Korean consulate in your home country. ✓ If your certificate is not in English, you must have it officially translated into English as well. ✓ For Chinese students only, this document specifically needs to be authenticated by CHSI(学信网).
6	Bank Statement	 You must obtain a copy of your bank statement to demonstrate your financial stability during your study period. The amount in your bank account MUST exceed \$6,800 (if you will be staying for one semester) or \$17,000 (if you will be staying for two semesters). The bank statement should be issued under your name or your parents' names. If your last name differs from your parents', you must also submit a document demonstrating the family relationship. This document must be in English, and there is no need for it to be authenticated. The currency in the statement should be in US dollars. However, if this is not possible, it can be in your local currency as long as it is equivalent to the specified amount in USD. Please be aware that you may need to submit a copy of your bank statement later to the embassy for your visa application, so it is advisable to request two copies.



STEP 4. REQUIRED DOCUMENTS (3) (FOR STUDENTS FROM NON-DECD COUNTRIES ONLY)

- After obtaining these two additional documents, <u>students must first upload them to</u> <u>their online application by the deadline</u>.
- Additionally, students are required send the original copies of these documents by courier to the following address

Global Engagement Team

International Hall#314, Dankook University

Jukjeon-ro 152, Suji-gu, Yongin-si, Gyeonggi-do, 16890, Korea

Tel: +82-31-8005-2603

The hard copies may arrive a bit late by the end of November, as long as the documents are uploaded in the application by the application deadline.



STEP 4. UPLOADING DOCUMENTS

	Upload all the required documents in PDF format.				
Add Delete					
	#	Attachment File			
	1	1. Passport.pdf	Attach		
	2	2. Academic Transcripts.pdf	Attach		
	з	3. Study Plan.pdf	Attach		
	4	4. Pledge.pdf	Attach		
	5	5. Certificate of Enrollment.pdf	Attach		
\Box	6	6. Bank Statement.pdf	Attach		
		Save	Cancel		

- Before uploading the documents, please ensure that you name the documents with your name included as demonstrated in the example below:
 - 1. Passport_Kim, Dankook
 - 2. Academic Transcripts_Kim, Dankook
 - 3. Study Plan_Kim, Dankook
 - 🔒 4. Pledge_Kim, Dankook
 - 5. Certificate of Enrollment_Kim, Dankook
 - 👃 6. Bank Statement_Kim, Dankook
- Please do not upload any additional documents besides the ones that are required. Ensure that all documents are in PDF format only.



STEP 4. SUBMITTING APPLICATION

	Upload all the required documents in PDF format.						
Add Delete							
	#	Attachment File					
\Box	1	1. Passport.pdf	Attach				
\Box	2	2. Academic Transcripts.pdf	Attach				
\Box	з	3. Study Plan.pdf	Attach				
\Box	4	4. Pledge.pdf	Attach				
\Box	5	5. Certificate of Enrollment.pdf	Attach				
\Box	6	6. Bank Statement.pdf	Attach				
		Save	Cancel				

- ✓ Students can submit their application by clicking the 'save' button.
- ✓ Students can make modifications to their application at any time before the application deadline.

Application Deadline for Spring 2024:

November 15th



NOTES (1)

- ✓ In compliance with the revised immigration law in Korea, we cannot issue a certificate of admission until we have received all the necessary documents. Failing to complete your application on time could lead to a delay in your admission and potentially jeopardize your study abroad plans, as you may not be able to obtain your visa in a timely manner. Therefore, we strongly urge students to begin working on their application as soon as possible and to complete it before the deadline.
- If you do not possess a valid passport, obtaining a new passport should be your top priority as soon as possible.
- Please be aware that you will not receive a confirmation email after submitting your application. As long as you have entered your information correctly and saved your application with the required documents, your application should be in good order. Our international office will review applications and contact students if any required documents are missing after the deadline.



NOTES (2)

- ✓ Students are strongly advised to thoroughly read the fact sheet and pledge before submitting their application. Here are some key points of information:
 - Financial Stability: Students must ensure that they are financially stable throughout their study period.
 - Health Requirement: Students must be in good mental and physical health to study abroad.
 - Course Availability: It's crucial to review the course list to ensure that there are enough number of courses available to meet your academic requirements. Please note that course registration is not guaranteed and is subject to availability.
 - Health Insurance: Students must possess private health insurance that covers hospital expenses during their stay in Korea. Additionally, students are obligated to subscribe to the Korean national health insurance service, with a monthly premium of 70,000 won.
- ✓ If you are no longer interested in attending Dankook University, please notify us as soon as possible.
- ✓ For any other questions regarding the application process, <u>please refer to the</u> <u>attached 'FAQ.'</u> For further inquiries, please consult the attached fact sheet as well as our website.