Guideline on Application to AJOU Student Exchange Program
<2013 Spring Semester>

● Schedule of Application Process(The schedule can be changed)

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Note</th>
</tr>
</thead>
</table>
| By November 15, 2012  | On-line Application                           | - Click below to access the online application: [http://www.ajou.ac.kr/english/international/international_2.jsp](http://www.ajou.ac.kr/english/international/international_2.jsp)  
  - The system requires the application to be completed. If the applicant do not fill out all the necessary information or don’t upload required documents, the application would not be accepted.  
  - Make sure to save application form while you are filling out and click “submit” when you complete.  
  - The applicant should remember 1)Name 2)Date of birth 3)Email address for log-in to the system |
| By November 15, 2012  | Required documents sent to Ajou               | Along with the online application, the following documents should be submitted to Ajou University  
  1. Official Transcript(On-line)  
  2. Nomination Letter(via email from home university coordinator)  
  4. Passport Copy(On-line)  
  5. Photo File(face, On-line) |
| By December 31, 2012  | Admission package sent to home coordinator    | Admission package will be sent to the home university coordinator  
  Students should apply for VISA (D-2) after receiving the Certificate of Admission and the Letter of Admission included in the admission package |
| In January, 2012      | Additional documents to be provided to Ajou   | Additional documents that the admitted student has to provide to AJOU University (guidelines are specified in the package)  
  1. Housing Application (Online)  
  2. Arrival Information (for the airport pick-up service and housing arrangement) (Online)  
  - Submission Deadline: To be informed |
| Early February, 2012  | Course registration                           | Course registration is done by online system  
  - The detailed schedule will be confirmed later.  
  - The final course list can be different from previous semesters, and it will be confirmed in early August.  
  - The course list will be available at the following website: [http://www.ajou.ac.kr/english/international/international_2_6.jsp](http://www.ajou.ac.kr/english/international/international_2_6.jsp)  
  - Some courses have limited seats, and thus the applicant may not register all the courses s/he wants |
| Feb.25-26, 2013       | Arrival/Airport pick-up service/ Dormitory Check-in | The airport pick-up service is available only from August 22 to 23, 2012 (from 9:00 am to 8:00 pm only).  
  - Students can enter the dormitory from August 22 (early check-in is not possible) |
| Feb. 27-28, 2013      | Orientation                                   | It is mandatory for all students to participate in two orientations below,  
  - Orientation for All International Students: February 27  
  - Orientation only for the Exchange Students: February 28 |
| March 4, 2013         | 1st class day                                 | Classes begin |
| March 29, 2013        | 1/4 of semester                               | The students arrive in Korea later than this date cannot get any grade or credit for courses. |
| June 25, 2013         | End of semester                              |                                                                      |
If an admitted student cancels his or her participation in the exchange program, **please send us an immediate notice**.

**Housing**

A. Types of housing at AJOU
   - On-campus housing: 2 or 4-bed room at the dormitory
   - Off-campus housing: a flat shared by 4-6 students. 8 min. on foot from the campus
   - Students are placed at the off-campus housing only if the on-campus dormitory is not available.

B. Application for housing
   - The admitted students should read the information on housing application after they receive an admission package.
   - The admitted students will be placed either at on-campus or off-campus housing depending on the housing situation of Ajou University.
   - We do not accept “Housing Application Form” by email or fax. The application is needed to submit via online.

**Contact information for Student Exchange Program at AJOU**

- Incoming Exchange Coordinator: Mrs. Diane Kang
- Phone: +82-31-219-2923
- Fax: +82-31-219-2924
- Email: incoming@ajou.ac.kr
- Website: [http://www.ajou.ac.kr/english/intro/main.jsp](http://www.ajou.ac.kr/english/intro/main.jsp)