Important Notices for Online Applications

It would be appreciated a lot if you remind below notices to your students and help them to complete their online application. It will save a lot of resources and prevent having problems caused by wrong information and delay not only for us but also for your students.

1. **Online Application**
   Spring Semester: October 15 – November 15 of previous year
   Fall Semester: April 15 – May 15
   - Students prepare all required documents and **complete online application within online application period. The application system will be closed automatically after its deadline.**
   - Our system is most stable under **Internet Explorer 8.0 or 9.0** and it might not work well in any other browser such as Chrome or Safari.

2. **Exchange or Visiting**
   A lot of students are confused whether they are exchange students or visiting students, let your students know which they should choose between exchange student and visiting on the online application page.

   ✓ **Exchange:** Paying Tuition to their home university, Waiver of Ewha Tuition fee
   ✓ **Visiting:** Paying Application and Tuition fee to Ewha

3. **Required Document**
   Every document should be scanned and uploaded in JPG or PDF format.

   I. **Face Photo:** This will be used **for student's student ID** and it is very important to be **3cm*4cm size in JPG**.

   II. **Health & Medical Clearance Form:** This is **essential document to apply for exchange program at Ewha even if students do not reside in a dorm.** Especially Tuberculosis Screening section must be filled out. Students should have **Tuberculosis skin Test or X-ray result**. Absence of a medical form can be a reason to be rejected by dormitory office, so make sure students do not miss it.

   III. **Transcript:** We don't require a language proficiency test but every applicant should have **GPA of over 2.5/4.0, or 75%** academic grade. **(A transcript with accumulative GPA scores.)** If the home institution does not have a GPA system, **a signed official letter from the international office guaranteeing that the applicant's academic achievement is over 75% needs to be submitted** with the official academic transcript.

   IV. **Passport Bio-page:** **Student's name, passport number, and nationality** (citizenship) must be exactly same with which written on their own passport. If a student has a middle name it should be written as well. It is **very important information for us to issue the certificate of admission by the office of immigration** with which they will get their Visa to come to Ewha.

4. **Home Institution Contact Information**
   Please make sure they do not leave any section in blank, especially **home university contact information such as contact person, address, phone number.** This will be used for transcript dispatch, so it must be same with which you write in the official nomination form.

5. **Point of Contact For students: goabroad@ewha.ac.kr**