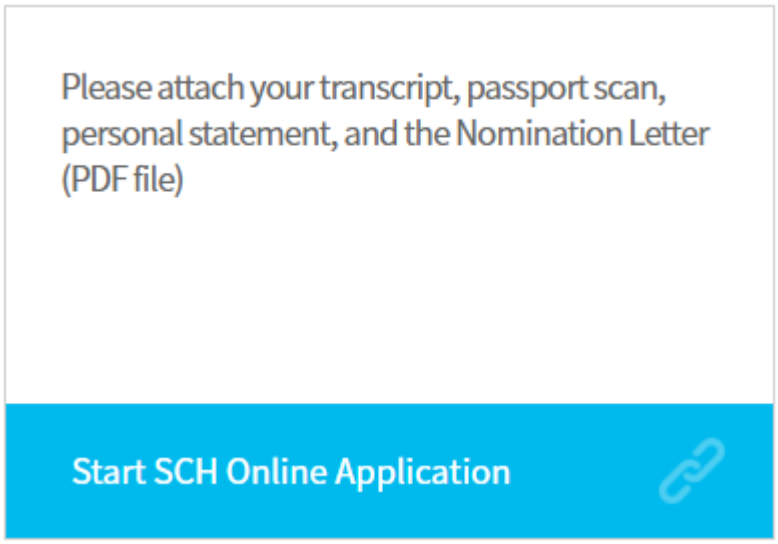
# SCH Exchange Student Application Guide

To avoid problems during the submission of your documents, please proceed with the application after deleting all the cookies in your internet browser.

- You must use **Google Chrome browser**
- Click on Start SCH Online Application to start new application




1. **Password:**

- You must enter a password that is easy to remember and this is used to modify your application later if needed.

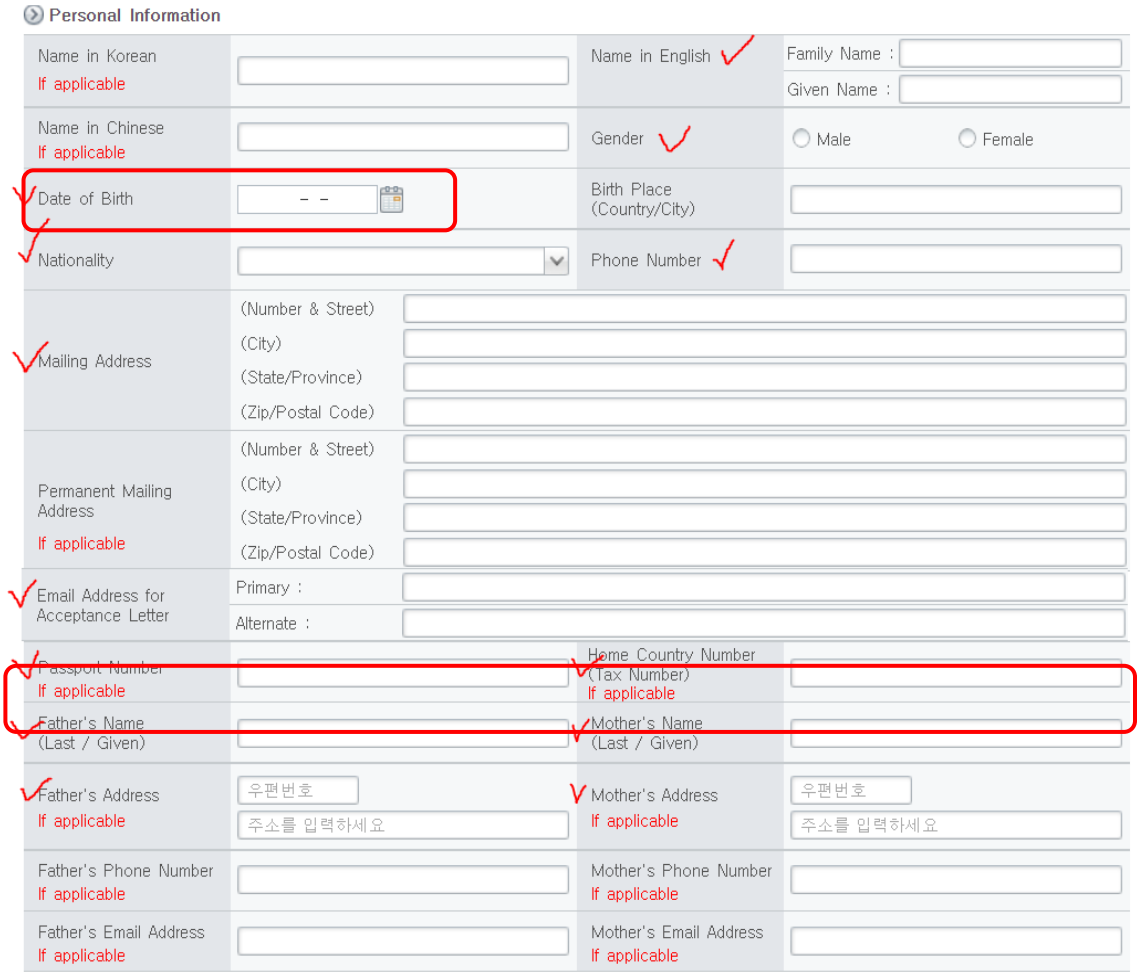
2. **Study Type:**

- Click '**Exchange Student**'



## 3. Personal Information:

- You can put your date of birth manually instead of using the calendar
- **[IMPORTANT]**When you put your name, please write your name all upper case letter.
  *Example: Michael Jeffrey Jordan → MICHAEL JEFFREY JORDAN
- Email Address for Certificate of Admission: Please make sure to enter a valid Email address that you receive your Certificate of Admission.
- Please put Father's Name and Mother's Name. This information is used for your Sponsor info for Certificate of Admission.
- **Passport Number and Home Country (TAX Number) are the most important field in the application.**
- https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/

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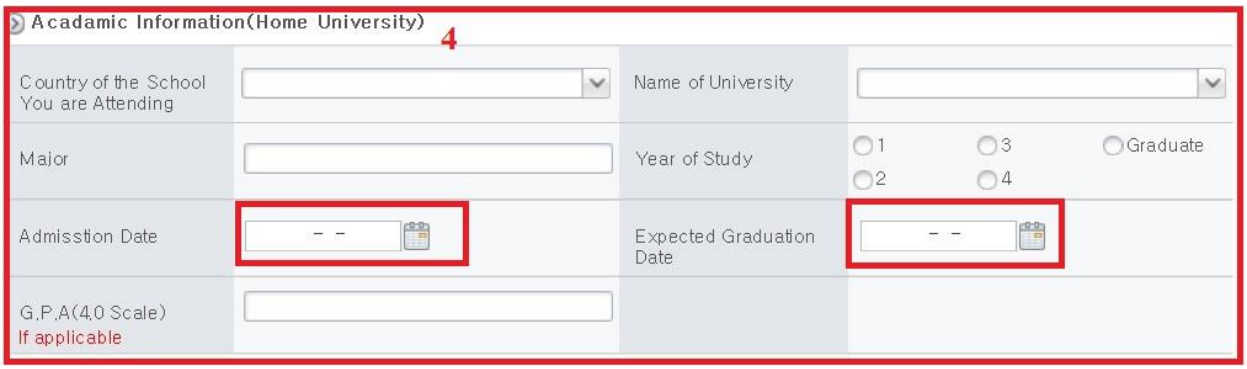
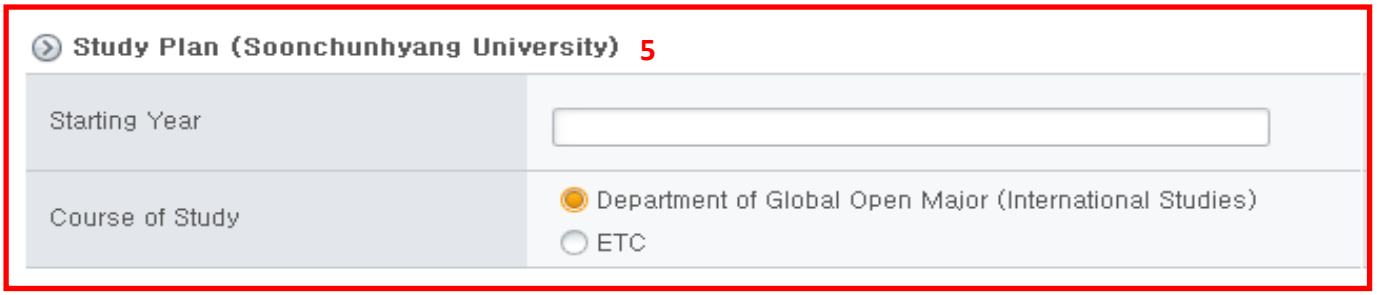
4. **Academic Information (Home University)**:

- Please enter your present academic information and select **Country of the School You Are Attending** and **Name of University**.
- It is possible to type the numbers of your **Admission Date** and **Expected Graduation Date** manually.




5. **Study Plan and choosing Course of Study:**

- Choose the Starting Year, Starting Semester, Duration of Study, Course of Study. Make sure to choose Department of Global Open Major (International Studies)




**International Studies (Your major at SCH)**

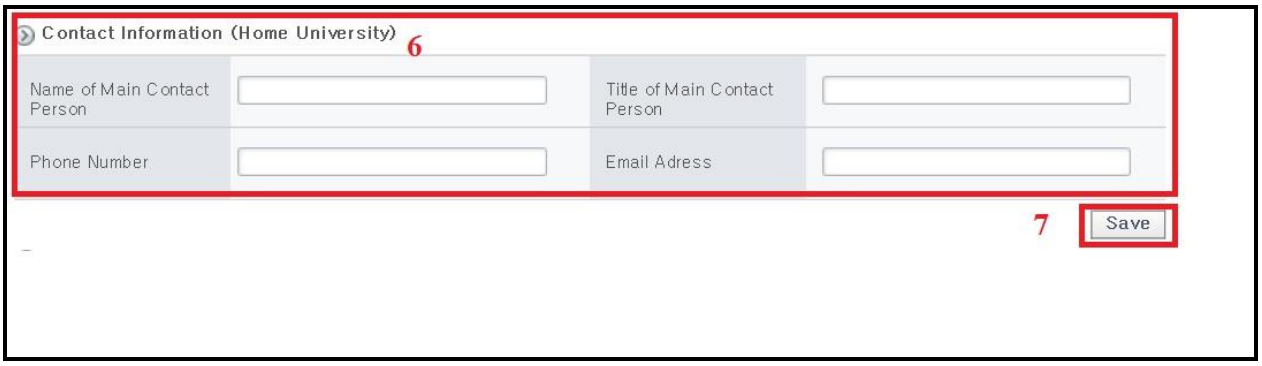
We have Korean Language courses available (Beginner – Intermediate – Advanced) and English taught courses. Available course for each semester is almost the same, but slightly different so please go check the previous course catalog from the website : http://sgee.sch.ac.kr/asia/sub02/sub_05.php

6. **Contact Information:**

- Name and Contact of Main Contact Person:
    - Please enter the name and contact information of the person from whom you received permission to become an exchange student. (Most likely your institution's Study Abroad advisor)

7. **SAVE**

- After entering all the information, you must click **SAVE**. After clicking **SAVE**, a window (as shown below) will show your '**Exchange Student Acceptance Document Number'** and **'Password'**.







* It is important that you save this information incase you want to make changes to your application.

8. **[Important] Required Documents Upload**:

- Please upload all the required documents you gathered for the Soonchunhyang Exchange Student Program.
    - Scanned Letter of Nomination Form (form provided)
    - Medical Form (form provided)
    - Personal Statement (form provided)
    - Official university transcript (scanned)
    - Scanned image of passport (optional for application)
      *Your passport must be valid during your study period.
      *Valid Passport is required for your Certificate of admission.
      *Do NOT submit your passport that will expire soon.
    - Passport ID Photo in JPG or PDF format (optional for application)



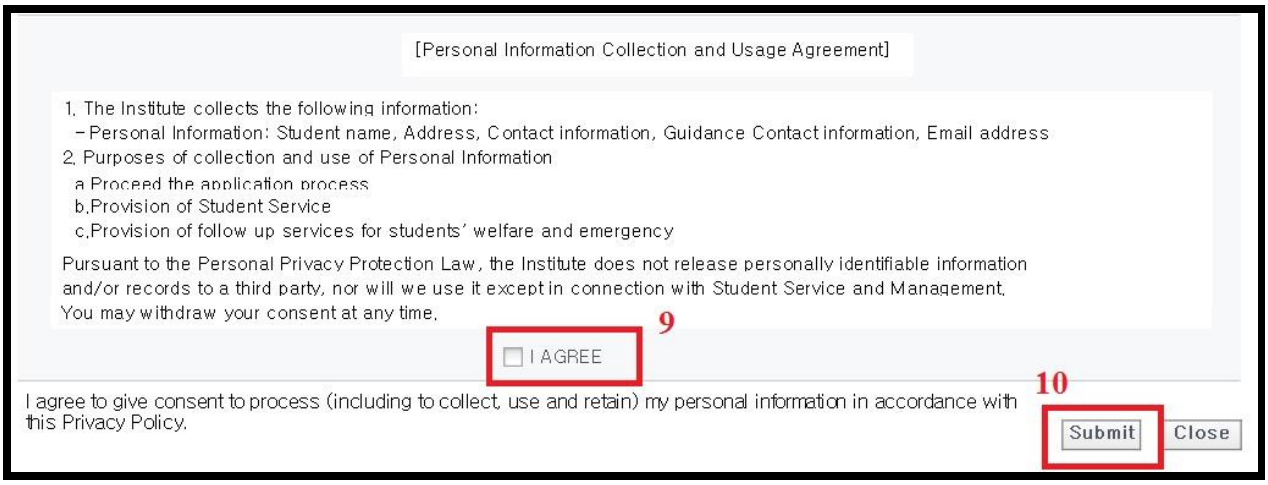

*Please submit Certificate of Tuberculosis Test(Result has to be dated within 1 month of the dorm move-in date) to astudies@sch.ac.kr after getting the test done.

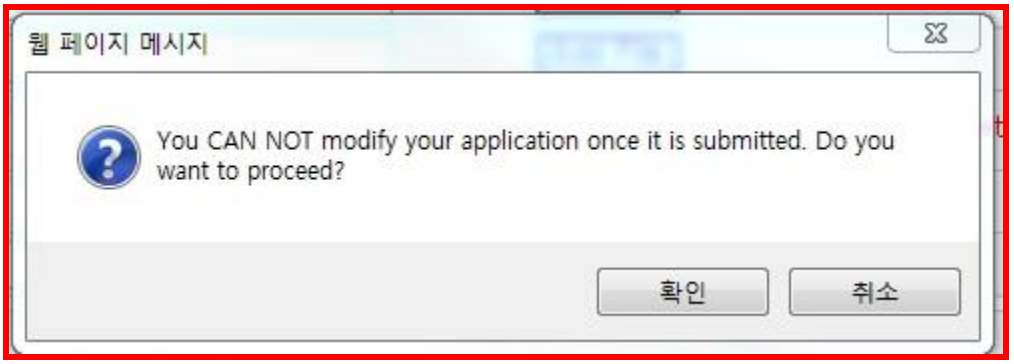
**9. Personal Information Collection and Usage Agreement**:

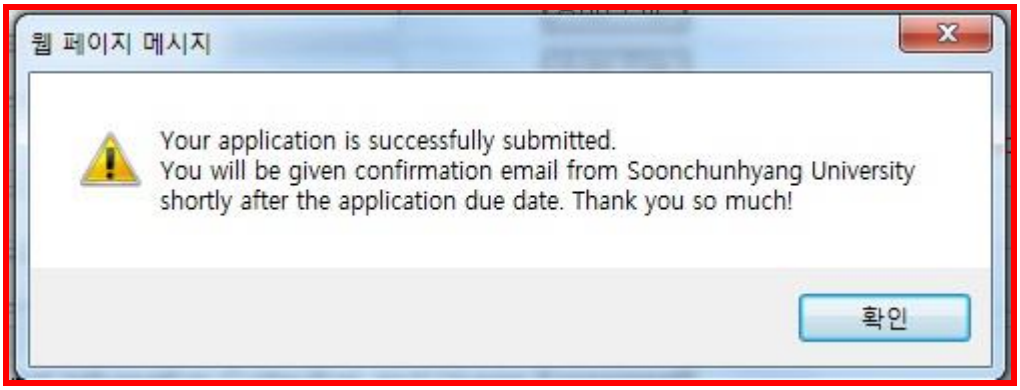
- After reading through the Personal Information Collection and Usage Agreement, check <**I AGREE**>.

**10. Submission**

- Once everything has been uploaded successfully and all information are filled in correctly, click **<SUBMIT>**. **Clicking submit will complete your application for submission.**


[Personal Information Collection and Usage Agreement]
1. The Institute collects the following information:
- Personal Information: Student name, Address, Contact information, Guidance Contact information, Email address
2. Purposes of collection and use of Personal Information
a.Proceed the application process
b.Provision of Student Service
c.Provision of follow up services for students' welfare and emergency
Pursuant to the Personal Privacy Protection Law, the Institute does not release personally identifiable information and/or records to a third party, nor will we use it except in connection with Student Service and Management.
You may withdraw your consent at any time.
9
I AGREE
I agree to give consent to process (including to collect, use and retain) my personal information in accordance with this Privacy Policy.
10
Submit
Close


웹 페이지 메시지
You CAN NOT modify your application once it is submitted. Do you want to proceed?
확인
취소


웹 페이지 메시지
Your application is successfully submitted.
You will be given confirmation email from Soonchunhyang University shortly after the application due date. Thank you so much!
확인

# Modify Online Application

If you want to make changes to your application, please go to the link below and enter your application number followed by your password. Once all changes are made, be sure to click **SAVE**.

**Modify Online Application:**

http://st.sch.ac.kr/html5/SCH/LaunchProject2.jsp?formUrl=T119028

For further questions, please send an email to astudies@sch.ac.kr