



Application for Exchange Students Kyung Hee University

Exchange Student Application Process

Dear Applicant,

Thank you for your interest in Kyung Hee University's Exchange Student. Please read thoroughly the sections on admissions to complete attached application forms.

Should you have particular questions regarding the admission process, do not hesitate to contact us, Office of International Affairs at Kyung Hee University Global Campus at +82-31-201-3177~8 or at <intletr@khu.ac.kr>. Also, we invite you to visit the website of Office of International Affairs at <http://intl.khu.ac.kr>.

All materials must be mailed by the appropriate deadline for the term for which you are applying. All documents submitted for review become confidential property of Kyung Hee University and cannot be returned.

The Admissions Committee cannot review your application until all required components have been received.

Please use the following checklist to be sure your application is complete.

- **Official Recommendation Letter from your University**
- **Application for Exchange Students (Form A-1)**
- **Study Plan (Form A -2)**
- **Notification of Travel Arrangements
(when you reserve your flight)**
- **Dormitory Registration Card**
- **2 Photos (front, hatless) : 3cmX4cm**
- **Official Academic Transcripts in English**
- **Copy of Passport**

※ It is recommended to bring several more photos to use whenever necessary.

We look forward to reviewing your application.

Please send all the documents listed above no later than **November 30** for Spring Semester (March 1) and **May 31** for Fall Semester (September 1).

All required documents above should be written in English.

Contact us if you have any questions.

Mr. Jongkoo Jo
E-mail: jongkoojo@khu.ac.kr
International Exchange Coordinator
Office of International Affairs
Kyung Hee University – Global Campus

All forms should be filled out in their entirety and mailed to:

Office of International Affairs
Kyung Hee University – Global Campus
1 Seocheon-dong, Giheung-gu, Yongin-si, Gyeonggi-do, 446-701

TEL : +82 31 201 3177~8 **FAX :** +82 31 201 3179

Web Site : <http://intl.khu.ac.kr>
Kyung Hee University Web Site : <http://www.kyunghee.edu>

[Form A-1]

Photo(3x4寸)

APPLICATION FOR EXCHANGE STUDENTS

Full Name		
English Name on the Passport		Passport Number
Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married
Permanent Address		Nationality
Present Address		
Date of Birth		
Parent or Guardian :		
Name	Age	Relationship
Address		Phone
Email Address:		
Proposed Period		
From	To	Year
Proposed Course of Study - Check Only One :		
<input type="checkbox"/> Graduate School (Major :)	<input type="checkbox"/> Undergraduate School (Major :)	<input type="checkbox"/> Korean Language Education Course
Date 20 . .	Name of Applicant	Signature



STUDY PLAN

In a statement of approximately 500 words, describe your background, your current work in your intended field or study, professional career, and your plans for study in Kyung Hee University. Please typewrite.

Your Name :

Name of your University :

Department / Major :

State your reasons in English for applying to Kyung Hee University by yourself.



NOTIFICATION OF ARRIVAL

** You can send this page later when you reserve your flight*

PERSONAL INFORMATION

Your Name in English
Your Name in Your Native Language
Name of Your University
Department • Major

DEPART FROM

City(Airport) :		
Destination Seoul, Republic of Korea (Incheon International Airport)		
Departure Date & Time 20 . . . : (a.m. / p.m.)	Flight No.	Arrival Date & Time 20 . . . : (a.m. / p.m.)

PERSON TO CONTACT IN CASE OF EMERGENCY

At your home country

Name	Relation
Phone Number	
Address	

Date : 20 . . .

Dormitory Registration Card

Desiring Period of Stay : from _____ to _____				Room Type			Double Room() Triple Room()
Student Name		Major		Grade		Gender	M() F()
Date of Birth			Student No.		Blood Type		Photo
Mobile			Phone				
E-mail							
Address							
Parent	Name		Mobile		Phone		
Other Information	Nationality		Occupation		Emergency Contact		
	Professor's Name		LAB No.		Exchange Student() GIP() GSP() MKE() IT()		
	Check in		Check out		Reference		

※ Notice

1. Please, read and know thoroughly the dormitory guide and regulations.
2. When you check in, please fill out the equipment checklist and turn it in to the administration office.
When you check out, the equipment will be inspected by the checklist you turned in.
3. When you check out, please turn back the room key.
4. After you receive a room key, the dormitory does not take any responsibility for the stolen goods.

Agreement

I read the whole regulations which prescribe to the dormitory residents, and I promise to be faithful to the whole rules of dormitory. If I break the rules, I will surely be responsible for that.

2009. . .

Name : _____ Signature : _____

Kyung Hee University Dormitory