

KYUNG HEE UNIVERSITY

Online Application Guideline

For
Exchange
Students

Before we start



- Prepare all the necessary documents in advance
- Please use **Chrome browser only**(others are unstable for our portal)
- If you are ready to submit your documents, follow the link below to apply <https://portal.khu.ac.kr/out/univLv/exch/frgnr/index.do>
- Make sure to upload your files in correct order
- If you are not unable to submit your documents during the application dates, use the **alternative file** for submission
- Remember your email and password, you will need it when you edit your application
- All of your required documents are preferred to be submitted in **English** and in a **PDF version**



**경희대학교 포털**
KYUNG HEE UNIVERSITY PORTAL

Student Exchange Program

Choose the correct Campus
Write down your email address and password

Application

* Campus

의무산단

* Email

Seoul Campus
Global Campus

Program

신청기간이 아닙니다.

* Password

Password

Application Form Submission & Verification ✓

Office of International Affairs, Kyung Hee University

2



Notice

Applicant's Basic Information

* Campus

Email

inbound.mobility@khu.ac.kr

Applicant's Personal Information

If you do not have a family name just type in a dot(.)

* Given Name

JISU

Middle Name

Middle Name

* Family Name

YUN

* Passport No.

M12345678

* Full Name on
Passport

YUN JISU

* Issuing Country

South Korea

Your passport should have a expiry date of more than 3 months after the end of your term at KHU

* Passport Expiry
Date

2030.10.01

* Location

South Korea

* Mobile

8201012345678

* Postal Address of
International Office
at Home University

26 Kyung Hee daero

3



Applicant's Personal Information

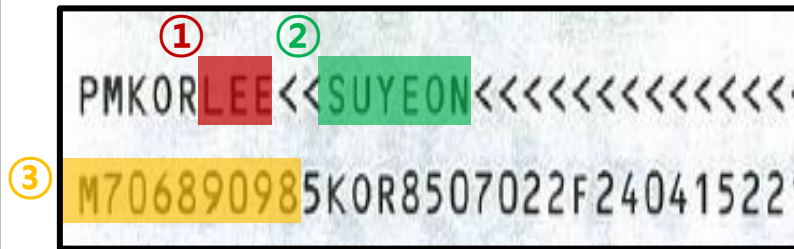
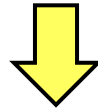
* Given Name	JISU	Middle Name	Leave here blank	* Family Name	YUN
* Passport No.	M12345678	* Full Name on Passport	YUN JISU	* Issuing Country	South Korea
* Place of Birth(country)	South Korea				
* Sex	☐ Male ☒ Female				
* Mobile	8201012345678				
* Postal Address of International Office at Home University	26 Kyung Hee daero				

When you input your name, mark the checklist below

- 1) Leave the Middle Name part blank
- 2) Your name should be written in ENGLISH - CAPITAL LETTERS ONLY (Other letters may cause errors on the system)
- 3) Your name should be in the order as it is in your passport -> refer to the example on the next page

Example 1

- In case you have one given name



- ① Family/Sur/Last Name
- ② Given/First Name
- ③ Passport Number

Look at MS LEE's passport on the left for example. If you look down under her picture, you can see her name stated in the passport. Refer to this very carefully, because your name should be written in this order too

Refer to the information note on the left side to complete your application

Her Family name is LEE and her Given name is SUYEON. You can easily recognize that << sign is separating your Family and Given name

Source : <https://www.passport.go.kr/new/>

- In case you have more than one given names



- ① Family/Sur/Last Name
- ②, ②-1, ②-2 Given/First Name
- ③ Passport Number

If you have a long given name like her, write down all your name in the **Given Name** part

7



Guardian's information (Family member in case of emergency)

* Relation

* Name of Guardian

* Email Address of Guardian

Information on the Exchange Period

* Dormitory

Sehwa Hall on campus (Seoul Campus)

* Course Type

☐ Undergraduate Course Taught in English

☐ Undergraduate Course Taught in Korean

* Exchange Period

1 Semester

* Study Period

Fall Sep-Dec

* Major at KHU

Convention Management

* Major at Home University

Major at Home University

* Course Demand Survey
(only for those who are
nominated to Global
Campus)

☐ [Global Campus] Culture and Society of Korea - 3 credits

☐ [Global Campus] Understanding Korean - 3 credits

☒ None

Remarks

Write down alternative email address

Tips for Major at KHU :
Choose a major that is similar
to your home University

Only for the Global Campus students
Check None if this category shows up

Office of International Affairs, Kyung Hee University

8



Personal Information Collection and Usage Agreement

Every single personal information of the exchange students at Kyung Hee University is protected by the related policy and law. Kyung Hee University will treat your information with respect in order to protect your rights and interests. Please read the list of information below carefully.

1. The purpose of collection and use of personal information

- (1) For administrative purposes: student registration, issuing documents(visa issuance, certificate of enrollment, etc), and various wellbeing support programs
- (2) In case of any medical emergencies
- (3) Subscribing a travel insurance for some cultural activities
- (4) Alien Registration

* KHU will not use collected information for anything other than the intended purpose. If you want to refuse KHU to use the collected information, you may request perusal, revision, and elimination of your personal information to the student mobility manager.

2. List of personal information collection

* Kyung Hee University would like to take photos and videos during student exchange period including the orientation, various wellbeing support programs and may reproduce them officially in advertising, promotional, publicity, marketing, educational materials with print, electronic, media or KHU website, etc.

I fully understand the contents written above, and agree with that KHU shall collect and use (includes utilization) my personal information in accordance with the related law, the Personal Information Protection Act.

Read all the list of information and check the box to move on



☒ I agree.



**Submit all the information correctly,
especially your **Email Address!****

Home University Information

* Name of Home University	Kyung Hee University		
* Name of International Coordinator	Jisu Yun	* Email Address of International Coordinator	inbound.mobility@khu.ac.kr
* Address of Home University	Office of International Affairs, Main Building #304, 26 Kyung Hee Daero Dongdaemoon-gu, Seoul		



Application Submission

A.	Copy of Passport (color)	Search	Copy of Passport(Your name).JPG
B.	Passport Photo (color, white background)	Search	Passport photo(Your name).JPG
C.	Official Bank Statement	Search	Official Bank Statement(Your name).JPG
D.	Insurance Certification	Search	Insurance Certification.hwp
E.	[Home university's] Certificate of Enrollment	Search	Certificate of Enrollment(Your name and University).hwp
F.	[Home university's] Official Academic Transcript	Search	Official Academic Transcript(Your name and University).hwp
G.	[Home university's] Recommendation Letter	Search	Recommendation Letter(Your name and University).hwp
H.	[KHU form 1] Study Plans	Search	(KHU form 1) Personal Statement.docx
I.	[KHU form 2] Dormitory Application	Search	(KHU form 2) Dormitory Application.docx
J.	[KHU form 3] Medical Assessment & TB Test Result	Search	(KHU form 3) Medical Assessment & TB test.zip
K.	[KHU form 4] Consent	Search	(KHU form 4) Consent.docx

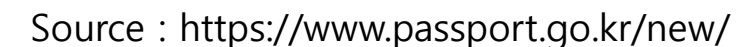
If you cannot upload documents in square at the time of your application, upload the **alternative file** we sent you to complete the application in time

You need to submit all of the documents in **PDF version**. Otherwise, you may not be able to complete the application submission.

**Your copy of the passport is necessary when we prepare documents for your VISA application
The copy of your passport must be in a full-size, colour-scanned including your signature**

A clear copy of your passport for others to check all the important information needed

Your passport should have an expiry date of more than 3 months after the end of your term at KHU



B. Samples – Passport photo



4.5cm

3.5cm



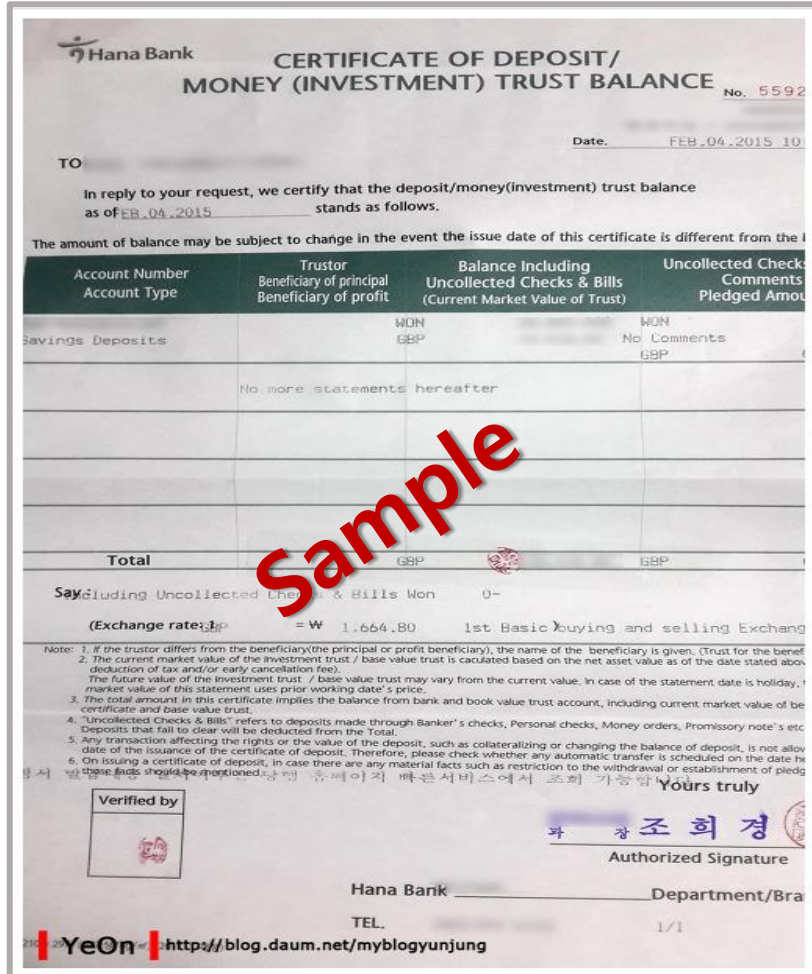
The photo required should be the same size as your passport photo

It should be in colour, **3.5*4.5 size** with a **white-background**

Your photo will be used for your school ID, Alien's Registration Card, and VISA

Source : <http://www.passport.go.kr/new/issue/photo.php>

C. Samples – Official Bank Statement



Hana Bank
CERTIFICATE OF DEPOSIT/
MONEY (INVESTMENT) TRUST BALANCE No. 5592

Date: FEB.04.2015 10

TO

In reply to your request, we certify that the deposit/money(investment) trust balance as of FEB.04.2015 stands as follows.

The amount of balance may be subject to change in the event the issue date of this certificate is different from the I

Account Number Account Type	Trustor Beneficiary of principal Beneficiary of profit	Balance Including Uncollected Checks & Bills (Current Market Value of Trust)	Uncollected Checks Comments Pledged Amou
Savings Deposits		WON GBP	WON No Comments GBP
	No more statements hereafter		
Total		GBP	GBP
Saying Including Uncollected Checks & Bills Won 0-			
(Exchange rate: 1000 W = 1,664.80 1st Basic) Buying and selling Exchange			

Note: 1. If the trustor differs from the beneficiary (the principal or profit beneficiary), the name of the beneficiary is given. (Trust for the benefit of the beneficiary.)
 2. The current market value of the investment trust / base value trust is calculated based on the net asset value as of the date stated above.
 3. The future value of the investment trust / base value trust may vary from the current value. In case of the statement date is holiday, the market value of this statement uses prior working date's price.
 4. "Uncollected Checks & Bills" refers to deposits made through Banker's checks, Personal checks, Money orders, Promissory note's etc.
 5. Any transaction affecting the rights or the value of the deposit, such as collateralizing or changing the balance of deposit, is not allowed on the date of the issuance of the certificate of deposit. Therefore, please check whether any automatic transfer is scheduled on the date he/she is issuing the certificate of deposit.
 6. On issuing a certificate of deposit, in case there are any material facts such as restriction to the withdrawal or establishment of pledge, these facts should be mentioned.

Verified by

Yours truly

Authorized Signature

Hana Bank Department/Branch

TEL. 1/1

YeOn | <http://blog.daum.net/myblogyunjung>

Bank statement under your name is necessary when we issue your Certificate of Admission for the VISA application

If you are unable to upload your bank statement for any reason, upload your guardian's Remember when you upload your guardian's document, you also need to upload the **Certification of Family Relation** to show the relationship between you and the guardian

The bank statement need to show that you have at least **USD5,000** for the last 6 months(one term) For those who plan to study for an entire year, you need to prove holding at least **USD8,000**

Source : <http://blog.daum.net/myblogyunjung/17383755>

D. Samples – Insurance Certification

IMPORTANT This translation is written for proper understanding of Long-Term Stay Abroad Insurance for reference and in the event of any accident, all determinant of compensation shall hang upon original policy and Korean form of Long-Term Stay Abroad Insurance conditions and clauses.

CERTIFICATE OF LONG-TERM STAY ABROAD INSURANCE

POLICY PERIOD		FROM	TO	POL. NO.	
POLICY-HOLDER				ISSUED DATE	
INSURED				ID - No.	
BENEFICIARY		HEIR - IN - LAW		ID - No.	
INSURED AMOUNT		USD			

COVERAGE		INSURED AMOUNT
ACCIDENT	Death or Disability	USD
	Medical Expenses	USD
	Medical Expenses – Hospitalization (in Korea)	USD
	Medical Expenses – Outpatient (in Korea)	USD
	Medical Expenses – Prescription (in Korea)	USD
SICKNESS	Death	USD
	Medical Expenses	USD
	Medical Expenses – Hospitalization (in Korea)	USD
	Medical Expenses – Outpatient (in Korea)	USD
	Medical Expenses – Prescription (in Korea)	USD
PERSONAL LIABILITY (Ded. : ₩10,000.-)		USD
LUGGAGE and PERSONAL BELONGING (Ded. : ₩10,000.-)		USD
EVACUATION/REPATRIATION		USD
HIJACKING (per day)		USD
(non-covered Chiropractic, ESWT, Prolotherapy) Medical Expenses (in Korea)		USD
(non-covered injection) Medical Expenses (in Korea)		USD
(non-covered MRI/MRA) Medical Expenses (in Korea)		USD

☒ The above Medical Expenses Coverages are applied to medical treatment World wide excluding Korea.
☒ Accident Medical Expense, per accident / Sickness Medical Expense, per sickness.
☒ Medical Expenses incurred in Korea are defined in the Original Policy's Terms & Conditions.
☒ 24/7 Assistance Service
 TEL : 82-2-3449-3515(Collect Call)

The insurance must cover your arrival to Korea and gap time before you register for the mandatory National Health Insurance(NHIS) in Korea : approximately 2 months or even longer

Ex) Your arrival : February 23rd

Your NHIS registration : March 27th

→ Your insurance from home must cover dates from February 23rd ~ March 27th

- The NHIS will be automatically registered when applying to the Alien Registration Card

You may upload the alternative file that we sent instead when you are unable to purchase the insurance at the time of the application

Source :

<https://m.blog.naver.com/PostView.nhn?blogId=aoal36&logNo=221355016145&proxyReferer=https:%2F%2Fwww.google.com%2F>

E. Samples – Certificate of Enrolment



Refer to the Certificate of Enrolment sample
The document should confirm that you are currently registered at your home institution

Ask your coordinator for the document
The document should include your academic years at your home institution, including your current academic status

F. Samples – Official Academic Transcript

Transcript Data

STUDENT INFORMATION

Name : [Redacted]
 Birth Date : [Redacted]

Curriculum Information

Current Program
 College: Unclassified Undeclared
 Major and Department: Non-degree undergraduate, Other/Non Dept

***Transcript type:UNOF Unofficial is NOT Official ***

INSTITUTION CREDIT -Top-

Term: Fall 2018

Academic Standing: Dismissed

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
PEMT	203	UG	PEMT 203	B	3.000	3.00	
PEMT	235	UG	PEMT 235	B	3.000	6.00	
PEMT	307	UG	PEMT 307	B	3.000	0.00	
WGS	210	UG	WGS 210	B	3.000	9.00	

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	12.000	9.000	9.000	12.000	18.00	1.50
Cumulative:	12.000	9.000	9.000	12.000	18.00	1.50

Unofficial Transcript

TRANSCRIPT TOTALS (UNDERGRADUATE) -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	12.000	9.000	9.000	12.000	18.00	1.50
Total Transfer:	12.000	9.000	9.000	12.000	18.00	1.50
Overall:	12.000	9.000	9.000	12.000	18.00	1.50

You must upload your official academic transcript from your home institution
 The document must include your academic records for every term at your home university

G. Samples – Recommendation Letter



The Recommendation letter should be written by your academic dean, dean of the OIA or officials from your institution
The signature or the official stamp from your home university is necessary
The recommendation letter must state that you are officially nominated from your home university

Korean Track students must submit 2 recommendation letter if TOPIK submission is impossible



H. Samples – Study Plan

Office of International Affairs
Kyung Hee University

[KHU Form 1]

Study Plan

Full Name (In passport order)	
Nationality	
Home University	
Major	

※ State your reasons in English or Korean for applying to Kyung Hee University by yourself.
※ Why have you chose Kyung Hee University/Seoul or Global Campus/Korea as your study abroad destination? What you have been studying so far? What do you plan to study/achieve at Kyung Hee? What is your ultimate academic goal through studying? Etc.

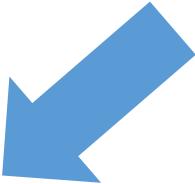
Additional Information we need to know about you.
Leave the box if you don't have any restriction.

1. Dietary Restrictions(Vegan etc.):

2. Special Assistance Needed:

Write down your plans during your stay in KHU
It can be your study plan, bucket list, or your achievements
You can use more pages if you have more to tell us about you

Also, please inform your food restriction to us and any other health related problems if you can share



I. Samples – Dormitory Application

Office of International Affairs,
Kyung Hee University

[KHU Form 2]

KHU Dormitory Application

Full Name(In passport order):			
Date of Birth(YYYY/MM/DD):	Sex: ☐ Male ☐ Female	Nationality:	
Home University:		Email Address:	

Campus	Dormitory	Estimated Cost (4 months)	Check-box
Seoul Campus	Sewha Hall(on-campus)	KRW 1,114,000 *subject to change	☐
Global Campus	Woojungwon(on-campus)	KRW 1,200,000 ~ KRW 2,040,000 *subject to change	☐
*I will find a place on my own			☐

* Link for accommodation options outside the campus:
 1. Dwell Dondaeum (<https://dwellstudent.co.kr/>)
 2. Co-op Residence (<http://rent.co-op.co.kr/rent22/renting/body01.htm>)

[Dormitory Information]

- Sewha Hall has Twin Sharing room. ONLY(2 students sharing).
- Woojungwon has various room types: Single, Double, Double room(w/o roommates).
- Meals are not included in fees.
- Cooking is not allowed in the dormitory.
- Dormitory has strict dormitory regulations, curfews and a penalty point system.
- We will try to meet your needs, however, please note that not every request can be accepted.
- After final application deadline, additional application is not accepted.
- The price will be finalized one month before arrival.
- A valid TB test result taken within 3 months before dormitory check-in is required.

Additional Request

Detailed guideline will be delivered with separate files.

For both campuses

Refer to the dormitory guideline attached for further information
 Make sure to check dormitory regulation and facilities before applying to the dormitory

It is difficult to apply for dormitory during the middle of the term
 There will be a penalty when abandoning the dormitory during the middle of the term

If you do not want to apply for the university Dormitory, check

***I will find a place on my own** then upload the data

Seoul Campus

You need to apply via Office of International Affairs

Payment details will be announced around a month before term

Global Campus

You need to apply by yourself

Refer to the attached guidelines for further information

J. Samples - Medical Assessment & TB test Result

[KHU Form 3] Office of International Affairs
Kyung Hee University

Medical Assessment

Please provide accurate information for the following questions.

NAME OF STUDENT: Jisu Yun		SEX: ☐ Male ☒ Female	
DATE OF BIRTH: (YYYY/MM/DD) 1994/01/01		NATIONALITY: Korea	

QUESTION	YES	NO	EXPLAIN
① When and for what reason did he/she last consult a physician? (Please explain)		☒	
② Has he/she had any serious ailment, injuries, diseases in the last five years? (If yes, please explain)		☒	
③ Has he/she been hospitalized in the last 5 years? (If yes, please explain)		☒	
④ Has he/she ever been treated by a doctor for any mental, emotional, or any other disorder? (If yes, please explain and attach medical treatment report.)		☒	
⑤ Has he/she received any serious mental counseling in Korea?		☒	
⑥ Has he/she ever been addicted to any substance? (If yes, please explain)		☒	
⑦ Does he/she have any allergies? (If yes, please list them)		☒	
⑧ Is he/she taking any prescribed medication? (If yes, please explain)		☒	
⑨ Is he/she on a special diet? (If yes, please explain in detail)		☒	
⑩ Has he/she ever suffered from depression? (If yes, please explain)		☒	
⑪ Has he/she ever contracted Tuberculosis? (If yes, please explain)		☒	

※ The answers must be completed by a doctor.
※ Tuberculosis(TB) test results MUST be submitted with this medical assessment form.

2020-05-31
Date(YYYY/MM/DD) Signature and name of physician/doctor

TB test Result Form

Name: _____
DOB: _____

The following must be completed by a physician's office:

- Tuberculin Skin Test (Mantoux only; no tine tests)
Must be completed within 12 months prior to the start of classes.
Date given: ____/____/____ Date read: ____/____/____
Result: ____ mm (record in actual mm of induration. If no induration, write "0".)
Interpretation (based on mm of induration as well as risk factors):
Positive ____ Negative ____
OR
- T-spot lab test
Must be completed within 12 months prior to the start of classes.
Date of test: ____/____/____
- If either TB skin test or T-spot test are positive, then a chest x-ray is required:
Chest x-ray results: Normal ____ Abnormal ____
Date of chest x-ray: ____/____/____

Physician or Nurse Signature Date

Official Office Stamp

*Note: Your physician's office may use its own TB test form to reports results, or you may be submitting results from a TB test administered within the last 12 months. If so, please attach that documentation. Please indicate dates when the test was administered and read.

TB Test is only valid for 3 months prior to your entry
Make sure to check the dates so you do not have to retake the test
For those who plan to enter the Dormitory, re-check the dates for validity

If you can not upload the Test at the time of the application, upload the alternative file instead

K. Samples – Consents

Office of International Affairs
Kyung Hee University

[KHU Form 4-1]

Consent on Medical Records Release

I, Jisu Yun, give my consent to release my medical records to the doctors, nurses and other relevant staff members at the hospital and the staff members of Kyung Hee University in case of any medical emergencies during my study abroad at Kyung Hee University.

20 20 . 05 . 25

Signature : 

Office of International Affairs
Kyung Hee University

[KHU Form 4-2]

Personal Information Collection and Usage Agreement

Every single personal information of the exchange students at Kyung Hee University is protected by the related policy and law under Korea Government. Kyung Hee University will treat your information with respect in order to protect your rights and interests. Please read the list of information below carefully.

1. The purpose of collection and use of personal information

- (1) For administrative purposes: student registration, issuing documents (visa issuance, Certificate of enrollment, etc.), and various wellbeing support programs
- (2) In case of any medical emergencies
- (3) Subscribing a travel insurance for some cultural activities
- (4) Alien Registration

* KHU will not use collected information for anything other than the intended purpose. If you want to refuse KHU to use the collected information, you may request perusal, revision, and elimination of your personal information to the student mobility manager.

2. List of personal information collection

Name, Date of Birth, Passport number, Nationality, Gender, E-mail address, Photo*, etc.

* Kyung Hee University would like to take photos and videos during student exchange period including the orientation, various wellbeing support programs and may reproduce them officially in advertising, promotional, publicity, marketing, educational materials with print, electronic, media or KHU website, etc.

I fully understand the contents written above, and agree with that KHU shall collect and use (includes utilization) my personal information in accordance with the related law, the Personal Information Protection Act.

Date: 25.05.2020 (DD.MM.YYYY)

Name: Jisu Yun (signature) 

Your consents need to be uploaded in these two KHU forms

Be sure to read all of the information before consenting the terms of the agreement

8



경희대학교 통합정보시스템 첨부파일 - Chrome

info21.khu.ac.kr/callExtFileCtrl.html?bWVudUlKPU0wMDM5MzMmbG9naW50ZGVhbnV4JmxvZ2luU2VWYX...

첨부파일 업로드

파일업로드

☐	상태	파일명	파일 사이즈(kb)
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① 추가 ② 삭제

Add Cancel

③ Upload

※ 업로드당 최대 : 400.0MB, 파일당 : 100.0MB

When you click the search button, you will see this pop-up message

1. Click ① to add your file
2. If you want to delete your files then click ②
3. Click ③ to upload your file

[Home university's] Certificate of Enrollment	Search
Insurance Certification	Search
[KHU form 1] Study Plans	Search

Submission ✓



Application Submission

Copy of Passport (color)	Search	Copy of Passport(Your name).JPG
Passport Photo (color, white background)	Search	Passport photo(Your name).JPG
Official Bank Statement	Search	Official Bank Statement(Your name).JPG
Insurance Certification	Search	Insurance Certification.hwp
[Home university's] Certificate of Enrollment	Search	Certificate of Enrollment(Your name and University).hwp
[Home university's] Official Academic Transcript	Search	Official Academic Transcript(Your name and University).hwp
[Home university's] Recommendation Letter	Search	Recommendation Letter(Your name and Univ
[KHU form 1] Study Plans	Search	(KHU form 1) Personal Statement.docx
[KHU form 2] Dormitory Application	Search	(KHU form 2) Dormitory Application.docx
[KHU form 3] Medical Assessment & TB Test Result	Search	(KHU form 3) Medical Assesment &TB test.zip
[KHU form 4] Consent	Search	(KHU form 4) Consent.docx

If you have uploaded all the documents,
click submission button to complete
your document submission



Submission ✓



Application Submission

Copy of Passport (color)	Search	Copy of Passport(Jisu Yun).jpg
Passport Photo (color, white background)	Search	Passport photo(Jisu Yun).jpg
Official Bank Statement	Search	Official bank statement(Jisu Yun).jpg
Insurance Certification	Search	Insurance Certification(Jisu Yun).png
[Home university's] Certificate of Enrollment	Search	Certificate of Enrollment(Jisu Yun).hwp
[Home university's] Official Academic Transcript	Search	
[Home university's] Recommendation Letter	Search	
[KHU form 1] Study Plans	Search	
[KHU form 2] Dormitory Application	Search	
[KHU form 3] Medical Assessment & TB Test Result	Search	Medical Assessment & TB Test(Jisu Yun).JPG
[KHU form 4] Consent	Search	Consents(Jisu Yun).zip

Confirm

Would you like to submit?

CancelConfirm ✓

After you have finished uploading the files, Click **Confirm** to end your application submission
Be sure to upload appropriate files



Application Submission

Copy of Passport (color)	Search
Passport Photo (color, white background)	Search
Official Bank Statement	Search
Insurance Certification	Search
[Home university's] Certificate of Enrollment	Search
[Home university's] Official Academic Transcript	Search
[Home university's] Recommendation Letter	Search
[KHU form 1] Study Plans	Search
[KHU form 2] Dormitory Application	Search
[KHU form 3] Medical Assessment & TB Test Result	Search

If you see this pop-up notice, your application has been submitted successfully

Message

Your information has been submitted.

Close

12 (Editing)



Application Submission

Copy of Passport (color)	Search	Copy of Passport(Your name).JPG
Passport Photo (color, white background)	Search	Passport photo(Your name).JPG
Official Bank Statement	Search	Official Bank Statement(Your name)
Insurance Certification	Search	Insurance Certification.hwp
[Home university's] Certificate of Enrollment	Search	
[Home university's] Official Academic Transcript	Search	
[Home university's] Recommendation Letter	Search	
[KHU form 1] Study Plans	Search	
[KHU form 2] Dormitory Application	Search	(KHU form 2) Dormitory Application.docx
[KHU form 3] Medical Assessment & TB Test Result	Search	(KHU form 3) Medical Assesment &TB test.zip
[KHU form 4] Consent	Search	(KHU form 4) Consent.docx

If you wish to edit some of your information, log in with the **same email address** you used and click submission button to edit. This message will pop-up afterwards. Click **Confirm** button to save your edition.

Confirm

Would you like to edit?

Cancel Confirm ✓

13 (Editing)



Insurance Certification

Search

(KHU form 2) Dormitory Application.docx

[Home university's] Certificate of Enrollment

Search

BLANDINE.pdf

[Home university's] Official Academic Transcript

Search

06102020164237.pdf

[Home university's] Recommendation Letter

Search

[KHU form 1] Study Plans

Search

[KHU form 2] Dormitory Application

Search

[KHU form 3] Medical Assessment & TB Test Result

Search

[KHU form 4] Consent

Search

Abdyrai Kanimetov's Transcript of records.pdf

Message

Your infomation has been edited.

Close

If you see this pop-up notice,
your application has been edited
successfully

Alternative Files



I, **STUDENT'S NAME**

Confirms to submit **DOCUMENT NAME**

no later than

MM.DD.YYYY for the exchange programme application.

Should there be any changes, I will inform Kyung Hee University, Office of International Affairs for approval.

I am aware that a late submission without notice will result in the cancellation of programme participation.

Date	Name	Signature
MM.DD.YYYY		

Those who can not upload certain files, you need to fill out the information in the alternative file Upload them on the needed category before uploading the right file

Let us say you can not upload TB test and Medical Assessment documents
Fill out information in the alternative file and upload it on the [KHU form 3], Medical Assessment & TB Test Result
Inform us when you will submit the document and make sure to submit it on time
Last day of submission : February 4th at the latest
Late submission can result cancellation of the programme participation

For those who applied to the Korean Track



TOPIK
한국어능력시험 성적증명서
OFFICIAL TOPIK SCORE REPORT

수험자 정보 (Test-taker's Information)

성명 Name	성별 Gender	응시국가 Country	생년월일 Date of Birth
수험번호 Registration No.	시험유형 Test Type	회차/시험일 Test Held/Test Date	성적유효기간 Valid Until

시험 결과 (Test Result)

영역 Section	점수 Score	수험자 점수 you score	평균 average	총점 Total Score	등급 Level
듣기 Listening					
쓰기 Writing					
읽기 Reading					

언어 수행 능력 (Level Description)

시험유형 Test Type	TOPIK II	등급 Level	6 급
듣기 Listening	대부분의 입문 수험자에게 적당하거나 경미, 경미, 사회, 문화, 교육 등의 전문 분야와 관련된 읽는 자료 정도 갖춘 이해와 답답, 다소 복잡한 장면이나 현상, 대상을 듣고 내용 파악하고 수문리비 비문적으로 이해할 수 있다.		
쓰기 Writing	사회적, 주제의 소재 또는 명부나 전문 분야와 관련된 현상들을 정제하고 적절하게 구성할 수 있다.		
읽기 Reading	대부분의 입문 수험 수험과 관련된 글, 전문 영역에 관련된 글과 읽고 내용을 이해하고, 주관하고, 객관적으로 분석할 수 있다. 초점, 조직, 결론 등을 읽고 파악의 정도, 읽는 능을 파악할 수 있다.		

국립국제교육원장
President of National Institute for International Education

Your need to submit Language Certificate to our email

Seoul: inbound.mobility@khu.ac.kr

Global: exchange_gc@khu.ac.kr

Language Proficiency Certificate
(TOPIK Level 3 or Above)

OR

Recommendation letter
from your University's Korean-relevant
department professor

Proof of Your Vaccination



Kyung Hee University mandates exchange students to be fully vaccinated with the WHO approved vaccinations as below

- AstraZeneca
- Pfizer
- Moderna
- Janssen
- AZ Covishield
- Sinopharm
- Sinovet

All students must present proof of vaccination translated in either Korean or English, notarized and either be authenticated by Korean embassy or apostilled
Submit the file by January 21st, 2022 for your participation

Only after receiving the proof, the university will be able to issue the letter of acceptance and the certificate of admission required for the visa issuance

Any Questions?

Email Address

Seoul : inbound.mobility@khu.ac.kr

Global : exchange_gc@khu.ac.kr

Office Number

Seoul : 82-2-961-0031

Global : 82-31-201-3964

Consultation Hours

9AM to 5PM

