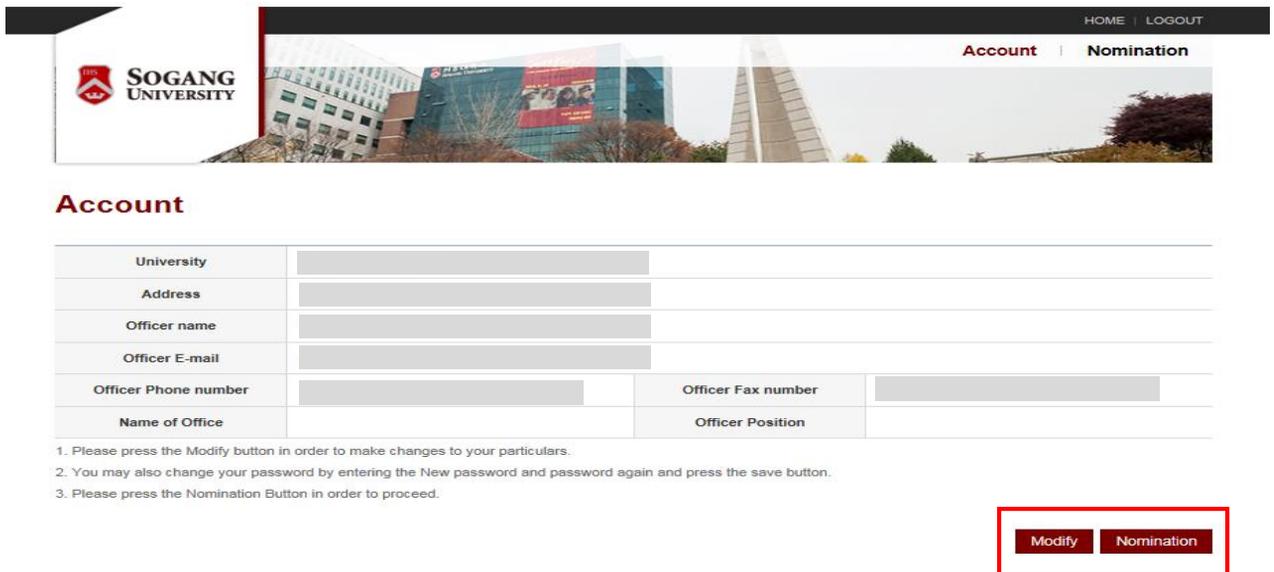


Online Nomination Guideline for Partner Institutions

1. Please use the ID and password you received from our office to log into our online nomination page.

<http://goabroadia.sogang.ac.kr/index.do>

2. When you log in you will be directed to a page as shown below.



Account

University			
Address			
Officer name			
Officer E-mail			
Officer Phone number		Officer Fax number	
Name of Office			Officer Position

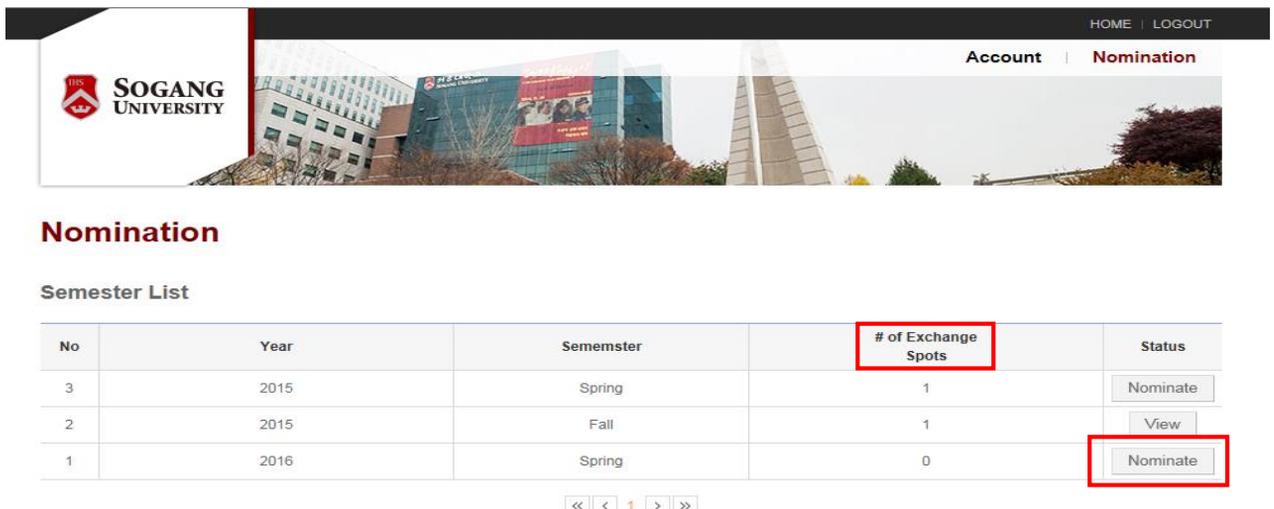
1. Please press the Modify button in order to make changes to your particulars.
 2. You may also change your password by entering the New password and password again and press the save button.
 3. Please press the Nomination Button in order to proceed.

Modify **Nomination**

3. Please check the information indicated in the page and make any necessary modifications by clicking on the “Modify” button. You can change your personal information as well as the password.

4. If you do not need to make any modifications, please proceed with the nomination by clicking on the “Nomination” button.

5. When you click on the “Nomination” button, a page as shown below will appear.



Nomination

Semester List

No	Year	Sememster	# of Exchange Spots	Status
3	2015	Spring	1	Nominate
2	2015	Fall	1	View
1	2016	Spring	0	Nominate

Navigation: << < 1 > >>

6. Please select the year and semester you wish to nominate your students and click on the “Nominate” button. You will be able to check the number of nominations you can make for the respective semester in the “Number of Exchange sports” column.



Nomination - 2016 Fall

Nomination List

1. Press "Register" button in order to nominate your students.
2. You will need the following information of your students:
 - Name as shown on passport
 - Contact information
 - E-mail Address (Please press "validate" button in order to proceed)
 - Nationality
 - Date of Birth
 - Student's major (field of study)
3. After you submit nomination, an e-mail will automatically be sent to your nominated student. Students will then be able to access our application page for exchange program with the provided log in information.
4. If your student does not receive the e-mail with the log-in information of our application page, you can resend the e-mail by clicking on the "Send" button.
5. If you wish to modify student's information, press "View" button.
6. If you wish to cancel a nomination after you have already pressed "submit" button, please contact Sogang OIA at goabroad9@sogang.ac.kr
7. Students that have been nominated in the previous semester but will continue their study at Sogang this semester will be highlighted in red.

✓ Total Results : 0 Counts

E-mail

No.	Name (Surname / Given Name)	Duration	Sending Mail	View / Edit	Certificate of Admission	Acceptance letter	Status
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There is no registered students.

7. In order to nominate students, you will need the following information of your students:

- Name as shown on passport
- Contact information
- E-mail Address (Please press “validate” button in order to proceed)
- Nationality
- Date of Birth
- Student’s major (field of study)

Nomination - Registration



Please write your information below.

Officer name	Park Sophia	Officer Position	
Officer Phone number	5555	Officer E-mail	goabroad9@sogang.ac.kr

- You may not be able to save your application.

I. Personal Information (Use only alphabets, No special characters like ËËËË etc) You may not be able to save your application

Name (as shown in machine readable zone in passport)	Surname <input type="text"/>	Given Name <input type="text"/>	
Gender	<input type="radio"/> Male <input type="radio"/> Female	Phone number	<input type="text"/>
ID	<input type="text"/>	<input type="button" value="Validate"/>	*student's ID.
E-mail	<input type="text"/>		
Nationality	Select Nationality <input type="button" value="v"/>		
Date of Birth	<input type="text"/>		

II. Exchange Level and Period

	<input type="radio"/> Undergraduate <input type="radio"/> Graduate (must possess bachelor and above)
Duration	<input type="radio"/> One Semester (2016 Fall) <input type="radio"/> Two Semester (2016 Fall2017 Spring)

III. Home University

Student's Major (Please select his or her major similar to the majors in Sogang University)	Select Student's Major <input type="button" value="v"/>	No. of semesters attended at home university	Select Home university's semesters <input type="button" value="v"/>
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8. Please complete the nomination form. Please create an ID for your student by **clicking on the validate button**. A pop-up screen will then appear. Please create an ID for your student and enter it in the blank box and click on search button. Student's ID can be the student's name, any number or characters. The student will later on be using this ID that you generate to log into our application page. If the ID can be used, you will receive a message stating that the ID is available. Please click on confirm button and proceed with your nomination.

II. Exchange Level and Period

	<input type="radio"/> Undergraduate <input type="radio"/> Graduate (must possess bachelor and above)
Duration	<input type="radio"/> One Semester (2016 Fall) <input type="radio"/> Two Semester (2016 Fall2017 Spring)

III. Home University

Student's Major (Please select his or her major similar to the majors in Sogang University)	Select Student's Major <input type="button" value="v"/>	No. of semesters attended at home university	Select Home university's semesters <input type="button" value="v"/>
---	---	--	---

9. After you complete the nomination form, **make sure to click on the "Submit" button**. Once you press the submit button, an e-mail with the application log -in information will automatically be sent to your nominated student. Students will then be able to access our application page for exchange program with the provided log in information.

10. If your student does not receive the e-mail with the log-in information of our application page, you can resend the e-mail by clicking on the “Send” button in the Sending Mail column.

Registration List

1. Press the Register Button in order to nominate the student.
2. You will need the following student's information
 - Given name shown on passport
 - Contact Information
 - Gender
 - Student's email address (please press the 'Validate' button in order to proceed)
 - Nationality
 - Date of Birth
 - Major
 - Number of semesters attended at the home university
3. Once you submit, the nomination will be sent out to the student's email directly. Please be careful when you do so.
4. Students will then be able to access the application form to apply to Sogang Exchange Program.
5. If the student did not receive the nomination email, you may re-send the email by pressing the "Sending Mail" button once more.
6. If you wish to cancel the nominated student, please contact the Sogang Officer to do so.
7. Sogang Officer will indicate when we send out the Certificate of Admission and the Acceptance letter and once it is sent out, you will see the 'O' sign under the columns.
8. The students whose name color is red were nominated past semester, and continue our exchange program on this semester.

✓ Total Results : 5 Counts

E-mail

No.	Name (Surname / Given Name)	Duration	Sending Mail	View / Edit	Certificate of Admission	Acceptance letter	Status
5	sdfdfdf sdfsd sdf	2015.Spring, 2015.Fall	<input type="button" value="Send"/>	<input type="button" value="View"/>	X	X	Submit
4	nomi nation	2015.Spring, 2015.Fall	<input type="button" value="Send"/>	<input type="button" value="View"/>	X	X	Submit
3	so good	2015.Spring, 2015.Fall	<input type="button" value="Send"/>	<input type="button" value="View"/>	X	X	Submit
2	test test	2015.Spring, 2015.Fall	<input type="button" value="Send"/>	<input type="button" value="View"/>	X	X	Submit
1	Youngjin Kwon	2015.Spring, 2015.Fall	<input type="button" value="Send"/>	<input type="button" value="View"/>	O	X	Submit

11. If you need to modify your student's information, please click on the “VIEW” button and modify.

Registration List

1. Press the Register Button in order to nominate the student.
2. You will need the following student's information
 - Given name shown on passport
 - Contact Information
 - Gender
 - Student's email address (please press the 'Validate' button in order to proceed)
 - Nationality
 - Date of Birth
 - Major
 - Number of semesters attended at the home university
3. Once you submit, the nomination will be sent out to the student's email directly. Please be careful when you do so.
4. Students will then be able to access the application form to apply to Sogang Exchange Program.
5. If the student did not receive the nomination email, you may re-send the email by pressing the "Sending Mail" button once more.
6. If you wish to cancel the nominated student, please contact the Sogang Officer to do so.
7. Sogang Officer will indicate when we send out the Certificate of Admission and the Acceptance letter and once it is sent out, you will see the 'O' sign under the columns.
8. The students whose name color is red were nominated past semester, and continue our exchange program on this semester.

✓ Total Results : 5 Counts

E-mail

No.	Name (Surname / Given Name)	Duration	Sending Mail	View / Edit	Certificate of Admission	Acceptance letter	Status
5	sdfdfdf sdfsd sdf	2015.Spring, 2015.Fall	<input type="button" value="Send"/>	<input type="button" value="View"/>	X	X	Submit
4	nomi nation	2015.Spring, 2015.Fall	<input type="button" value="Send"/>	<input type="button" value="View"/>	X	X	Submit
3	so good	2015.Spring, 2015.Fall	<input type="button" value="Send"/>	<input type="button" value="View"/>	X	X	Submit
2	test test	2015.Spring, 2015.Fall	<input type="button" value="Send"/>	<input type="button" value="View"/>	X	X	Submit
1	Youngjin Kwon	2015.Spring, 2015.Fall	<input type="button" value="Send"/>	<input type="button" value="View"/>	O	X	Submit

12. If you wish to cancel a nomination after you have already pressed “submit” button, please contact Sogang OIA at goabroad9@sogang.ac.kr

13. You will also be able to check the progress of your student's application in the status column. You can also check if we have issued the Certificate of Admission and acceptance letter by checking the respective columns. If we have issued the documents, there will be “O” sign in the columns.

CONTACT US

Office of International Affairs

Sogang University

gobroad9@sogang.ac.kr

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