

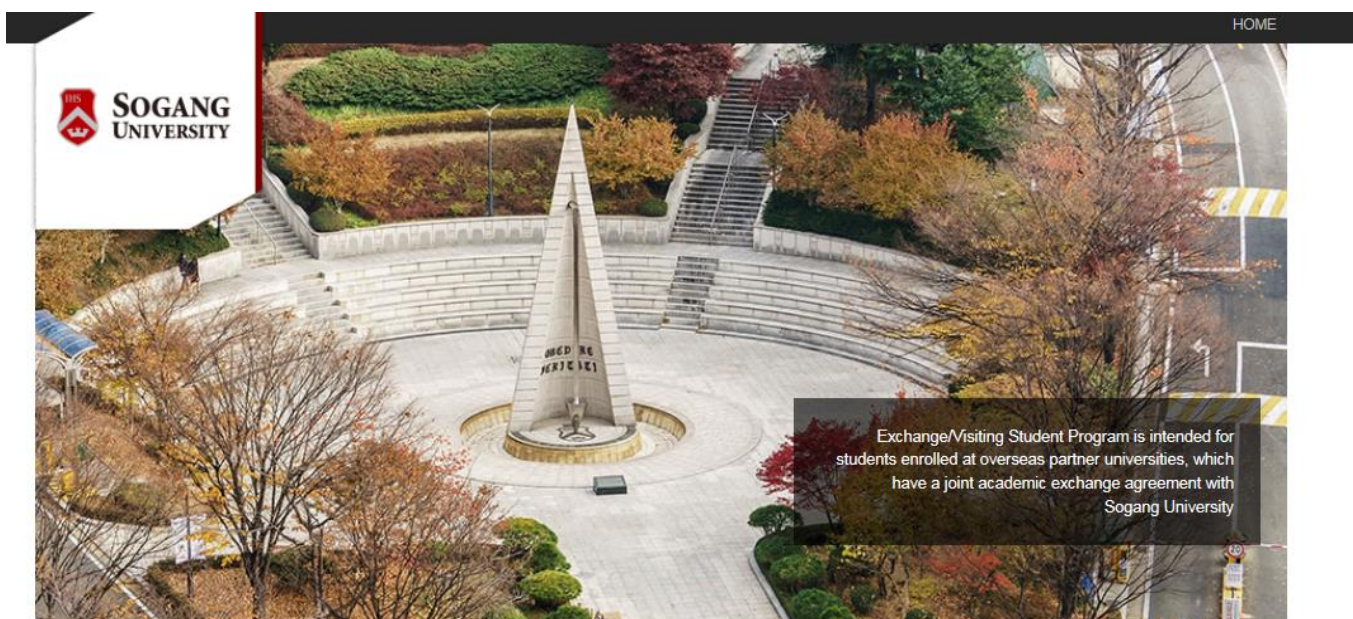
## Online Application Guideline for Study Abroad (direct-enrollment) Students

1. Students must first send the following details to [goabroad9@sogang.ac.kr](mailto:goabroad9@sogang.ac.kr) so that the Office international Affairs can create an account for you.

- Name (as shown in your passport)
- Email
- home university
- number of semesters attended at home university

2. When your account has been created, OIA will send you the login information which you can use to access the application page.

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



### NOTICE

· Sogang University Application Homepage Open! 2015-03-06

### LOGIN

Email

Password

[Forgot Password?](#)

You can always reset your password after initial log-in by clicking on the “Forgot Password?” button. However, you can not change your e-mail address that has already been registered.

3. When you log in you will see a Notice page just as shown below. Please read through the Notice board carefully before you begin with your application, so that you do not miss any important information.



Notice

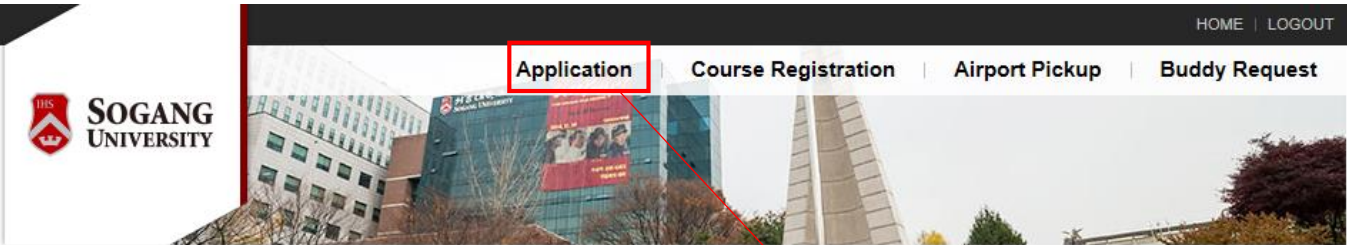
Overview

Sogang University welcomes undergraduate students from all around the world to participate in our Study Abroad (Direct-enrollment) program. Students interested in studying at Sogang for a semester or a year must first consult with your home institution to see if credits from your study abroad term here can be transferred back to your home university. Students should also make sure that you have attended at least 2 semesters at your home institution to be eligible to apply for the Study Abroad Program.

Pre-Departure Handbook

Download Files

4. After you read through the Notice board, please proceed by clicking on “Application” button



Notice

CLICK

Overview

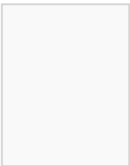
Sogang University welcomes undergraduate students from all around the world to participate in our Study Abroad (Direct-enrollment) program. Students interested in studying at Sogang for a semester or a year must first consult with your home institution to see if credits from your study abroad term here can be transferred back to your home university. Students should also make sure that you have attended at least 2 semesters at your home institution to be eligible to apply for the Study Abroad Program.

5. When you click on the “Application” button you will be directed to a page as shown below. Please fill out the information thoroughly. Some of the information such as your name will already have been filled out by your home university.

# Application for Exchange Students

## Application for Spring 2015

Please use ONLY ENGLISH ALPHABET and not any other special characters (ie: accent grave).  
- You may not be able to save your application.



### I . Personal Information (Use only alphabets, No special characters like éëëë etc)

Name (as shown on passport)	John Doe		
Gender	Male		
Date of Birth	2015-06-15		
Country of Birth	<div>Select Country</div>		
Passport No.	<div></div>		
Nationality	Korea		
Home Address	<div></div>		
Phone No.	<div>01000000000</div>	(e.g. Country Code + City Code + Telephone Number)01000000000	
Email	jypark@sogood.co.kr		
Country of School	Korea, South		
Photo	<div><div></div><div>Browse...</div><div>✓ The background of the photo should be WHITE in color. ✓ Only .jpg, .gif and .png image file format is acceptable ✓ Optimize Image Size : width( 92px ) * height( 122px ) ✓ Files must be less than 2MB in size</div></div>		

### II. Exchange Level and Period

Status	Undergraduate
Duration	Two Semester (Spring & Fall 2015)

### III. Home University

Institution name	AA University		
Your Major	French Culture	No. of semesters attended at home university	4
Coordinator's Name	윤진 권	E-mail	yjkwon@sogood.co.kr
Office Phone No.	07078357925	Office Fax No.	07078357925

### IV. Guardians / Emergency Contact Person

Home Country	
Name	<div></div>
Phone No.	<div></div>
Email	<div></div>
Relationship	<div></div>

## V. I will stay in the dormitory

Notice

Answer	<input checked="" type="radio"/> Yes - (4months) <input type="radio"/> Yes - (8months) <input type="radio"/> URSeoul <input type="radio"/> Others (Those who choose "others" will have to find off-campus housing on their own)

## VI. Insurance Plan

Have you already purchased your insurance?

Answer	<input type="radio"/> Yes <input checked="" type="radio"/> No
Please select	<input type="radio"/> I will submit my insurance plan in the near future <input type="radio"/> I wish to purchase my insurance plan when I arrive in Korea (insurance plan in Korea)

## VI. During the period of exchange program, do you need any special personal care from Sogang University?

Answer	<input type="radio"/> Yes <input type="radio"/> No
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## VII. Financial Standing

How are you going to finance living, medical and other expenses during your stay in Korea?

Answer	
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## VIII. Promise

I, ASD, ASDP, an applicant for admission as an exchange student to Sogang University, hereby promise to obey the laws of Korea and the regulations laid down by the government for the conduct of students coming from abroad. I am fully aware that a serious violation of these laws and regulations may result in dismissal from the University and deportation from the country. Finally, I will not hold Sogang University responsible for my personal conduct or for my personal debt or fines imposed for violation of laws. I will be responsible for purchasing study abroad insurance during my study at Sogang in Korea.

## IX. Required Documents

### 1. Official Transcript (mandatory)

[찾아보기...](#)

### 2. Recommendation Letter (mandatory)

[찾아보기...](#)

### 3. Copy of Passport (mandatory)

[찾아보기...](#)

### 4. Completed Dormitory Application Form ([Dormitory Application\(Fall 2016\).docx](#))

[찾아보기...](#)

### 5. Health Report Form ([Health\\_Report\\_Form \(New\).doc](#))

[찾아보기...](#)

### 6. Copy of Insurance policy / Insurance card in English or in other languages with an English-translated copy. (must cover the entire period of stay in Korea and the copy of Insurance MUST include the period of coverage)

[찾아보기...](#)

## Office of International Affairs Address

Sogang University  
Office of International Affairs  
Berchmans Wookjung Hall #201, 35 Seokbeom-ro, Mapo-gu, Seoul 121-742, Korea

Applicant's Signature	<input type="text"/>	Date	<input type="text"/>
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6. You must upload below documents before you submit the application form.

- ID Photo
- Academic Transcript in English
- Copy of Passport identification page
- Dormitory application form (if you wish to live on-campus)
- Health Report form (if you wish to live on-campus)
- Copy of Insurance Plan (valid in Korea during period of study abroad)

7. Please make sure to click on the "Submit" button when you have completed the application form.

8. When you have completed the application form, you should proceed with the Buddy Request Form, Course Registration Form and Airport Pick up request form.

### **APPLICATION DEADLINE**

**Spring semester (Mar-Jun): December 10**

**Fall semester (Sep-Dec): June 10**

PLEASE PROCEED TO THE NEXT PAGE

### **CONTACT US**

Office of International Affairs

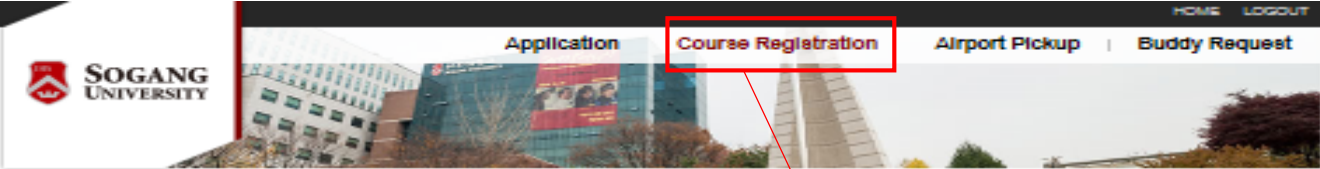
Sogang University

[gobroad9@sogang.ac.kr](mailto:gobroad9@sogang.ac.kr)

Tel. +82-705-8316



COURSE REGISTRATION FORM



Course Registration

Course Registration

Application for Fall 2016

CLICK

I. Personal Information (Use only alphabets, No special characters like éëëë etc)

Name (as shown on passport)

ASD, ASDF

Email

goabroad9@sogang.ac.kr

Home University

"s4i" Network of Engineering Institutes

Student ID

Leave blank

Major

II. Course Registration

Notice

Course Offerings

Courses are taught in both Korean and English (about 25-30% of all courses are offered in English)  
<http://sis109.sogang.ac.kr/sap/bc/webdynpro/sap/zcmw90167sap-language-EN>  
Course Information for fall 2016 will be available around mid-July.

Course Restrictions

Some courses are restricted to incoming exchange / study abroad students. These restrictions are determined by the respective academic department/faculty. Therefore, students must select "courses for exchange students" when viewing the course list. Courses from our Law school, special graduate schools and professional graduate schools except for Sogang Business School (MBA) and Graduate School of International Studies are restricted to exchange students.  
Students who are fluent in Korean may take courses offered in Korean that are restricted to exchange students.

Course Registration

Please select the courses you wish to take and enter them in the course registration form by the end of July.  
The deadline for course registration will be announced later.

Full time Study and Credits per Semester

Study abroad students must take minimum 9 credits to maximum 15 credits per semester.  
Generally 3 credits are given per course.

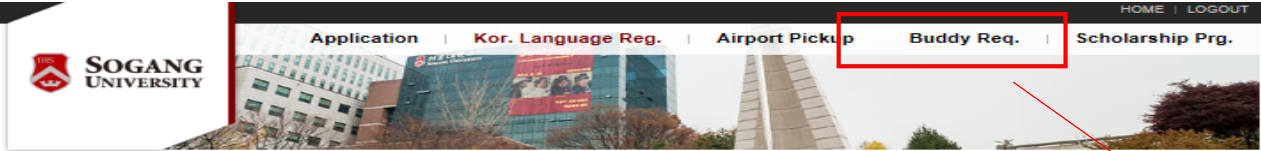
Course Code	Course Name	Credits	Class Time	Faculty Name
ExJENG3006-01	ExBusiness Statistics	Ex3	Ex(MON, TUS 13:00-14:45	ExJGurhee Lee

Alternative courses : You may not be able to register the courses you have chosen because those are full.  
You can choose alternative courses and write it down on the table below.

Course Code	Course Name	Credits	Class Time	Faculty Name
ExJENG3006-01	ExBusiness Statistics	Ex3	Ex(MON, TUS 13:00-14:45	ExJGurhee Lee

Please enter the courses you wish to take in the order of preference in section 1. Please also enter alternative courses in section 2 in the order of preference so that we can register those courses if the courses you wish to take are full.

# Buddy Request Form



CLICK

1.If you wish to apply for a buddy during your exchange semester or year at Sogang, please fill out the form and press submit.

## Buddy Request

### Buddy Request Form

Application for Spring 2015

☐ I don't need buddy support

#### I . Personal Information (Use only alphabets, No special characters like éëëé etc)

Name (as shown on passport)	Gender
Email	Student ID
Home University	Nationality

#### Notice

There are two kinds of Buddies at Sogang University.

**Sogang Buddy**

- Exchange students who apply for a buddy will be assigned a 'Sogang Buddy' from the Hands Up for Gathering(HUG) International Student Association, who will assist you in adjusting to Korea and Sogang.
- A Sogang Buddy will help you with the general adjustment to life at Sogang, such as arranging airport pick up, assisting in opening a bank account and a mobile phone if needed, arranging field-trips and so on. Furthermore, a Sogang Buddy will also become a language exchange partner.
- Sogang University Buddy Request Form' is for applying for a Sogang Buddy only. If you wish to be assigned to a Sogang Buddy during the semester, please fill out the form and SAVE. **Students who do not submit the form will not be assigned to a Sogang Buddy.**

**Sogang Business School Buddy(SBSB)**

- Exchange students who belong to business majors will be assigned a 'Sogang Business School Buddy,' in addition to a Sogang Buddy. An SBSB will mainly help you with your questions regarding business courses and life at the School of Business. More information will be available at the beginning of the semester.
- There is no application form for SBSB.

#### II. Preference

Personality	<input type="radio"/> I am outgoing and active. <input type="radio"/> I am quiet and prefer staying in.
Interests	<input type="checkbox"/> Travel <input type="checkbox"/> Sports <input type="checkbox"/> Music <input type="checkbox"/> Movie <input type="checkbox"/> Cooking
Comments	<div></div> <p>(May or may not be taken into consideration.)</p>

Applicant's Signature

Date

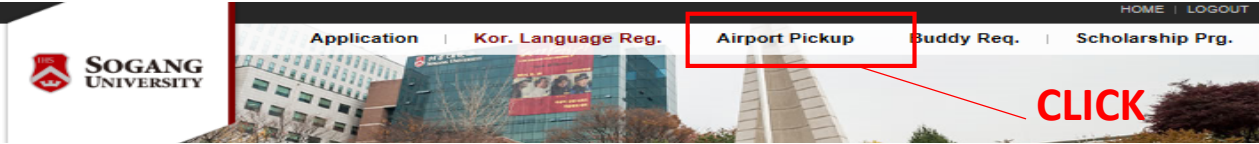
Submit Cancel Back

## BUDDY REQUEST DEADLINE

Spring semester (Mar-Jun): December 10

Fall semester (Sep-Dec): June 10

# ARRIVAL INFORMATION FORM



- 1. Please submit the arrival information form when you purchase your ticket to Korea.
- 2. If you wish to request for airport pick up please fill out the form and press submit. Even if you do not need airport pickup, please fill out the arrival information and press submit.

## Airport Pickup

Arrival Information Form

Application for Spring 2015

☐ I don't need airport pickup

I. Personal Information (Use only alphabets, No special characters like éëëé etc)

Name (as shown on passport)	Youngjin Kwon	Gender	Male
Email	jakanest@gmail.com	Student ID	1234
Home University	함동은2	Nationality	Korea, South

Notice

- Submit Arrival Information Form during the course registration period. (21~23 January) Korean Time
- Even if you do not need pick-up service, please submit the form online.
- The Sogang Buddy will be your greeter from Sogang, who will meet you at the airport only if you arrive between the dates 26th February (1.30pm~8pm) & 27th February (9am~6pm)
- Pick-up service may not be available to students who do not arrive on the designated arrival dates.
- You will be able to check in the dormitory on 26 ~ 27th February 2015
- Students, who arrive other than the designated check-in dates, will need to stay at an accommodation off-campus and then check in the dormitory during 26-27th February 2015.
- Students are responsible for making a reservation at an accommodation off-campus in advance of arrival and need to cover room charges. Information on off-campus accommodation will be announced on the Predeparture at a later time.
- Contact the adviser at the Office of International Affairs at Sogang [goabroad8@sogang.ac.kr](mailto:goabroad8@sogang.ac.kr) , if you alter your flight arrival details.

II. Arrival Information

Date of Arrival	2015-03-04			
Time of Arrival	Hour	07	Minute	20
Airline	123		Flight No.	123

Applicant's Signature	123	Date	2015-03-11
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ARRIVAL INFORMATION DEADLINE  
Spring semester (Mar-Jun): February 5  
Fall semester (Sep-Dec): August 5