
Application Guidelines for Exchange Students

Spring 2019 – Pusan National University

Study at PNU as an Exchange Student

Who can apply?	
Enrolled students from PNU partner universities who are officially nominated by their home university for the PNU Exchange Program.	
How do I get nominated?	
Each partner university has its own selection procedure. Please contact the office of international affairs at your home university.	
How to apply for PNU Exchange Program?	
After you are nominated from your home university you should complete PNU's online application and upload all the required documents before the deadline. You do not need to send hard copies of application documents.	
Important dates	
Application Deadline	October 1 ~ October 31, 2018
Announcement of successful candidates	November 30, 2018
Application for dormitory	early January, 2019
Dormitory Check-in	March 2, 2019 (TBD)
Spring semester	March 4 ~ June 21, 2019

Online Application

Application URL https://onestop.pusan.ac.kr/menu/inbound/exchange/login
Please note <ul style="list-style-type: none">• Applications should be completed in English• All required documents also should be completed in English• If you find errors in your nominated information that is shown on the page automatically when you log in please contact your coordinator of your home institution. Only the coordinators have the authority to change the data of the nominated students.

<ul style="list-style-type: none"> • Upload the required documents <ul style="list-style-type: none"> file type has to be .jpg .png or PDF file name should be written in English file size must be smaller than 	
Log in Page	
login ID	your email address that the coordinator of your home institution provided for nomination is your login ID .
Password	Initial password for student login is set digit number of your birthday yyyyymmdd .
List of the required documents to Upload	
<ul style="list-style-type: none"> • Passport sized photo 3.5 cm x 4.5 cm PDF or JPEG format • copy of the information page of your passport JPEG or PDF format • copy of academic transcript in English PDF or PDF format • study plan in English Word or PDF format • official statement PDF format <ul style="list-style-type: none"> or one semester at least U or two semesters at least U <p>clearly scanned documents should be uploaded for application</p>	
Personal Information	
The information has to be exactly the same as it appears on your valid passport. otherwise your student exchange application may not be accepted by PNU. More importantly your visa application also could be rejected due to inconsistent information.	
Photo	file must be less than 2 MB .jpg
mailing address	Write your home address including zip code street city and country.
Emergency contact Information	Full Name write family name and given name in the appropriate boxes
Passport information	Write your passport no. and date of expiration
copy of passport	Upload a copy of your valid passport information page
Educational background Home University	
current academic year	Select the year of study at your home university at the time of application submission
copy of transcripts	Upload the transcripts for all degrees you have completed including the degree you are currently pursuing
Study at PNU	
Language Proficiency	

Language Proficiency	elect your language proficiency. You do not need to submit any additional documents to verify it.
Study Plan	
Study Plan	The purpose of the study plan is to determine your acceptance to your study at PNU. It should include motivation subjects you have studied at your home university and the goals you want to achieve as an exchange student. You do not need to describe the detailed subjects you wish to enroll in at PNU. The study plan is to confirm your learning goals and help to evaluate outcomes through the exchange program. Please write a clear and detailed description of your study plan at PNU.
Financial Capacity	
All exchange students must prove their financial capacity by submitting official statement issued by a local bank. Students need to prove they have at least U\$ for one semester and U\$ for two semesters. The amount you input needs to be in U\$ dollars.	
Terms of Agreement	
After submitting the online application you will be required to read the declaration and agree to the terms. PNU will screen the document once you have agreed to the terms.	
Evaluation and Announcement	
PNU International will evaluate your application materials and notify the office of international affairs at your home university of the result.	

Other Information

- 1) Submitted documents shall not be returned.
- 2) All notifications during the application period (including the announcement of successful candidates) shall be made on the PNU International website. (<http://international.pusan.ac.kr>)
- 3) Applicants will be held accountable, with penalties assessed (to include cancellation of admission), for the following infractions: failure to submit the required documents, errors or omissions in the documents, failure to fulfill the requirements indicated in the guidelines, indistinct addresses, correspondence failures, failure of successful candidates to notify PNU International of attendance, failure to execute procedures necessary to enter the country, and failure to fulfill other requirements.
- 4) Any applicant who gains admission through fraud, such as forgery or alteration of

the documents or translation errors of the documents, and such information is discovered while at school or after graduation, his/her admission shall be cancelled and/or all academic records shall be erased even if the applicant has already graduated.

- 5) Foreign students must secure medical insurance against injuries or sickness and the insurance compensation limits must be a minimum of USD 100,000.
- 6) Any issues not stipulated in the guidelines shall comply with the admissions procedures and regulations of the university. For more information, visit the PNU International website (<http://international.pusan.ac.kr>) or contact the PNU International Office at +82-51-510-1873

Contact Information

Incoming Exchange Student Admission	Manager, Student Affairs global.pusan.ac.kr
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[Attachment 1]

Study Plan

Name: _____

Home University: _____

Please type in a clear and detailed description of your study objectives and give your reasons for wanting to pursue them at Pusan National University. And, please explain how your study plan and experiences of this visiting program can fit with your life goals.

[Attachment 2]

Affidavit of Support

※A sponsor should be the applicant's family in principle.

Applicant's Name		
Sponsor	Name/Institution	
	Relationship	
	Occupation	
	Address	
	Telephone/Mobile	

I guarantee that I will be responsible for the above-named applicant's tuition, fees and living expenses for the duration of the whole program.

Signature

Date