**□ A Complete copy of On-line Application Form**

***Click the link below:***

<http://portal.sookmyung.ac.kr/irj/servlet/prt/portal/prtmode/preview/prtroot/pcd!3aportal_content!2fedu.sookmyung.externalLink_folder!2fedu.sookmyung.iviews_folder!2fedu.sookmyung.exchangeApp_iview?sap-config-mode=true>

***If you have trouble with the link above please go to:***

<http://e.sookmyung.ac.kr/> > Admission > International Programs >

Click Blue Box of “Online Application Now” > Download

**□ A Complete copy of Course Registration Form**

***Click the link below:***

<http://e.sookmyung.ac.kr/contents/contents.jsp?cmsCd=CM0358>

***If you have trouble with the link above please go to:***

<http://e.sookmyung.ac.kr/> > Admission > International Programs > Winter Beyond Borders Program- > Required Documents down load

**□ A copy of passport**

**□ A copy of the most recent transcript**

**□ A copy of university’s student I.D. card**

**□ 2 passport sized photos of yourself (Please write your full name at the back of the photos)**

**□ A proof of Medical Insurance (covering injuries and illnesses in Korea)**

**□ Recommendation Letter from Office of International Affairs or Professor**

**(Only SMU Non parter university students)**

**□ Receipt of Program Fee Payment you made to Sookmyung Women’s Univ**

***-*** *Please wire the program fee to the following account under your full name*

*- Check is not accepted. All payment must be made before your departure*

- Overseas Balancing charges should be covered by application

- Those who have applied for “Buddy Pick Up service”, please make sure that you do **NOT submit the Buddy Pick Up service fee (50,000won) to this account. This should be given directly to the student buddy upon arrival**.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Name of Bank** | Shinhan Bank (Sookmyung Women's University Branch) | | **Account No** | 366-03-009311 | | **Swift Code** | SHBKKRSE | | **Name of Beneficiary** | Sookmyung Women's University | | **Bank Address** | 115 Chungpa-dong 3 Ka, Yongsan-ku, Seoul, Korea     \* Overseas Balancing charges should be covered by applicant. | |
|  |

**◆ Application Period: October 1~ November 30, 2013**

**◆ Please send the above documents(8) in hard copies via this address below:**

**If you are applying as an exchange student, please submit it to your program coordinator at Office of International Affairs**

**Sookmyung Women’s University**

International Affairs Team

Hyochangwon gil 52, Yongsan-gu,

Renaissance Plaza B107, Global Lounge

Seoul 140-742, South Korea

**SMU Official Website:** <http://e.sookmyung.ac.kr/> **SISS Website:** <http://summer.sookmyung.ac.kr/>

Phone: 82-2-710-9284 / Fax: 82-2-710-9285 / **E-mail:** exchange@sookmyung.ac.kr