ONLINE APPLICATION GUIDELINES FOR INBOUND EXCHANGE PROGRAM
2018 FALL SEMESTER

OFFICE OF INTERNATIONAL AFFAIRS · GLOBAL COOPERATION TEAM
Please click on the following link to start an online application:

http://globalinfo.dankook.ac.kr

Select ‘English’ on the top right corner.

Click on ‘Create an Email ID’.
Enter your email address and click on ‘Send verification email’ button.

You will soon receive an email with a verification code. This may take a few minutes. If you don’t receive an email, please also check your junk mail box.

After receiving it, enter the verification code and click on ‘Verify the code’ button.

Click on ‘Next’ to continue registration.
Create your password and make sure you remember it.

Your name should be typed in family name, given name order.

Select ‘I agree’ and click on ‘Create an Email ID’ button to create an account.
Now, you can log in using your Dankook account that you just created.

After typing in your login credentials, select ‘International Programs’ and login.
Click on ‘Application’ in the left-side menu.

Select ‘Exchange’.

Click on the ‘사진등록/변경’ button to upload your ID photo.

Your ID photo must be:
- a high-resolution photo
- taken against a white background
- taken with your ears and eyebrows shown
- in JPEG format
You need to fill in your personal information exactly the same as it is on your passport.

Your name has to be the same as it is shown on the bottom part of your passport. Please refer to the part highlighted in red in the example passport below.

Also, please include a comma in between your family name and given name.

(Ex. HONG<<KIL<DONG -> HONG, KIL DONG)
Select ‘Non-Korean’ and leave ‘Foreign Registration Number’ blank.

Fill in all your personal information including your date of birth, gender, nationality, country of birth, passport number, date of issue, date of expiry, home address, phone number, email address, and emergency contact information.
Select ‘Jukjeon’ Campus.

Select your intended major at Dankook University.

You may refer to the following web sites to choose your field of study.


Select your period of study: **one semester or two semesters**
Select your language proficiency level. If you don’t have a test score, leave the score section blank.

Click ‘Dormitory’ for housing as all incoming exchange students must live in on-campus dormitory.

Click ‘Self-paying’ for housing fee although you are planning to participate in the foreign language tutoring program and get an accommodation fee waived.
Students are advised to purchase their own health insurance and required to submit proof of health insurance by August 10.

All students must take a tuberculosis test (X-ray) in their home country within 30 days before their arrival in Korea. Students will be required to submit the result by August 10.
Students who are willing to participate in our foreign language peer tutoring program, please specify your teaching language in the ‘Additional Info’ section. For more details about the program, please refer to the attached information sheet.

Students are accepted to the program subject to availability and will receive the final decision upon their arrival.
Select your home university.

Enter your major at your home university.

Enter your grade at your home university.

Upload the following documents:

- Copy of your passport

- Academic transcript

Click ‘Save’ to complete your application.
You will not be able to use the ‘View Application Status’ in the left side menu. Don’t worry!

Now, your application is complete and you may modify your application details until May 30 only.

After you are being accepted, please note that you will be required to upload the following documents:

- TB Test result by August 10
- Proof of health insurance by August 10
- Flight itinerary by August 10
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