

# Guideline for Online Application

<AISS : Ajou International Summer School>

1. Fill out your Name, Date of Birth and E-mail address and Click Enter.

As this information will be used for the further contact, please write the correct information. It should be exactly same with the information on your passport.

## Application for Incoming Exchange Student

Name(Family / Given)	Family <input type="text"/>	Given <input type="text"/>
Date of Birth(YYYYMMDD)	<input type="text"/>	<input type="text"/> (ex : 19901231)
E-mail	<input type="text"/>	
<input type="button" value="ENTER"/>		

Online Application Guide
<input type="button" value="DOWNLOAD"/>

## 2. Admission Information

① Choose one from 'Partner/ISEP/Non-Partner/UMAP/StudySEA

### Application for Incoming Exchange Student

ADMISSION INFORMATION SAVE SUBMIT APPLICATION

Partner/Non-Partner	Partner Univ. <span>▼</span>		
Regular Semester	<input type="checkbox"/>	Partner Univ.	
International Summer/Winter School	<input checked="" type="checkbox"/>	ISEP	
Ajou Bespoke College	<input type="checkbox"/>	Non-partner Univ.	
		Ajou Univ.	
		UMAP	
		StudySEA	

② Click an 'International Summer/Winter School'

③ Type the Year(yyyy) of you are applying and choose a 'Summer' semester.

ADMISSION INFORMATION SAVE SUBMIT APPLICATION

Partner/Non-Partner	Partner Univ. <span>▼</span>		
Regular Semester	<input type="checkbox"/>	Year/Semester of application	<input type="checkbox"/> <input type="text"/> <span>▼</span> <input type="checkbox"/> <input type="text"/> <span>▼</span>
International Summer/Winter School	<input checked="" type="checkbox"/>	Year/Semester of application	<input checked="" type="checkbox"/> 2026 <span>▼</span> SUMMER SEM <span>▼</span>
Ajou Bespoke College	<input type="checkbox"/>	Year/Semester of application	<input type="checkbox"/> <input type="text"/> <span>▼</span> WINTER SEMESTER

### 3. Personal Information

Fill out all the information and click 'Find Photos' button and upload your face photo. This picture will be used for your ***student ID card*** at Ajou. The picture should be less than 200KB in JPEG format.

#### PERSONAL INFORMATION

Photo (Only JPG File)		<input type="text"/>		<input type="text"/>		<input type="button" value="FILE SELECTION"/>	
Name as passport (Family / Given)	<input type="text" value="Kim"/>	<input type="text" value="Ajou"/>	KOREAN NAME		<input type="text" value="Kim, Ajou"/>		
Place of Birth (City / County)	<input type="text" value="Seoul"/>	<input type="text" value="SOUTH KOREA"/>	Gender		<input type="text" value="Male"/>		
Date of Birth	<input type="text" value="20020201"/>	Passport No.	<input type="text" value="ABCDEFG123"/>	Nationality		<input type="text" value="SOUTH KOREA"/>	
E-mail	<input type="text" value="kimajou@ajou.ac.kr"/>		Religion	<input type="text" value="None"/>			
Postal address	<input type="text" value="206, Worldcup-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, South Korea"/>			Tel		<input type="text" value="031-219-2923"/>	

### 4. Emergency Contact

Your family, friend or your home university coordinator could be find as far as we can reach them properly in case of emergency.

#### EMERGENCY CONTACT

NAME First, Middle, Last(Family)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Relationship to you	<input type="text"/>
Address	<input type="text"/>	Tel	<input type="text"/>	E-mail	<input type="text"/>

## 5. Academic Information at Home university

If your home university does not appear on the list, please contact the AISS coordinator >> [iss@ajou.ac.kr](mailto:iss@ajou.ac.kr) <<.

### ACADEMIC INFORMATION AT HOME UNIVERSITY

Home University (Continent, Country, University)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Level of study	<input type="text"/>
Attended period (YYYYMMDD ~ YYYYMMDD)	<input type="text"/>	<input type="text"/>	Major	Year of enrollment	<input type="text"/>

## 6. Home University Information

Please fill out the correct information because your home coordinator will be the main person whom we are contacting for the application, admission procedure. After the semester, the transcript will be sent to this address.

### HOME UNIVERSITY INFORMATION

Home Coordinator First, Last(Family)	<input type="text"/>	Title	<input type="text"/>	E-mail	<input type="text"/>
Address	<input type="text"/>	Tel	<input type="text"/>	Fax	<input type="text"/>

## 7. Application Information

Please choose a major that is identical or similar to your major at home university.

### APPLICATION INFORMATION

Applying program	undergraduate	Applying Exchange	Exch		
Applying department at Ajou		College/School	Engineering	Department	Mechanical Engineering
Please note that all of the exchange students will be admitted as undergraduate students regardless of the level of study at their home university.					

## 8. Required Documents

- ▷ Please upload: 1. Self-Introduction(A4 1 page), 2. Passport Copy, 3. Transcript, 4. Health Checkup 5. Certificate of Enrollment
- ▷ The forms for Self-Introduction and Health Checkup can be downloaded when you click 'Download'.
- ▷ The scanned file of a transcript and a passport copy should be in JPEG or PDF format.
- ▷ Bank Balance Statement is only required to proceed, therefore you can upload any blank file.

### REQUIRED DOCUMENTS

Self-Introduction	<input type="text"/>	<input type="text"/>	FILE SELECTION	Guide Download	DOWNLOAD
Passport Copy	<input type="text"/>	<input type="text"/>	FILE SELECTION		
Transcript	<input type="text"/>	<input type="text"/>	FILE SELECTION		
Health Checkup	<input type="text"/>	<input type="text"/>	FILE SELECTION	Guide Download	DOWNLOAD
Bachelor's degree certificate (for postgraduates only)	<input type="text"/>	<input type="text"/>	FILE SELECTION		
Certificate of Enrollment	<input type="text"/>	<input type="text"/>	FILE SELECTION		
Bank Balance Statement	<input type="text"/>	<input type="text"/>	FILE SELECTION		

## 9. Answer the following 3 questionnaires.

### QUESTIONNAIRE

Why did you choose to study in Korea?	<input type="text"/> Other (Specify) <input type="text"/>
Why did you choose to study at Ajou University?	<input type="text"/> Other (Specify) <input type="text"/>
How did you know Ajou University's international program?	<input type="text"/> Other (Specify) <input type="text"/>

## 10. Submit the Application

Click 'Save' on the top of the web page first and then click 'Submit Application' to complete your online application. Before you click the submit button, you can save and modify your application, but after submission, ***it cannot be modified.*** Regarding the online application, please contact [iss@ajou.ac.kr](mailto:iss@ajou.ac.kr) for information.

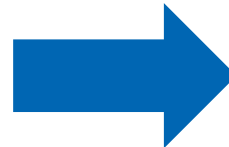
## 11. Personal Information Collection and Usage Agreement

Please read the terms and conditions carefully. The information is collected and used for the mentioned reasons only.

The screenshot shows a detailed form with the following sections:

- Sensitive information to be collected and used:**
  - Passport number
  - Alien Registration Number
  - Religion
  - Student health information: physical disability, medical history, current medical issues and medications in use
  - Records of medical check-up
- Purpose of collection and use:**
  - To be used in the admission process and student management
  - To apply for dormitory
- Period to retain and use:**
  - Sensitive information will be retained and used from the time it is collected semi-permanent in accordance with the Article 4 and 13 of Enforcement Decree of the Higher Education Act and Article 101 of the Enforcement Decree of the Immigration Act
- Consent to collect and use personal information:  I agree  I disagree
- Disclosure of Collected Information to Third-Party:**

Third-Party	Purpose of disclosure and use	Disclosed information and use	Period to retain and use
Immigration Office Medical Insurance Company Medical Institution National Institute for International Education	To comply with applicable laws or legal obligation Personal identification and provision of public notice and other services	Student information: name, sex, date of birth, nationality, passport number, alien registration number, phone number, e-mail address and home university	Disclosure of collected information to third-party will be retained and used from the time it is collected semi-permanent in accordance with relevant regulations set by the organization/institution/company
- Consent to collect and use personal information:  I agree  I disagree
- CONFIRMATION** button



The dialog box has a title bar 'Information' and a close button (X). The main text reads: "Thank you. Your Application has been submitted". At the bottom, there is a blue button labeled "CONFIRMATION".