



YONSEI UNIVERSITY Online 'Application' Instructions

CIEE Seoul: Arts + Sciences as updated March 2018

>>YOU MUST USE INTERNET EXPLORER WHEN USING ANY YONSEI UNIVERSITY PORTAL<<

>>READ THIS ENTIRE DOCUMENT ALL THE WAY THROUGH<<

Congratulations on your acceptance into the CIEE Seoul Arts + Sciences program at Yonsei University! In addition to your CIEE online application, you also need to create an 'application record' in Yonsei University's online application system in order to student at Yonsei University. This document provides both an overview of the process and helpful hints with step-by-step screenshots of the application interface.

QUESTIONS THROUGHOUT? If you get stuck during this process or are unsure of the deadline, please reach out directly to the CIEE Seoul program coordinator, Tina (tlee@ciece.org). You can also reach out to Yonsei's Office of International Affairs (OIA) directly (study@yonsei.ac.kr). Please be sure to identify yourself as a CIEE student and be clear in your questioning. Both Tina and the OIA are very helpful! Your CIEE Study Abroad Advisor will *not* be qualified to answer questions regarding the Yonsei University online portal.

IMPORTANT NOTES

1. WHAT IS THE YONSEI ONLINE "APPLICATION" FORM AND WHY MUST I COMPLETE IT?

- A. Your acceptance to the CIEE Seoul AS program does not infer registration at Yonsei University. All CIEE participants must *additionally register/'apply' for the semester(s) through Yonsei University's online portal*. Note that your application is not under further review – this registration process is simply a formality. Yonsei University needs the information you provide during this application/registration process to prepare your student ID numbers for course registration, housing sign-up, immigration paperwork, etc. The Yonsei University online 'application' process is critical to your enrollment!

2. HOW WILL I KNOW WHEN I CAN COMPLETE THE ONLINE FORM?

- A. Around the CIEE application deadline (in September/October for spring semester, and March/April for fall semester), Yonsei University will open the online portal for visiting students to complete the online registration ('application'). Yonsei University will notify each student directly by email with log in instructions. Your CIEE Study Abroad Advisor will email students as well. There will be a strict deadline, so please complete the online registration process as soon as possible after receiving the notification.

3. HOW DO I COMPLETE THE YONSEI ONLINE 'APPLICATION' FORM?

- A. Please do NOT attempt to complete the form without following the CIEE instructions below. (Yonsei will email you instructions with your log in details, but the instructions are generic, and some questions and uploads are not required of CIEE students at all!) It is critical to read this CIEE Guide to the end.

Below are typical screen shots of the online registration form. CIEE has added instructional arrows and comments on the right. Please read them carefully, and follow along as you complete the registration online!



>>YOU MUST USE INTERNET EXPLORER WHEN USING ANY YONSEI UNIVERSITY PORTAL<<

LET'S GET STARTED!

1. I JUST RECEIVED THE EMAIL FROM YONSEI UNIVERSITY NOTIFYING ME THAT THE ONLINE PORTAL IS OPEN. WHAT DO I DO NOW?

- A. Read these CIEE Instructions to the very end
- B. Before starting the online application, have ready the following items for uploading:
 - [Proper passport-style ID photo](#)
 - Shoulders up, against a plain, white background, look straight at the camera
 - [Scan of your passport](#)
 - Passport must be valid for 6 months beyond end of program.
 - [No valid passport yet?](#) Upload a driver's license or other ID placeholder while waiting for your new passport. [Notify your CIEE Study Abroad Advisor if you do not yet have a passport, as there may be a deadline!](#)
 - [Personal Statement](#)
 - Submit the same statement used for your CIEE application
 - [Cumulative GPA](#)
 - Must match your official transcript used for your CIEE application
 - CIEE students do NOT need to supply the following; CIEE will supply it for you!:
 - Insurance information
 - Transcripts
 - English or Korean language proficiency information
- C. **QUESTIONS?** Please see the appropriate people to contact above!

2. I HAVE EVERYTHING READY. WHAT DO I DO NOW?

- A. Access the Yonsei Online Application Portal using **INTERNET EXPLORER** here: <http://oia.yonsei.ac.kr/apply/group.asp> (link is also provided in the Yonsei email for 'visiting' students)
- B. Click **APPLICATION**
- C. Login using the following credentials:
 - [ID](#) is your email address used on your [CIEE My Account](#)
 - [Password](#) is normally the Date of Birth in this order: YYMMDD (i.e., January 5, 1996 is 960105)
 - **QUESTIONS?** Please see the appropriate people to contact above

Study Abroad at Yonsei **Online Application**

Application Guide Application

E-Mail

Password

LOG IN

Find Email Find Password



D. Complete all questions in the **PERSONAL & FINANCIAL INFORMATION** section:

The screenshot shows the CIEE application interface for the 2nd Semester (Fall, Sep - Dec), 2018. The top navigation bar includes six steps: Step 1 (Personal & Financial Information), Step 2 (Study Duration & Emergency Contact), Step 3 (Academic Information), Step 4 (Survey), Step 5 (Photo & Related Documents), and Step 6 (Declaration & Submit). Step 1 is highlighted with a red box. Below the navigation bar, the form is titled "Application for Non-Exchange Program (2nd Semester (Fall, Sep - Dec), 2018)". The form is divided into two sections: I. PERSONAL INFORMATION and II. FINANCIAL INFORMATION. Section I includes fields for Name (Last Name: LEE, First Name: TINA), Date of Birth (March 2, 1999), Gender (Female), Permanent Address, and Contact Number. Section II includes a question about how to pay tuition, with options for Government sponsorship, University Funds, Financial Funds, Family Funds, and Other.

Step 1
Personal & Financial Information

Step 2
Study Duration & Emergency Contact

Step 3
Academic Information

Step 4
Survey

Step 5
Photo & Related Documents

Step 6
Declaration & Submit

Application for Non-Exchange Program (2nd Semester (Fall, Sep - Dec), 2018)

I. PERSONAL INFORMATION

1. Name (Enter your name as it appears on your PASSPORT)
Last Name (Family name, 성) LEE First Name (Given name, 이름) TINA

2. Date of Birth : March 2 1999

3. Gender : ☐ Male ☒ Female

4. Permanent Address : 3

5. Contact Number : 3 (Please provide country and region code)

II. FINANCIAL INFORMATION

How will you pay your tuition?

☒ Government sponsorship from home country ☐ University Funds ☐ Financial Funds ☐ Family Funds ☐ Other

E. Complete all questions in the **STUDY DURATION & EMERGENCY CONTACT** section:

- NOTE: Be sure to select the appropriate number of semesters you will be on the program.

The screenshot shows the CIEE application interface for the 2nd Semester, 2015. The top navigation bar includes five steps: Step 1 (Personal & Financial Information), Step 2 (Study Duration & Emergency Contact), Step 3 (Academic Information), Step 4 (Survey), and Step 5 (Photo & Related Documents). Step 2 is highlighted with a red box. Below the navigation bar, the form is titled "Application for Non-Exchange Program (2nd Semester, 2015)". The form is divided into two sections: III. STUDY DURATION and IV. EMERGENCY CONTACT. Section III includes a question about how long to join the program, with options for 1 Semester and 2 Semesters. Section IV includes fields for Name, Relation, and Contact Number. At the bottom of the form, there are buttons for "Previous" and "Save & Next".

Application Guide Application Application Status Personal Information Logout

Step 1
Personal & Financial Information

Step 2
Study Duration & Emergency Contact

Step 3
Academic Information

Step 4
Survey

Step 5
Photo & Related Documents

Step 6
Declaration & Submit

Application for Non-Exchange Program (2nd Semester, 2015)

III. STUDY DURATION

How long will you join the program? ☒ 1 Semester ☐ 2 Semesters
* If you wish to change the study duration, please consult with your home university/institution coordinator

IV. EMERGENCY CONTACT

1. Name :

2. Relation :

3. Contact Number : (Please provide country and region code)

Previous Save & Next

(continued on next page)



- F. Complete all questions in the **ACADEMIC INFORMATION** section EXCEPT (7) and (8); see below for step-by-step instructions

Step 1 Personal & Financial Information

Step 2 Study Duration & Emergency Contact

Step 3 Academic Information

Step 4 Survey

Step 5 Photo & Related Documents

Step 6 Declaration & Submit

Application for Non-Exchange Program (1st Semester, 2016)

V. ACADEMIC INFORMATION

1. Home University :
* If your university is not listed above, Please select Etc. and contact : oia@yonsei.ac.kr

2. Location :

3. Major :

4. Major at Yonsei :
* [IMPORTANT] Please note that this major will be used in your Course Registration.

5. School Year : * [IMPORTANT] At the time of studying at Yonsei
No change to the Yonsei enrollment major and school year above will be eligible after the application period. Please note that enrollment restrictions VARY depending on courses and double major and/or minor selections are NOT available.

6. GPA : out of

Please upload your most up-to-date official transcript.
Note that you will have to post us the original copy by the deadline, or your application will NOT be processed.

7. English Proficiency (Native English Speakers & Non-Native Speakers studying their degree in English are waived)

7.1 TOEFL : Score Test Date (YYYY-MM-DD)

7.2 IELTS : Score Test Date (YYYY-MM-DD)

Please upload your proof of English proficiency.
Note that you will have to post us the original copy by the deadline, or your application will NOT be processed.

8. Korean Proficiency

Students wanting to take courses offered in Korea need to provide proof of Korean proficiency.
(KLPT level 4 or above or assessment/evaluation by a professor/lecturer)

KLPT : Level Test Date (YYYY-MM-DD)

Please upload your proof of Korean proficiency.
Note that you will have to post us the original copy by the deadline, or your application will NOT be processed.

- NOTE: (1) If your home university is not listed, simply select 'Etc.' You do not have to contact Tina Lee or the OIA for help on this.
- NOTE: (3) and (4); If there are two spaces to put your 'Major', please be sure to fill in both spaces (or you will not be allowed to register for classes.) Even if you haven't declared a major at your home school, do not leave these spaces blank. **DO NOT select 'Open Major!'** Most students simply put the same major in both places, but it isn't particularly important if they are the same.
- **IMPORTANT NOTE REGARDING MAJORS!:** What you select for your major on this form may impact what courses you can take at Yonsei. For example, if **you plan to take Business courses through Yonsei's Department of Business Administration (Course Code: BIZ), you must put that you are majoring in Business!** However, if you are a Business major and have no interest in taking Business Courses at the Business School, then don't put that major. If you plan on taking science related courses for example, you should consider stating your major as a science related major. Yonsei's OIA office is happy to advise you on this topic, so please don't hesitate to reach out to their office: study@yonsei.ac.kr. In the interest of time, you can put



any major down until you get advice from OIA. After you submit this form, there will be a small window of time when you can log back in and change your major on this form. Please ask OIA for that deadline!

- In addition: The OIA Department (course code 'IEE') offers all sorts of courses, including business. If you plan to take your courses through that department, what major you select isn't particularly important.
- NOTE: (6); Provide your cumulative GPA as listed on your most official transcript submitted to CIEE. *You do NOT need to upload your transcript here!* CIEE will supply these to Yonsei.

G. Answer these **SURVEY** questions as you like:

The screenshot displays the CIEE application form interface. At the top, there is a progress bar with six steps: Step 1 (Personal & Financial Information), Step 2 (Study Duration & Emergency Contact), Step 3 (Academic Information), Step 4 (Survey), Step 5 (Photo & Related Documents), and Step 6 (Declaration & Submit). Step 4 is highlighted with a red box. Below the progress bar, the title 'Application for Non-Exchange Program (2nd Semester, 2015)' is visible. The main content area is titled 'VI. SURVEY' and contains four numbered questions with radio button options. The first question asks how the user found out about the program, with options like Newspaper/Advertisement, Study Abroad Advisor, Website, Friends & Relatives, College Fair & Conference, and Others. The second question asks what made the user decide to apply, with options like Scholarship Program, Transfer Credits, Course Selection, Cultural Events, Quality of Faculty, and Others. The third and fourth questions ask what kind of classes the user would like to see offered more, with options like Arts & Humanities, Science & Engineering, Korean Studies, East Asian Studies, Business & Economics, Social Science, Global Issues, and Korean Pop Culture. The entire survey section is enclosed in a red rectangular border.

H. Complete **PHOTO & RELATED DOCUMENTS** requirements

- **Please upload** your passport-style ID Photo, a copy of your passport information page*, and a "Study Plan" (which is the Personal Statement used on your CIEE application)
 - *No valid passport? Upload a driver's license or other ID while waiting for your new passport. Upload the new passport as soon as you receive it. There may be a deadline for the passport upload! Notify you CIEE Study Abroad Advisor and check with the OIA office!
- NOTE: (IX); You don't need to upload any health insurance document here. You can type in 'CIEE iNext Insurance' or leave it blank. CIEE provides proof of insurance on your behalf.

(continued on next page)

Step 1
Personal & Financial
Information

Step 2
Study Duration &
Emergency Contact

Step 3
Academic
Information

Step 4
Survey

Step 5
Photo &
Related Documents

Step 6
Declaration &
Submit

Application for Non-Exchange Program (1st Semester, 2016)

VII. PHOTO

[찾아보기...](#) (jpg file)

* Please upload your photo. For the requirements, please click [here](#).
 * Please note that this photo will be used in your Yonsei Student ID card. If you do not follow the requirements in the above link, your ID card issuance may be delayed, and further inconvenience may arise.

VIII. PASSPORT

Passport No

Name on Passport (In the order of "Last name, First Name" - as it appears on passport.)

Country of Citizen VIRGIN(U.S.)

Copy of Passport [찾아보기...](#) (jpg or pdf file)

* Please upload the personal information page of your passport and post us a printed version (hard copy) by the deadline, or your application will NOT be processed.
 * Your passport should remain valid during your intended stay at Yonsei. (Please check the expiry date)

IX. OTHER DOCUMENTS

Health Insurance [찾아보기...](#) (pdf or jpg file)

* Please upload proof of medical insurance. Only those whose insurance papers are received will be OFFICIALLY registered in our portal system.
 Failure to provide the related document may cause delay in registration, as well as disadvantages in course registration.

Study Plan [찾아보기...](#) [↓ Study Plan Form](#)

* Please upload 2 pages long study plan either in word or pdf format.

I. Complete the **DECLARATION & SUBMIT** section

Step 1
Personal & Financial
Information

Step 2
Study Duration &
Emergency Contact

Step 3
Academic
Information

Step 4
Survey

Step 5
Photo &
Related Documents

Step 6
Declaration &
Submit

(continued on next page)



X. FIELD TRIP

XI. DECLARATION AND CONSENT

****Declaration****

By checking the "Yes" box below I verify that, to the best of my knowledge, all of the statements on this form are true. And, I certify the information provided on this application is complete and correct and I agree to abide by all the rules, regulations, and requirements of the Yonsei University and the laws of the Republic of Korea.

☒ YES ☐ NO

****Consent to collection and use of personal information (Required)****

Office of International Affairs at Yonsei University will collect and use your personal information as follows:

1. Purpose of collection and use of personal information: To process application and issue admission for Study Abroad at Yonsei (SAY) Program. To provide information such as application process, housing options, academic regulations, course registration guide, further program information, and academic records.

2. Personal information collected: Name, e-mail, date of birth, citizenship, permanent address, telephone number, emergency contact (name, relationship, telephone number, mobile phone, Kakao ID), home university, university address, major, year of study, GPA, high school, photo. This personal information may be also collected and used after student's admission to Yonsei University.

3. Retention period of personal information: 5 years for processing and data verification purposes. Program participant information will permanently be recorded in our academic register.

4. Right to disagree and disadvantage: You have the right to disagree to the collection and use of your personal information. If you disagree, you will not be able to apply for admission to Study Abroad at Yonsei.

☒ I AGREE ☐ NO, I DO NOT AGREE

****Consent to collection and use of personal identification number (Required)****

Office of International Affairs at Yonsei University will collect and use your personal identification number as follows:

1. Purpose of collection and use of personal identification number: To process application and issue admission for Study Abroad at Yonsei (SAY) Program.

2. Personal identification number collected: Passport number

3. Retention period of personal information: 5 years for processing and data verification purposes

4. Right to disagree and disadvantage: You have the right to disagree to the collection and use of your personal identification number. If you disagree, you will not be able to apply for admission to Study Abroad at Yonsei.

☒ I AGREE ☐ NO, I DO NOT AGREE

XII. CHECK LIST

(This check list is for FEE-PAYING VISITING students ONLY. If you are an EXCHANGE student, you NEED NOT send us any documents by post)

1. Prepare officially certified original copies of the following documents:

- Official Transcript showing at least two semesters' results (Transfer students: 1 semester's result)
- Proof of language proficiency* TOEFL iBT 79 (213 in cBT), IELTS 6, OR KLPT level 4. **Students from English-speaking countries and/or enrolled in programs instructed in English are waived. (Universities in Singapore & Hong Kong are waived).*

NOTE: Only OFFICIALLY CERTIFIED ORIGINAL COPIES can be accepted; no other form such as a print-out or a screen-shot image cannot be accepted in any case.

2. Send them to the below address through your home institution coordinator/advisor.

#5302 Building 310, Office of International Affairs, Yonsei University
50 Yonsei-ro, Seodaemun-gu, Seoul 03722 Korea

3. Enroll in a health insurance program and upload the certificate on the Personal Information Page.

You will NOT able to register for courses until you upload the certificate, *modification is allowed UNTIL 23:59 June 29 2018.*

If you wish to edit your information, please return to the Application page or select the **'Personal Information'** button to make changes to your personal information.

Notice

You may make changes to the file/document after submission. The one(s) you uploaded earlier in the application form will be replaced with the newer version(s). *Photo and passport copy, modification is allowed UNTIL 23:59 June 29 2018.*

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3. I HAVE SUBMITTED EVERYTHING. WHAT HAPPENS NOW?

A. Yonsei University will send you an email that you have successfully submitted your 'application.' It may not be immediate – do not worry!

- **IMPORTANT NOTE!** The email from Yonsei University is system-generated and not customized to CIEE participants or those on other study abroad programs. The email may ask you to supply transcripts or other information that are “missing” from the form you submitted. *You can ignore those requests because CIEE has made special arrangements with Yonsei to provide these items on your behalf.*

4. I NEED/WILL NEED TO MAKE CHANGES TO MY PASSPORT AND/OR MAJOR. HOW DO I DO THAT?

A. If you decide later to change your stated major on the Yonsei University online registration or still need to upload a passport scan, please be aware that Yonsei will have established a deadline for these last minute changes. It is important to be aware of that deadline, after which the portal will be closed. Please reach out to Tina Lee or the OIA office (contact information above and below) at Yonsei University for the deadline. Your CIEE Study Abroad Advisor will not be privy to this information.

QUESTIONS THROUGHOUT? If you get stuck during this process or are unsure of the deadline, please reach out directly to the CIEE Seoul program coordinator, Tina (tlee@ciece.org). You can also reach out to Yonsei’s Office of International Affairs (OIA) directly (study@yonsei.ac.kr). Please be sure to identify yourself as a CIEE student and be clear in your questioning. Both Tina and the OIA are very helpful! Your CIEE Study Abroad Advisor will *not* be qualified to answer questions regarding the Yonsei University online portal.

This does not mean that Tina Lee or the OIA staff should be contacted about any/everything! Here are some common topics for which you should **NOT** contact Tina Lee or OIA staff:

- VISA questions
 - Follow your CIEE VISA Instruction Guide on your [CIEE My Account](#) (when posted) only!
- Course requirements
 - Follow your CIEE Course Information reading on your [CIEE My Account](#) only!

**>>CONGRATULATIONS! YOU HAVE COMPLETED THE YONSEI UNIVERSITY ONLINE
REGISTRATION PROCESS<<**