

# Information on application to Ajou student exchange program for 2010 spring semester

## 1. Schedule of application process(the schedule is subject to change)

Date	Title	Note
By Nov. 15 2009	Application through on-line system	<a href="http://www.ajou.ac.kr/english/international/international_2_3.jsp">http://www.ajou.ac.kr/english/international/international_2_3.jsp</a>
By Nov. 30 2009	Required documents sent to Ajou	-Nomination letter by home coordinator on a given form(by post or email) -Self-introduction essay (online/upload) -Passport copy (on-line/upload) -Official transcript (by post) -One recommendation letter(by post) -Two 3*4cm size photos(by post) -Application fee(only for fee-paying study abroad student)
By Dec. 15 2009	Letter of acceptance sent to home coordinator	-Admission package will be sent to home university -Students can apply for VISA with the letter -Additional documents <ul style="list-style-type: none"> <li>● Housing application form</li> <li>● Resident consent form</li> <li>● Health Record (tuberculosis test)</li> <li>● A copy of Health Insurance</li> <li>● Insurance application (send the form to purchase insurance in Korea/if you do not have any insurance)</li> <li>● Arrival Information Form (for airport pick-up service and housing arrangement)</li> </ul>

<b>By Jan. 20 2010</b>	Additional documents sent to Ajou	All the required documents should be sent to Ajou University
<b>In Feb 2010</b>	Course Registration	The schedule will be confirmed later
<b>Feb.23~Feb. 25 2010</b>	Arrival/Airport pick-up service	-Application for pick-up service is necessary: fill out "Arrival Form" and submit
<b>Feb.26/2010</b>	Orientation day for 2010 spring semester	-It is mandatory for students to participate in orientation
<b>Mar.2/2010</b>	Beginning of academic schedule	-Classes begin

## 2. Housing

### A. Types of housing at Ajou

- On-campus housing: 2 or 4 bed room at the dormitory
- Off-campus housing: a flat shared by 4-6 students. 5 min on foot from the campus.

### B. Application for housing

- The students are required to send "Housing Application Form" together with other documents after they receive admission package.
- The students will be placed either at on-campus or off-campus housing depending on the capacity of all the housing facilities.
- We do not accept "Housing Application Form" by email or fax. The form needs to be sent by post.

### C. Benefit of housing for partner universities of Ajou: very important

- **Ajou University will waive the housing fee of one semester for the maximum of 6 students from one Partner University every academic year.**
- **Therefore, Partner Universities of Ajou need to indicate the students who will receive the benefit on the nomination letter for each semester.**
- **The benefit of housing fee lasts for one semester. If the student hopes to extend his/her program at Ajou, the student is required to pay for housing fee for the extended semester(s).**

3. Courses offered in English
  - A. The final list of courses offered in English for each semester will be announced about 1 month before the beginning of semester
  - B. The list of courses offered in English in the academic year 2009 is attached for your reference. But, the courses offer may differ from semester to semester.
  
4. Course registration
  - A. Exchange students will register courses by on-line registration system.
  - B. Course registration period will be announced in January 2010.
  - C. Course change/drop period will follow course registration period.
  - D. Maximum credits taken by exchange student: 19 credits(1 credit= 16 class hours in a semester)
  
5. Contact information for Student Exchange Program at Ajou
  - A. Name of Incoming Exchange Coordinator: Mr. Sangsu Lee
  - B. Phone: +82-31-219-2923
  - C. Fax: +82-31-219-2924
  - D. Email: [incoming@ajou.ac.kr](mailto:incoming@ajou.ac.kr)

*Dynamic  
Tomorrow* Ajou