

# 2017 Spring Exchange @ POSTECH: Online Application Guideline: Introduction

- Period of Nomination: September 1 ~ 15, 2016
- Online Application will be available from **September 1 to September 30, 2016.**
- After completing the online application, students will print out the application form, sign on it, and submit it to their outbound exchange coordinator at home university. Then, the staff will sign on it and send a copy of the signed application form to the POSTECH International Relations no later than **October 1, 2016.**
- Submission of original documents is not necessary.
- Supporting Documents to Prepare (in PDF only less than 5 MB)
  - Academic transcript in English
  - Official score of English proficiency (for non-native English speakers only)
  - One recommendation letter from home university supervisor
  - Copy of Passport
  - Letter of Approval (for research exchange students only)
- All incoming exchange students (course-taking & course-taking + research) are required to identify 3 advising professor-to-be at POSTECH. Each Department will assign one available professor who approves admissions and course registration.
- Contact: Mr. Kiljong Yoo ([kiljongyoo@postech.ac.kr](mailto:kiljongyoo@postech.ac.kr) Tel. +82-54-279-3685)

# 2017 Spring Exchange @ POSTECH: Online Application Guideline

○ Please go to <http://international.postech.ac.kr/inbound-programs/apply-inbound-programs/>

○ **Step 1: Personal Information**

- Please type your full name as in your passport.
- Email and password will be required to access "Complete Application Form"
- If you complete the step 1, please click on "next"

○ **Step 2: Home University**

The screenshot shows a web form titled "Home University". It contains the following fields and controls:

- Name of Current Home University \***: A text input field.
- Country**: A dropdown menu.
- Current Level of Study \***: A dropdown menu with "Undergraduate" selected.
- Current Academic Year \***: A dropdown menu with "1st Year" selected.
- Current CGPA**: A text input field.
- Major (Discipline) \***: A section containing a text input field for "1 Major \*", a "+" button, and a "-" button.
- Navigation**: "back" and "next" buttons at the bottom.

Three callout boxes provide additional instructions:

- A blue box points to the "Current CGPA" field, stating: "Current CGPA should be the same as the score on your academic transcript. e.g. 3.35 / 4.0 (maximum)".
- A green box points to the "+" button, stating: "If you study more than one academic program, please click on '+' to create a slot for an additional major".
- An orange box points to the "next" button, stating: "After completing the Step 2, Please click on 'next'".

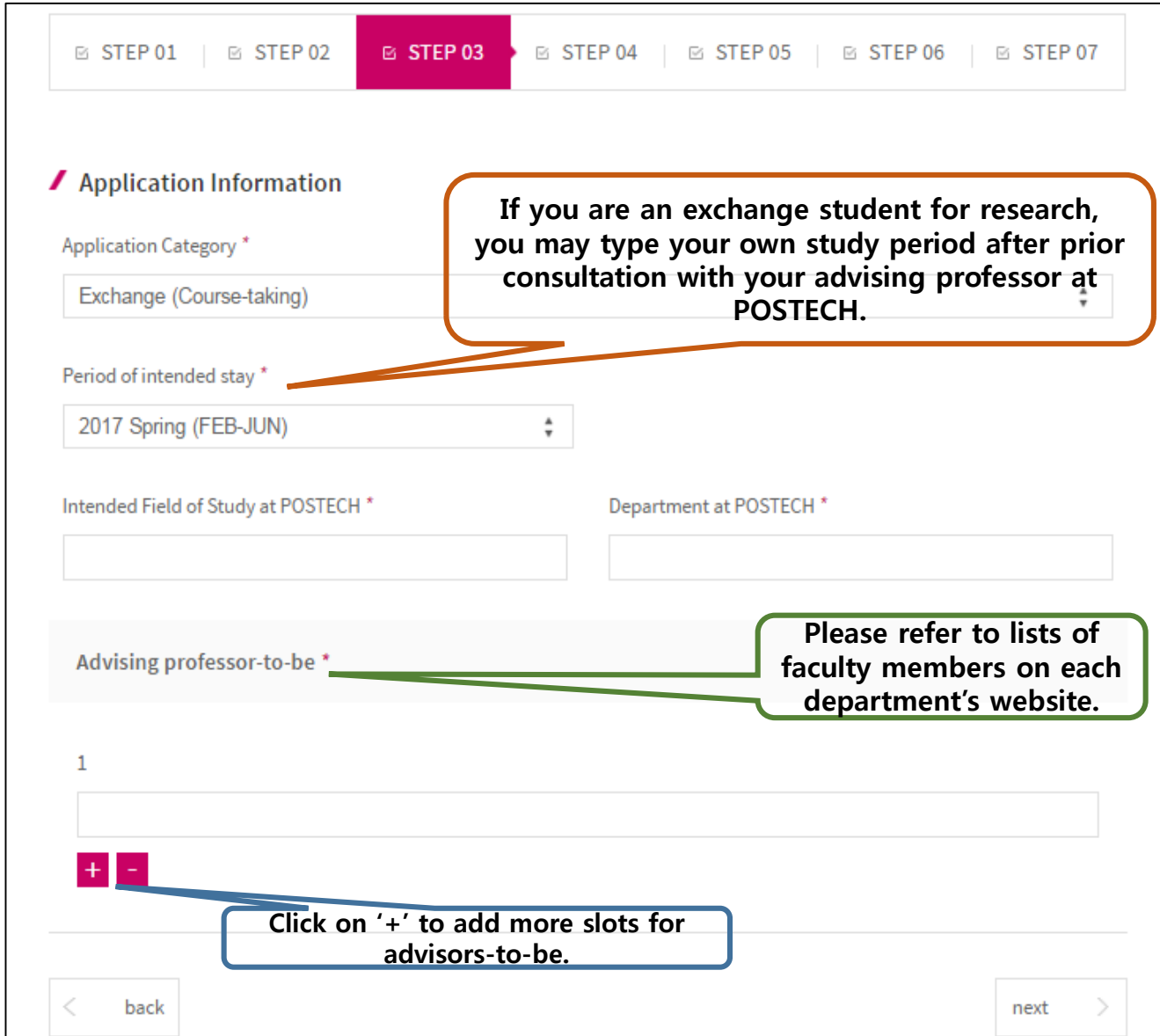
Current CGPA should be the same as the score on your academic transcript.  
e.g. 3.35 / 4.0 (maximum)

If you study more than one academic program, please click on '+' to create a slot for an additional major

After completing the Step 2, Please click on 'next'

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## ○ Step 3: Application Information



STEP 01 | STEP 02 | **STEP 03** | STEP 04 | STEP 05 | STEP 06 | STEP 07

### Application Information

Application Category \*

Exchange (Course-taking)

Period of intended stay \*

2017 Spring (FEB-JUN)

Intended Field of Study at POSTECH \*

Department at POSTECH \*

Advising professor-to-be \*

1

+ -

Click on '+' to add more slots for advisors-to-be.

back next

- Choose one among Application Categories
  - Exchange (Course-taking)
  - Exchange (Research)
  - Exchange (Course-taking + Research)
- Choose a period of intended stay
  - 2017 Spring (FEB - JUN, 2017)
  - 2017 Spring & Fall (FEB - DEC, 2017)
- Type intended field of study and host department-to-be at POSTECH
- All exchange students (C or C+R type) are required to identify 3 (three) advising professor-to-be at POSTECH. Each Department will assign one available professor for each admitted student. The advising professors will determine the applicants' admissions and approve course registrations.

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- **Step 4: English Language Proficiency (for non-native English Speakers)**
  - Please type your English language test score if you are a non-native English speaker.
  - ※ Requirement: TOEFL iBT 79, IELTS 6.0 or above
  - It may be substituted with equivalent proof documents approved by an exchange coordinator at home university (ex. certificate, letter, or score sheet)
  
- **Step 5: Upload Supporting Documents**
  - Format: PDF, files size should not exceed 5 MB.
  - If you are an exchange student for research, please download 'letter of approval' and send it to your advising professor-to-be to get his/her signature. And then, please upload the signed letter.
  
- **Step 6: Financial Support & Housing**
  - If you receive any financial support for your exchange study, please specify details of scholarship. This will be written on the Certificate of Admission, a required document for your visa application.
  - Please answer for the question about your preference for housing.

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## ○ Step 7: Statement of Purpose & Submission

- Please write a statement of purpose.
- If you complete the statement of purpose, please type a verification number and click on 'submit.'
- After submission, the page will be connected to 'Complete Application Form'
- Submitted information and documents will be saved on the server.

## ○ Step 8: Complete Application Form: Edit/Delete/Print

- Please log in with your email and password you made in the Step 1.
- You may edit or delete before printing out your application form.
- If the application form is completed, please print out the completed application form, sign on it and submit the signed document to your outbound exchange coordinator.

# 2017 Spring Exchange @ POSTECH: Online Application Guideline

## ○ Step 8: Complete Application Form: Edit/Delete/Print

**Complete Application Form**

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**Personal Identification**  
Your email and password will be required to view and print the completed application form.

E-mail

Password

**Log in with your email and password**



**Complete Application Form**

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Applicants may modify and print out their applications on this page.  
To print out your applications, please click on the applied program.  
Printed application documents must be signed by the home university exchange program coordinators and then sent to POSTECH International Relations (kiljongyoo@postech.ac.kr)

Submission Deadline :  
Spring Entry : October 1  
Fall Entry : April 1  
Exchange/Visiting Research : 90 days prior to the start date

Contact :  
Inbound Coordinator : Mr. Kiljong Yoo  
Email : kiljongyoo@postech.ac.kr  
Tel : +82-54-279-3685

No	Email	Registration Date	Edit	Applied Program (Click to Print)
1	kiljongyoo@postech.ac.kr	2016.08.11 17:17	Edit   Delete	Inbound Programs

**Click to view and print your completed application form**

Thank you!