

# Application and Admission Procedures

## 1. Application for Admission

Students should apply through the office in charge of International Exchange at their home university. Submitted application materials with a formal nomination letter should be sent by the office in charge of International Exchange to the Director of the International Center, Chung-Ang University.

### A. Online Application Submission

Students who have been selected by the international office at a CAU partner university should submit an online application at:

[http://neweng.cau.ac.kr/04\\_international/exprogram08.php](http://neweng.cau.ac.kr/04_international/exprogram08.php)

<http://cautis.cau.ac.kr/TIS/websquare/websquare.html?w2xPath=/TIS/TisEtcMain.xml&param=TIS5>

**\*\* When uploading files, the file name can only contain basic Roman alphabet or numeric characters (no accents or any other marks) and without spaces. If the files contain other characters, there will be an error and your application will not be successful.**

### B. Original Documents Submission

After submitting the online application, students should print out the completed online application form and send the form with all the original required documents to the CAU Office of International Affairs.

1. Completed Online Application Form for the Exchange Program
  2. Official Academic Transcript from Home University
  3. 2 Photographs (front, hatless, passport style): 3.5 × 4.5cm
  4. Copy of Passport
  5. Nomination letter from the office in charge of international programs at home University
  6. Declaration and Certification of Finances  
(Copy of bank statements more than 13,000 USD in balance, letters of parental support, award letters or university letters of support)
  7. Signed Dormitory Agreement (if applying for on-campus housing)
  8. Study Plan(Your own format)
- [Submitted materials are not returnable]

Address: Office of International Affairs  
Chung-Ang University  
84 Heukseok-ro, Dongjak-gu, Seoul, 156-756, Korea  
Telephone: +82 2 820 6571/6744/6570/6202/  
Fax: +82 2 813 8069  
Email: inbound@cau.ac.kr  
Website: <http://neweng.cau.ac.kr/international>

## 2. Application Deadlines

Semester	Nomination Deadline	Online Application	Remarks
2014 Fall	May 9 <sup>th</sup> , 2014	May 30 <sup>th</sup> , 2014	
2015 Spring	October 30 <sup>th</sup> , 2015	Nov. 30 <sup>th</sup> , 2014	
2015 Fall	April 30, 2015	May 30 <sup>th</sup> , 2015	

### 3. Acceptance and Visa Procedures

The acceptance letter with the Certificate of Admission will be sent to the office in charge of International Exchanges. Students should submit the Certificate of Admission and other required documents to the Korean Embassy and obtain a student visa (D-2).

Semester	Certificate of Admission	Remarks
2014 Fall	Early July	
2015 Spring	Early January	
2015 Fall	Early July	

### 4. Arrival Date: 3 days before the semester starts

Semester	Period	Arrival Date	Remarks
2014 Fall	September 1 ~ December 21	August 29 <sup>th</sup>	
2015 Spring	March 2 <sup>nd</sup> ~ June 21 <sup>st</sup>	TBA	

Exchange students for the 2014 academic year are expected to arrive during the last weekend of August 2014 for the Fall semester. Students who arrive earlier than the official move-in date of the University Housing will need to arrange their own accommodations until then.

We will inform you of the exact move-in dates when we send your acceptance letter.

### 5. Our Academic Year

The academic year at our university consists of a spring and fall semester. The spring semester begins March 1<sup>st</sup> and ends in 3<sup>rd</sup> week of June. The fall semester begins September 1<sup>st</sup> and ends in the 3<sup>rd</sup> week of December. Between the two semesters, we have summer and winter vacations that are each two months in length.

### 6. Exclusive Colleges

These courses, schools and departments are restricted to degree seeking students only and therefore are not available for International Exchange Students.

- School of Medicine
- School of Pharmacy
- School of Nursing
- School of Law
- Department of Theater
- Department of Film
- College of Arts (Permission is required from the Department Head).
  
- **Graduate Schools:** Please consult with the Coordinators for the region before you finish your selecting procedures. All Graduate School Programs are not available except GSIS (Graduate School of International Studies) and Korean Language & Literature Major

### 7. Dormitory Application

As a part of the online application there is a dormitory application section. All students who wish to stay at the dorm should check that you are applying for the dormitory.

If your students didn't check this box, it will be very difficult to secure them a spot in the dormitory. If there are any students who cancel their application for the dormitory, they need to give notices at least two weeks before the beginning of the semester. If any student cancels their dormitory application after this period, there will be a penalty fee.

### 8. Health Insurance & Medical Check-up

All exchange/visiting students need to be insured during their stay at Chung-Ang University and get the medical check-up requested by CAU Office of International Affairs



## Chung-Ang University Exchange/Visiting Program 2014

Contact person	<p>Name: Junhyun Hong (Vice President)          Name: JB SHIN (Associate Director/Strategy and Planning)          Name: Sean Cho(Associate Director,            Reginal Cooperation/Program for Europe &amp; Africa)          Name: Yoonsun Choi (Coordinator, International Summer &amp; Short term Program)          Name: Kyori BAE (International Students Advisor)          Name: Yong Hwa Jang(Coordinator, Program for International Students Admission)          Name: Grace Kang (Coordinator, Program for Asia and Oceania)          Name: Sangbum Kim (Coordinator, Program for North and South America, China/          Taiwan)          Name: Nick Fassbinder (International Exchange Student Adviser)          Address: International Office, 82 Heukseok-ro, Dongjak-gu, Seoul, 156-756, Korea          Phone: +82 2 820 6570/6574/6202          Fax: +82 2 813 8069          Email: <a href="mailto:inbound@cau.ac.kr">inbound@cau.ac.kr</a> (Inbound Student Matters)                 <a href="mailto:outbound@cau.ac.kr">outbound@cau.ac.kr</a> (Outbound Student Matters)                 <a href="mailto:international@cau.ac.kr">international@cau.ac.kr</a> (Partnership, protocol and general matters)</p>
Number of exchange student(s) to CAU	400
Student level	We accept exchange student(s) at both the undergraduate and graduate level. But we recommend sending us <b>undergraduate level students</b> because Graduate Program applicants need to be reviewed by the coordinator at the department first.
Graduate Schools	Graduate School of International Studies Graduate School(Korean Language & Literature)
Application deadline	Spring semester(From March 1 <sup>st</sup> to mid June): November 30 Fall semester (From September 1 <sup>st</sup> to mid December): May 30
Required documents	<ol style="list-style-type: none"> <li>1. Completed Online Application Form for the Exchange Program</li> <li>2. Official Academic Transcript from Home University</li> <li>3. 2 Photographs (front, hatless, passport style): 3.5 × 4.5cm</li> <li>4. Copy of Passport</li> <li>5. Nomination letter from the office in charge of international programs at home University</li> <li>6. Declaration and Certification of Finances (Copy of bank statements more than 13,000 USD in balance, letters of parental support, award letters <b>or</b> university letters of support)</li> <li>7. Signed dormitory agreement (if applying for on-campus housing)</li> </ol>
Orientation for exchange students	Spring semester: last week of February Fall semester: last week of August
Duration of exchange	One 'OR' two semesters
Language requirements (General)	Not required, but recommended: good knowledge of English or Korean Equivalent to 197 points in TOEFL CBT test or level 3 in TOPIK(Test of Proficiency in Korean) .
<b>Language requirements (Graduate School of</b>	<b>Required TOEFL(IBT 80 PBT 550 CBT 210), IELTS 5.5, TEPS 550</b>

<b>International Studies)</b>	
Visa procedures	The acceptance letter with the Certificate of Admission will be sent to the office in charge of international exchange programs. Students should submit the Certificate of Admission and other required documents to the Korean Embassy or consulate in their country for the obtainment of a student visa (D-2). Without a proper Student Visa (D-2), students cannot study at CAU, Korea
Areas of study not available for exchange students	<ul style="list-style-type: none"> <li>- Courses at the School of Medicine, School of Pharmacy, School of Nursing</li> <li>- College of Law</li> <li>- Department of Theater, Department of Film, and College of Arts (Unless Permission is granted)</li> <li>- Conversational classes of their native language</li> </ul>
Minimum and maximum credits	- 15-19 credits per semester (Undergraduate) Those who want to take less than 15 credits need to acquire the permission from their home University - 6-9 credits per semester (Graduate), additional 6 credits of undergraduate courses are allowed.
Length of one class	50 min or 75 min 50 min × 3classes per week or 75 min × 2 classes per week for three(3) credit courses 50 min × 2classes per week for two(2) credit courses
Courses offered in English	- The courses can be found at <a href="http://neweng.cau.ac.kr/04_international/courses01.php">http://neweng.cau.ac.kr/04_international/courses01.php</a> (The course information is based on the offerings of Academic year 2013) - All courses at GSIS(Graduate School of International Studies) are offered in English. Graduate and undergraduate exchange students studying business, economics or international relations are allowed to take those courses upon lecturer's permission.
Intensive Korean courses (Fee-paying program)	<b>Seoul campus:</b> 16 Korean courses of 6 different levels are available. <b>Anseong Campus:</b> 6 Korean courses of 6 different levels are available. Both campuses provide an ideal setting for those who want to study Korean language and culture together with other academic courses. Courses are divided into 2 times(9:00 ~ 13:00 and 13:00~17:00). The time will be decided according to the level of the student. International exchange students can take these courses for 25% discounted tuition fee. Since it is not a regular course, it doesn't bear academic credits.
Main language in classroom	Korean (English for about 600 courses per year)
Estimated cost of living <u>per year</u>	Books and Supplies \$ 500 Meals \$ 3,000 Personal Expenses \$2,400 Local transportation \$ 500 Housing \$ 3,600 * Total \$ 10,000
Airport pick-up service	Free pick up service by CAU Global Ambassadors (designated dates & times only) Flight information must be received by deadline (approx. 2 weeks before semester).
Scholarship	According to arrangement between two institutions
Dormitory Housing	University Dormitory : \$1,200 for one semester (estimated rate) Meals : \$350(35 meals per month, it's vary depends on the amount selected )* (*subject to change)
Off-Campus Housing	Off-Campus Housing is hard to acquire in Korea as a foreigner. If a student wishes to obtain Off-Campus Housing, they are required to do so before coming to Korea. It is the sole responsibility of the student and will not be the responsibility of the

	International Office.
Insurance	It is mandatory to be covered by the insurance policy whose benefits match or exceed \$10,000 throughout the study period. Students may purchase their insurance plan at their home country and submit the certificate upon arrival or purchase the insurance plan offered by CAU International Center. Students are able to purchase very affordable insurance through CAU, which will also make claiming insurance much simpler.
CAU Global Ambassador	International Center organizes 'G.A.' program to help international students
Cultural events	International Bazaar; Attending a Baseball Game; Folk Village; Hiking Bukhan Mt. (*subject to change)
Date of issue for academic transcript	Spring semester – mid July Fall semester – mid January
Partner Universities	Over 300 global partners as of November 2013
<b>Institutional Information</b>	
Name	Chung-Ang University
Academic Year From March to February (2 Semesters and 1 special program)	Spring Semester (16 weeks) : Begins in the 1st week of March and ends in the 3rd week of June. Fall Semester (16 weeks) : Begins in the 1st week of September and ends in the 3rd week of December.
Number of students(as of 9/30/2012)	Graduate : 2,594 Undergraduate : 22,360
Faculties (Undergraduate)	<a href="http://neweng.cau.ac.kr/02_academics/undergraduate01.php">http://neweng.cau.ac.kr/02_academics/undergraduate01.php</a>
Faculties (Graduate Schools)	<a href="http://neweng.cau.ac.kr/02_academics/undergraduate01.php">http://neweng.cau.ac.kr/02_academics/undergraduate01.php</a>