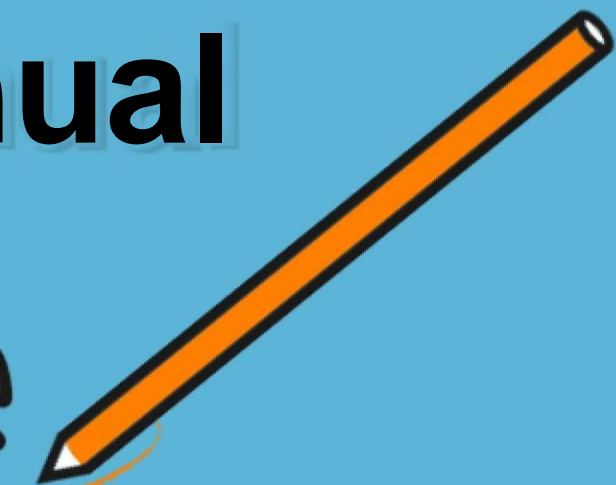


Online Nomination User Manual

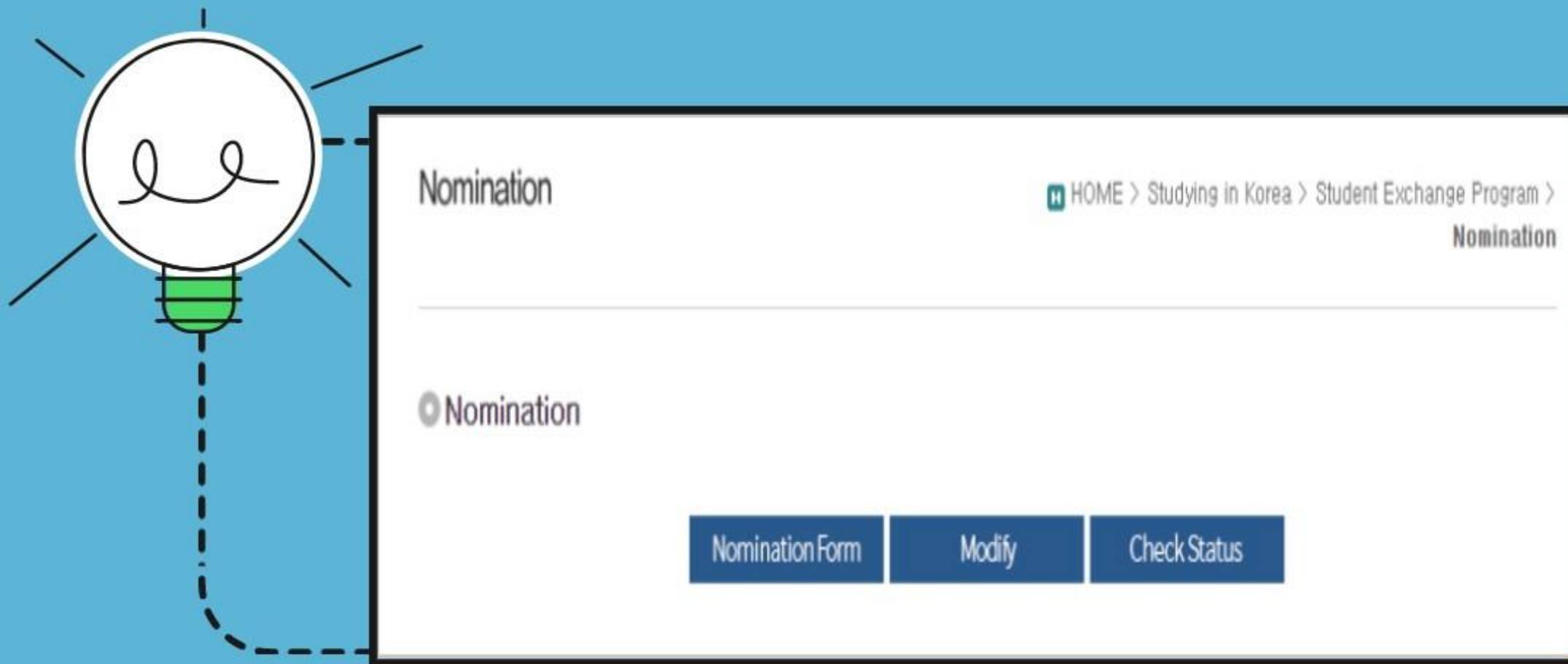
Partner's Guide



서울시립대학교

UNIVERSITY OF SEOUL

‘Nomination Page’



Nomination Form

Partner institutions are required to create new nomination account every semester. Any incorrect information will affect or delay your student's application progress.

Modify

You can edit/change your nominee's details after submission if necessary.

Check Status

You may check the summary of your students' application progress. An acceptance letter and related admission documents will be uploaded to this page once their application has been reviewed.

‘ NOMINATION FORM ’

✓ Check Point 01

Number of nominated students

Quotas of students nominated per semester/academic year differs for each partner, according to agreement and/or mutual consent.

Please check with your regional coordinator in advance before the submission.

● Nomination

[Nomination User Guide](#)

Nominate your student(s) to*	<input type="radio"/> Student Exchange Program for regular semester <input type="radio"/> Seoul International Summer School select the program title either a regular semester or a short-term.	
Name of University*	<div>- Country -</div> <div>- University -</div>	
Name of Coordinator*	<input type="text" value="coordinator"/>	
Coordinator's Email*	<input type="text" value="email"/>	<input type="button" value="Check"/>
Coordinator's password*	<input type="text" value="password"/>	
Coordinator's password Check*	<input type="text" value="password Check"/>	
Number of nominated students*	<input type="text" value="num"/>	<input type="button" value="Create"/>

CANCEL

SUBMIT

'NOMINATION FORM'

STEP 01



Select the program title either a regular semester or a short-term.

Nomination

[Download Manual](#)

Nominate your student(s) to	- Choose -
Name of University*	- Choose - Student Exchange Program for regular semester Seoul International Summer School

STEP 02



Click country and university name.
If it is not in the list, you can click "others" and enter them by yourself.

Nomination

[Download Manual](#)

Nominate your student(s) to	Student Exchange Program for regular semester
Name of University*	- Country -
	- University -
	Please enter your country. Please enter your home_university.

‘ NOMINATION FORM ’

STEP 03



You can modify or check student's application status with your registered email address and password.

Nominate your student(s) to*	<input type="radio"/> Student Exchange Program for regular semester <input type="radio"/> Seoul International Summer School select the program title either a regular semester or a short-term.	
Name of University*	<div>- Country -</div> <div>- University -</div>	
Name of Coordinator*	<input type="text" value="coordinator"/>	
Coordinator's Email*	<input type="text" value="email"/>	<input type="button" value="Check"/>
Coordinator's password*	<input type="password" value="password"/>	
Coordinator's password Check*	<input type="password" value="password Check"/>	

STEP 04



Enter the number of nominee and click the create button.

If you enter the number, the same number of nomination forms will appear below.

Number of nominated students	<input type="text" value="num"/> <input type="button" value="Create"/>
<div>CANCEL</div> <div>SUBMIT</div>	

‘Enter nominees' information’

☑ Check Point 01

Student's Email address

Please make sure it is correctly entered. OIA will communicate with your nominee through the registered email address. Also, they will enter this email in order to access online application form.

☑ Check Point 02

Name

Please enter your student name as shown on passport. Also, please use ONLY ENGLISH ALPABET, not any other special characters. (ie : accent grave)

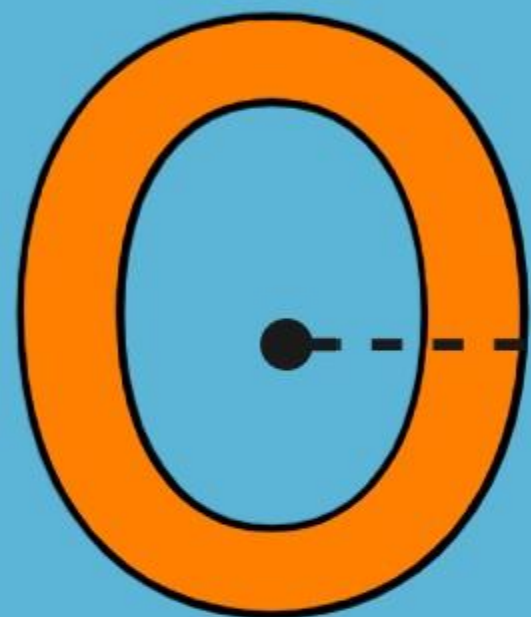
Name of Student *	<input type="text"/> Family Name <input type="text"/> Given Name <input type="text"/> Middle Name
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Date of Birth *	<input type="text"/> ex) Year-Month-Day
Student's Email *	<input type="text"/> s_email <input type="button" value="Check"/>
Starting Semester *	<input type="text"/> - Choose - <input type="text"/> - Choose -
Planned Duration of Study *	<input type="radio"/> 1 semester <input type="radio"/> 2 semesters (full year)
Planned Study level at UOS *	<input type="radio"/> Undergraduate <input type="radio"/> Postgraduate ※ Postgraduate at UOS provides very limited courses offered in English and students who are not fluent in Korean is strongly advised to be select undergraduate program.
Present Major at home university *	<input type="text"/>
Number of years *	<input type="text"/>
Extension	<input type="checkbox"/> Previously Nominated * Please check if this student is currently studying at UOS and nominated again for the semester extension.
delete	<input type="button" value="delete"/>

CANCEL

SUBMIT

Progress or Withdrawal

What is the next step?



UOS only accepts the application via system,
please **advise your nominees to complete**
their online application by due date.

If you want to withdraw the nomination for any reason whatever,
please send an email to the **UOS OIA** as a proof of confirmation
of withdrawal for our record.



Check status



Sent (30%)



Being reviewed (60%)



Admitted(80%)



Download Admission e-Package (100%)

NOTE

The IICE office will reflect the applicant's status depending on one's application progress.
If you want to withdraw a nomination for any reason whatever, please send an email to IICE office as a proof of confirmation of withdrawal for our record.



Upon completion of the review of an application, OIA uploads the admission packages (soft copy) on the page of CHECK STATUS, the coordinator and the applicants can download.

**1 FORGOT
PASSWORD**

Please email us to request your password reset to
exchangein@uos.ac.kr

**2 EDIT/CHANGE
NOMINEES' INFO.**

Please click "MODIFY" button.
You may edit/change nominee's information.

3 WITHDRAW REQUEST

It is necessary to receive the official request by partner institution.
After confirmation, delete nominees' information in UOS system.

4 ADMISSION PACKAGES

The UOS OIA will not send the admission packages via email.
We will upload all admission packages (soft copy) in the check status page.
We can send the hard copy only upon request.

'FAQ'

Please do not hesitate to contact us,
if you have further questions.

We always appreciate your full help.

Email : exchangein@uos.ac.kr
Tel: +82.2.6490.6662