Application and Admission Procedures

Application for Admission

Students must apply through the office in charge of International Exchange at their home universities. In addition to the online application, a formal nomination (sent by the office in charge of International Exchange) must be sent online to the Office of International Affairs at Chung-Ang University in advance.

Nomination and Application Deadlines

Semester	Nomination Deadline	Online Application
2017 Fall (2017 Sept ~ Dec)	April 30th, 2017	May 8th~May 17th, 2017
2018 Spring (2018 Mar ~ Jun)	October 31st, 2017	November 6th~November 15th, 2017

Application Process

1. **Home University's International Exchange Office nominate student(s)**

   - **Nomination from partner should be sent only with CAU nomination form**

2. **Online Application Submission (Nominated students approved by CAU and partner)**

   The nominated student from CAU's partner university should submit an online application at:

   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.**

3. **Online Documents Uploading**

   Students must complete online application form and upload below documents on our online application system.

   1) Complete Online Application Form for the Exchange Program
   2) Official Academic Transcript from Home University
   3) **Valid** Copy of Passport: Your personal information should be shown on the scanned page, and **the expiry date should be at least six months later** than the date of your exchange study ending
   4) Financial Statement **(Official document provided by bank, the other documents are not available**)
      - **a. For exchange student, more than 12,000 USD in balance for one year / 6,000 USD in balance for one semester)**
      - **b. For fee-paying student, more than 20,000 USD in balance for one year / 10,000 USD in balance for one semester)**

      The required amount is subject to change according to the actual living cost every year.
   5) Signed Dormitory Agreement (if applying for on-campus housing) - found on the online application, print and sign

6) **Attach Digital Passport-size Photo Image File with the following Specifications**

a. Size: 3.5cm x 4.5cm

b. Color photograph of face, front view, on white background, taken within the past six months

※ **Admission letter will not be issued in any absent of above documents.**

Acceptance and Visa Procedures

Your visa application number will be issued after completing our review for your online application. Students should visit to the Korean Embassy in your country with your visa application number and your passport, then you can obtain a student visa (D-2). For all questions regarding visa process, students should contact their local Korean Embassy.

Semester	Visa Application Number Issuance
2017 Fall	Early June, 2017
2018 Spring	Early December, 2017

Arrival Date: 3 days before the semester starts

Semester	Period	Arrival Date
2017 Fall	August 28st ~ December 16th	TBD, dates expected to be in end of August
2018 Spring	March 2nd ~ June 21st	TBD, dates expected to be in end of February

Exchange students for the 2017 academic year are expected to arrive during the last weekend of August 2017 for the 2017 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 you the acceptance letter.

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 student does not apply for the dorm, it will be very difficult to secure them a spot afterwards if he/she decides differently. If a student wants cancel their application for the dormitory, they need to give notices at least three weeks before the beginning of the semester. If a student cancels their dormitory application after, they may still need to the pay the dormitory fee.

A TB (tuberculosis) Test result in English within 3 months before semester begin date (from June 1, 2017 and on) is also required for those who are going to stay in dormitory.

Exclusive Colleges

The following 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
- Graduate School
  - **All Graduate School Programs are not available except GSIS (Graduate School of International Studies) and MBA**

Business Administration Courses

Due to the large number of domestic and exchange students in the Business Administration Department, the Business courses are limited to only students registered with Business Major. Other majors (i.e. Political Science, Biology) will be removed from Business courses if they attempt to register. In addition, **each Business course is limited to 7 exchange students per course.** The courses are on a first come, first serve basis.

Health Insurance

All exchange/visiting students need to be insured during their stay at Chung-Ang.

Tuition and Dormitory Payment

Fee paying students must pay the tuition in full to CAU within the first month of the semester (Spring semester: March, Fall semester: September). The Dormitory fee must also be paid in full during the first month of the semester. The exact deadlines will be informed at a later date.

Students should contact their home bank and make arrangements in advance for transfers or withdraw that need to take place to complete payment on time. Late payments are unacceptable.

Our Academic Year

The academic year at our university consists of a spring and fall semester. The spring semester begins March 2nd and ends on June 21st. The fall semester begins August 28th and ends on December 16th. Between these two semesters, we have summer and winter vacations that are each two months in length.

Chung-Ang University Exchange/Visiting Program 2017/2018

Contact person	Name: Prof. Jun Hyun Hong (Vice President) Name: Mr. Jin Park (Director) Name: Mr. Sean Cho (Associate Director/International Students Advisor) Name: Ms. Grace Kang (Coordinator, Postgraduate Program for International Students Admission) Name: Mr. Ainsworth Lee (Coordinator, Regional Cooperation/ Program for Asia and Oceania) Name: Ms. Dong-young Lee (Coordinator, Regional Cooperation/ Program for North and South America) Name: Mr. Jeff Jang(Associate Director, Regional Cooperation/Program for Europe & Africa) Name: Ms. Jihyun Kwon (Coordinator, International Summer & Winter, Short term Program) Name: Mr. Yong Hwa Jang (Coordinator, Undergraduate Program for International Students Admission) Name: Mr. Joseph Song (International Exchange Student Adviser) Name: Ms. Mindy Kim(Outbound Exchange Student Adviser) Address: Office of International Affairs, 84 Heukseok-ro, Dongjak-gu, Seoul, 06974, Korea Phone: +82 2 820 6202/6211/6744 Fax: +82 2 813 8069 Email: inbound@cau.ac.kr (Inbound Student Matters) outbound@cau.ac.kr (Outbound Student Matters) international@cau.ac.kr (Partnership, protocol and general matters)

Number of exchange student(s) to CAU	Approximately 700
Student level available to int'l exchange students	We accept exchange student(s) at the undergraduate and GSIS(Graduate School of International Studies) & MBA for graduate level. GSIS available to only graduate students studying to the following subjects at their home university; business, economics or international relations. MBA is available to only graduate exchange students studying to the following subjects at their home university; business administration, economics.
Orientation for exchange students	Spring semester: March 1st Fall semester: August 27th
Duration of exchange	One 'OR' two semesters
Language requirements (General)	Not required, but recommended: Good knowledge of English or Korean – must be able to take university level English courses. Suggested Equivalent to 197 points in TOEFL CBT test or level 4 in TOPIK(Test of Proficiency in Korean) .
Language requirements (GSIS and MBA)	**Required** TOEFL(IBT 80 PBT 550 CBT 210), IELTS 5.5, TEPS 550, or Recommendation Letter for Language Proficiency
Visa procedures	**Student must obtain Student Visa (D-2) at least one month before the semester begins.** Without a proper Student Visa (D-2), students cannot study at CAU, Korea
Length of one class	50 min or 75 min 50 min × 3 classes per week or 75 min × 2 classes per week for three (3) credit courses 50 min × 2 classes per week for two (2) credit courses
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 – please email confirmation to inbound@cau.ac.kr **- 6-9 credits per semester (Graduate)**, additional 6 credits of undergraduate courses are allowed. **Graduate level student only can take 6 undergraduate credits additionally only from the courses of College of General Education. Not allow to take undergraduate courses provided by regular undergraduate major program.**
Courses offered in English	- The courses list can be found at: http://neweng.cau.ac.kr/04_international/courses01.php (The course information is based on the offerings of Academic year 2016) - More detailed course description like course syllabus can be searched at: http://cautis.cau.ac.kr/TIS/websquare/websquare.html?w2xPath=/TIS/std/usk/sUskSif005_eng.xml - All courses at GSIS (Graduate School of International Studies) are offered in English.
Intensive Korean courses (Fee-paying program)	**Seoul campus**: 16 Korean courses of 3 different levels are available. **Anseong Campus**: 2 Korean courses of 1 level is 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 time slots (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 700 courses per year)
Estimated cost of living **per year**	Books and Supplies $ 500 Meals $ 3,000 Personal Expenses $2,500 Housing $ 3,000 **Total $ 9,000**
Airport pick-up service	Free pick up service by CAU Global Ambassadors (designated dates & times only) Flight information must be received by deadline (noticed by email)
Scholarship	According to arrangement between two institutions
Dormitory Housing	University Dormitory : $1,300 USD for one semester (estimated rate)
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 Office International Affairs.
Insurance	It is mandatory to be covered by the insurance policy whose benefits match or exceed $10,000 USD throughout the study period. Students may purchase their insurance plan at their home country and submit the certificate (in English) upon arrival or purchase the insurance plan arranged by Office of International Affairs. Students are able to purchase very affordable insurance through CAU, which will also make claiming insurance much simpler (approximately $60 USD).
CAU Global Ambassador	The Office of International Affairs organizes 'GLAM' buddy program (staffed by Korean student volunteers) to help international students
CKEP	CAU organizes 3 to 4 Cultural Activities called CKEP(CAU Korea Exploration Program) throughout the semester for students to experience unique aspects of Korean Culture.
Date of issue for academic transcript	Spring semester – mid July Fall semester – mid January
Partner Universities	Over 460 global partners as of February 2017
Institutional Information	
Name	Chung-Ang University
Number of students(as of 2/28/2017)	Graduate students: 2,758 Undergraduate students: 23,426 International students: 3,866
Faculties (Undergraduate)	http://neweng.cau.ac.kr/02_academics/undergraduate01.php
Faculties (GSIS, MBA)	**GSIS: http://gsis.cau.ac.kr/gsis_index.html** **MBA: http://mba.cau.ac.kr/eng/**