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| < List of the Required Documents > | | |
| ****No.**** | **Required Documents**  **(Online Application)** | **Remarks** |
| **1** | **Student Exchange Program Application Form** | **→ Must be in English** |
| **2** | **Study Plan** | **→ Must be in English or Korean** |
| **3** | **Letter of Recommendation** | **→ Written by a professor of an affiliated department** |
| **4** | **Certificate of Medical Examination** | **→ 1st** Semester: signed and issued by a hospital after December 1st  **→ 2nd** Semester: signed and issued by a hospital  after April 1st |
| **5** | **Certificate of Enrollment in English** | **→ Officially issued by the home university** |
|  | **→ **Must be certified by APOSTILLE or Korean Embassy (IF NOT from an OECD Country)**** |
| **6** | **Official Transcript in English** | **→ Officially issued by the home university** |
| **7** | **Copy of Valid Passport** | **→ Page showing the student’s photograph** |
| **8** | **Proof of Language Proficiency** | **→ English or Korean(If applicable)** |
| **9** | **ID Photo**  **(3cmx4cm taken within 6months)** | **→ one digital photo file** |
| **10** | **Proof of Financial Statement**  **(IF NOT from an OECD Country)** | **→ Study Period (One Semester) ☞ 8 million KRW or more, (Two Semesters) ☞ 16 million KRW or more** |
| ****< Application Procedure >**** | | |
| Nomination Deadline  - 1st Semester(Spring) : October 31  - 2nd Semester(Fall) : May 3 | | Please submit the Nomination Form  to [inbound@jejunu.ac.kr](mailto:sooykoh@jejunu.ac.kr) by **May 3rd/October 31st** |
| Online Application Deadline  - 1st Semester(Spring) : November 18  - 2nd Semester(Fall) : May 18 | | Please send all the required (hard copies) documents to the following address by post **by June 20th/ December 20th.** Before sending them by post, please make sure to complete the online application **by May 18th/November 18th.** |
| Contact Person(s) | | KIM JIYEONG (Ms.)  Outbound and Incoming Exchange Coordinator  E. [inbound@jejunu.ac.kr](mailto:sooykoh@jejunu.ac.kr)  T. +82-64-754-8241 |
| Mailing Address | | Postal Code: 63243  3F Ara Muse Hall, Office of International Affairs, 102 Jejudaehak-ro, Jeju-si, Jeju-do, Republic of Korea |
| Certificate of Admission (COA): | | The Certificate of Admission for the student visa application will be sent to the coordinator of the student's home university by EMS. |

**Jeju National University Student Exchange Program**