

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 will 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 CAU Partner Universities should submit an online application at:

http://neweng.cau.ac.kr/04_international/exprogram08.php

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

**** When uploading files, the names of the files can only contain letters or numeric characters. If the files contain other characters, there will be an error.**

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 International Office.

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 10,000 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: International Office
Chung-Ang University
84 Heukseok-ro, Dongjak-gu, Seoul, 156-756, Korea
Telephone: +82 2 820 6570/6571
Fax: +82 2 813 8069
Email: inbound@cau.ac.kr
Website: <http://neweng.cau.ac.kr/international>

2. Application Deadlines

Fall Semester (from September 1 to the 3rd week of December): **June 15**

Spring Semester (from March 1 to the 3rd week of June): **December 15**

3. Acceptance and Visa Procedures

Admission decisions will be made within 4 weeks of receiving the application. 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 for the obtainment of a student visa (D-2).

4. Arrival Date

Exchange students for the 2013 academic year are expected to arrive during the last weekend of August 2013 for the Fall semester. Students who arrive earlier than the official move-in date of the University Housing will need to arrange their own accommodation for the additional stays.

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 1st and ends in 3rd week of June. The fall semester begins September 1st and ends in the 3rd 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 exclusive 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 requested from the Department Head).



Chung-Ang University Exchange Program 2013

Contact person	Name: Junhyun Hong (Vice President) Name: Benny K(Director) Name: JB SHIN (Associate Director) Name: Sean Cho(Coordinator, Student Exchange(Outbound)) Name: Yoonsun Choi(Coordinator, Short term Program) Name: Kyori BAE (Coordinator, International Students) Name: Grace Kang(Coordinator, Students Exchange(Inbound)) Name: Junho Shin(Coordinator, Administrative) Name: Jennifer Suh(Coordinator, Agreement and External Relations) Name: ErikHanson(International Exchange Student Adviser) Address: International Office, 82 Heukseok-ro,Dongjak-gu,Seoul,156-756, Korea Phone: +82 2 820 6570/6571 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	400
Student level	We accept exchange student(s) at both the undergraduate and graduate level. But we recommend sending us undergraduate level students .
Graduate Schools	Graduate School of International Studies MBA Program Graduate School(Korean Language & Literature, Public Administration(Political Science), Department of Urban and Regional Planning, Engineering Departments)
Application deadline	Spring semester(From March 1 st to mid June): December 15 Fall semester (From September 1 st to mid December): June 15
Required documents	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 10,000 USD in balance, letters of parental support, award letters or university letters of support) 7. Signed dormitory agreement (if applying for on-campus housing)
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	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) .

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).
Areas of study not available for exchange students	<ul style="list-style-type: none"> - Courses at the School of Medicine, School of Pharmacy, School of Nursing - College of Law - Department of Theater, Department of Film, and College of Arts (Unless Permission is granted) - Conversational classes of their native language
Minimum and maximum credits	<ul style="list-style-type: none"> - 15-19 credits per semester (Undergraduate) <p>Those who want to take less than 15 credits need to acquire the permission from their home University</p> <ul style="list-style-type: none"> - 6-9 credits per semester (Graduate), additional 6 credits of undergraduate courses are allowed.
Length of one class	<p>50 min or 75 min</p> <p>50 min × 3classes per week or 75 min × 2 classes per week for three(3) credit courses</p> <p>50 min × 2classes per week for two(2) credit courses</p>
Courses offered in English	<ul style="list-style-type: none"> - The courses can be found at http://neweng.cau.ac.kr/04_international/courses01.php (The course information is based on the offerings of Academic year 2012.) - All courses at GSIS(Graduate School of International Studies) are offered in English and graduate and undergraduate exchange students studying business or economics are allowed to take those courses upon lecturer's permission.
Intensive Korean courses (Fee-paying program)	<p>Seoul campus: 16 Korean courses of 6 different levels are available.</p> <p>Anseong Campus: 6 Korean courses of 6 different levels are available.</p> <p>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.</p> <p>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.</p>
Main language in classroom	Korean (English for about 600 courses)
Estimate cost of living <u>per year</u>	<p>Books and Supplies \$ 500</p> <p>Meals \$ 3,000</p> <p>Personal Expenses \$2,400</p> <p>Local transportation \$ 500</p> <p>Housing \$ 3,600 *</p> <hr/> <p>Total \$ 10,000</p>
Airport pick-up service	<p>Free pick up service by a CAU student.</p> <p>Flight information should be received at least 2 weeks before arrival.</p>
Scholarship	According to arrangement between two institutions
Dormitory Housing	<p>University Dormitory : 1.215,200 KRW for one semester (estimated rate)</p> <p>Meals : 350,000(35 meals per month, purchase is mandatory)*</p> <p>(*subject to change)</p>
Off-Campus Housing	Off-Campus Housing is hard to acquire in Korea as a foreigner. If a student wishes to obtain Off-Campus Housing, it is required that the student obtain housing 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 Centre.
CAU Global Ambassador	International Center organizes 'G.A.' program to help international students
Cultural events	International Bazaar; Watching Baseball Game; Folk Village; Hiking Bukhan Mt. (*subject to change)
Date of issue for academic transcript	Spring semester – mid July Fall semester – mid February
Partner Universities	300 global partners as of October 2012
Institutional Information	
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)	<p><Seoul Campus></p> <p>College of the Humanities Korean Language and Literature English Language and Literature European Languages and Cultures Asian Languages and Cultures Philosophy History</p> <p>College of Social Science Political Science and International Relations Public Service Psychology Library and Information Science Social Welfare Mass Communication Sociology</p> <p>College of Natural Science Physics Chemistry Biological Sciences Mathematics</p> <p>College of Engineering Civil and Environmental Engineering, Urban Design and Studies Architecture and Building Science Chemical Engineering and Material Science Mechanical Engineering Electrical and Electronics Engineering Computer Science and Engineering Integrative Engineering</p>

	<p>College of Education Education Early Childhood Education English Education Home Economics Education Physical Education</p> <p>College of Business and Economics Business Administration Economics Applied Statistics Advertising and Public Relations Global Knowledge-based Management</p> <p>College of Pharmacy Pharmacy</p> <p>College of Medicine Medicine Nursing</p> <p>College of Arts Performance Film Creation</p> <p><Anseong Campus></p> <p>College of the Humanities English Language and Literature European Languages and Cultures Asian Languages and Cultures</p> <p>College of Social Science International Relations Public Service Family Welfare Urban Planning and Real Estate</p> <p>College of Natural Science Bioresource and Bioscience Food Science and Technology</p> <p>College of Engineering Civil and Environmental Engineering, Urban Design and Studies</p> <p>College of Business and Economics Business Administration Economics International Logistics</p> <p>College of Arts Arts Design Music</p>
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	Traditional Arts Sport Sciences
Faculties (Graduate Schools)	<p><Seoul Campus></p> <p>General Graduate School Graduate School of International Studies Graduate School of Advanced Imaging Science, Multimedia and Film Business School School of Medicine Graduate School of Social Development Law School Graduate School of Education Graduate School of Mass-Communication Graduate School of Construction Engineering Graduate School of Public Administration Graduate School of Information Technology Graduate School of Food & Drug Administration Graduate School of Arts Graduate School of Global Human Resource Development</p> <p><Anseong Campus></p> <p>Graduate School of Industrial and Entrepreneurial Management Graduate School of Korean Music Education</p>