



INHA FACTSHEET for Incoming Students (2023 Spring Entrance)

General Information	
Name of University	Inha University, 仁荷大学
Nomination Process (International Coordinator)	Period 29 th August(Mon) ~ 18 th September (Sun), 2022
	Procedure International Coordinator of Partner Universities should nominate student with nomination by filling out nomination form (designated excel format provided by INHA).
	*We do not accept nominations for student wishing commence their exchange semester in 2023 Autumn semester.
Application Process (Student)	Period 7 th Sep (Wed) 10:00 ~16 th (Sun) Oct 23:59, 2022 (GMT+9, KST)
	Procedure Application process is done by students online first and also the required documents should be sent by post by international coordinator upon review. All students should have a valid passport that satisfies the dates below before the application process.
	-For applicants for one semester (2023-Spring only): The passport expiration date must be at least 1 March 2024. -For applicants for two semesters (2023-Spring~2023-Autumn): The passport expiration date must be at least 1 September 2024.
Contact Information	Asian Region except China and Taiwan Ms. Heekyoung Kwon (kwonhk@inha.ac.kr)
	North and South America, Oceania (Australia, New Zealand), Europe (Germany) Ms. Jung Won Min (orir@inha.ac.kr)
	China and Taiwan, Northern Europe (Sweden, Denmark, Finland, Norway) Ms. Hanna Baek (hanna@inha.ac.kr)
	European Region (all except the countries mentioned above) Ms. Jungmin(Mindy) Lee (jungmin.lee@inha.ac.kr)

Detailed Information about Application Process

Nomination Process (International Coordinator)	International Coordinator of Partner Universities should fill out the nomination form using the designated excel form. ※ Please make sure that courses of desired major are offered in English at Inha by referring to English course list.
Application Process (Student)	<p>Step 1 Create an account at the online application site for Exchange Student at http://itislink.inha.ac.kr/ipsilExchange/IIE61001/ApplyLoginFGrd.aspx [The online application system works best on Chrome Browser.]</p> <p>Step 2 Upload the copy of the required documents.</p> <ul style="list-style-type: none"> All applications should be submitted online first, and then some of them need to be sent to the International Coordinator of Inha University by post.

Detailed Information about Application Process

Checklist	<p><input type="checkbox"/> Before Online Application, applicants must have the following documents ready in file. All documents should be in English. If not, it should have English translation attached to it and get signature/or stamp. (Bank certificate->from the issued bank/certificate of enrolment/and rest of the document ->from your home university faculty or coordinator)</p> <p><input type="checkbox"/> List of Required documents</p> <p>Required documents Done</p> <table border="1" data-bbox="440 1304 1442 1875"> <thead> <tr> <th>Type of Document (In addition, CHECKLIST form is a must document)</th><th></th></tr> </thead> <tbody> <tr> <td> 1. Certificate of Enrolment issued by home university (issued in English) ※ Original hard copy should be sent by post additionally. ※ Please read the detailed note below before preparing it. </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr> <td>2. Your photo in a jpg file (taken within one year)</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr> <td> 3. A copy of passport Please verify that your passport is valid for at least six months after your intended return date. if not, make sure that you renew it. </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr> <td> 4. Bank certificate in a letter form (in English ONLY) Please make it issued under your own name and account. If not, you need to add your family relations certificate to it. ※ Original hard copy of Bank certificate should be sent by post additionally by home university. </td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table>	Type of Document (In addition, CHECKLIST form is a must document)		1. Certificate of Enrolment issued by home university (issued in English) ※ Original hard copy should be sent by post additionally. ※ Please read the detailed note below before preparing it.	<input type="checkbox"/>	2. Your photo in a jpg file (taken within one year)	<input type="checkbox"/>	3. A copy of passport Please verify that your passport is valid for at least six months after your intended return date. if not, make sure that you renew it.	<input type="checkbox"/>	4. Bank certificate in a letter form (in English ONLY) Please make it issued under your own name and account. If not, you need to add your family relations certificate to it. ※ Original hard copy of Bank certificate should be sent by post additionally by home university.	<input type="checkbox"/>
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	5. Most recent official transcript in English (including all cumulative courses you took until the time of the application)	<input type="checkbox"/>
	6. Application form (designated form)	<input type="checkbox"/>
	7. Certificate of Language proficiency	<input type="checkbox"/>
	Additional documents	
	8. Family Relations Certificate in original form (in English format ONLY) It is applicable only for applicants who cannot prepare your bank certificate under your own account. if it is not written in English, you should also translate it into English and then have it stamped and signed by home university staff or coordinator. ※ Original hard copy should be sent by post additionally.	<input type="checkbox"/>

Qualification	
Common requirement	<ul style="list-style-type: none"> Currently-enrolled student at one of Inha University's partner institutions
GPA	<ul style="list-style-type: none"> A minimum 2.5 out of 4.5 cumulative GPA (2.22 out of 4.0) or 75 out of 100 points equivalent at home institution
Language Requirement	<ul style="list-style-type: none"> To Take Courses in English: (one of the official tests results taken within 2 years) <ul style="list-style-type: none"> TOEFL (IBT 71 or above), IELTS (5.5 or above) or Duolingo English test (90 or above) CAE(Cambridge Advanced English) 173 or above To Take courses in Korean: <ul style="list-style-type: none"> Applicants who will apply to the following departments need to fulfil the minimum TOPIK level requirement below in order to study in Korean. <p>The department of Korean Language and literature (TOPIK 3 or above) <i>[Graduate level: Korean Language and literature: TOPIK 4 or above for master level, TOPIK 5 or above for Doctoral Level]</i></p> <p>The department of Korean Language & Culture(KLC)-TOPIK 3 or above</p>
NOTE for requirements	<ul style="list-style-type: none"> * Letter of Recommendation by your international coordinator or your advising professor is required for applicants who do not meet the GPA or who do not have an official English test score. * Letter of Recommendation maybe partially accepted for the Dep. Of KLC stating an applicant has Korean language proficiency same or above that of TOPIK 3 or above. It is case by case up to your academic background so please inquire regional coordinator before the nomination stage.

<p>NOTE for those interested in Graduate-level Exchange Students</p>	<p>② For graduate-level applicants, you should submit the bachelor's degree certificate. Please make sure to contact professors of your chosen department or laboratory and have approval before applying. Please refer to our Graduate level Exchange student guide for detailed information.</p>
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Academic information	
<p>Semester Dates</p>	<p>Spring Semester Dates 27th FEB 2023 ~ 17th JUNE 2023 (provisional dates) (The exact dates for 2023 Spring term will be available during late November 2022)</p>
<p>Duration of classes</p>	<p>15 weeks per semester + 1 week of Exams</p>
<p>Course Catalogue taught in English</p>	<ul style="list-style-type: none"> • Refer to "2022 English Track Course list" (The attached file) ※ The 2022 English Course list is just the departmental plan and courses are subject to change depending on the circumstances.
<p>Course Registration for Exchange Students</p>	<ul style="list-style-type: none"> • The list of courses offered in English can be found online at the university's website. <i>(Fixed timetable and course lists will be available approximately a month before the semester starts.)</i> Go to http://sugang.inha.ac.kr/sugang/ and click 'English' on the upper right side menu. 1. Click 'Course Schedule' on 'Curriculum' on the left side menu. Once you click it, a pop-up screen shows up. 2. Select 'foreign language' on the 'etc.' bar on the new pop-up window. 3. Please check the Note column on the course table to see the instruction language. ※ <u>Exchange students can take courses across the majors upon successful course registration. Course lists are subject to change due to departmental circumstances.</u> ※ <i>On the website, do not use the Department/Major bar. It will reset the foreign language setting.</i>

Details about documents	
<p>Required documents</p>	<ul style="list-style-type: none"> • Original hard copies of certificate of enrolment and bank certificate need to be additionally sent to the international center of Inha University by post within the designated period even though you upload the scanned files of them online. (Original CHECKLIST Form of review should be filled out and signed by the home university officer prior to the posting. For Non-OECD countries, it posting the original document is not required)

- **Certificate of Enrolment issued by home university (in English)**

- a. **All applicants(except from China)**

All applicants (except from China): The original certificate of enrolment must be verified by apostille or consular confirmation

(Applicants from OECD countries: Apostille is not required at application stage to INHA University.; Certificate of Enrollment issued by home univ in English with original CHECKLIST form signed by the coordinator is a MUST document though.)

Non OECD Countries		OECD countries
China	Non-China	<u>CHECKLIST signed by home university must be uploaded in application attachment</u> <u>(No need to send it by post!) Confirmed document should be uploaded by student.</u>
Original submission required (by post) <u>Apostille is required for countries other than China in the application stage.</u> Checklist should be uploaded as well!		

- b. **Applicants from China**

b. Applicants from China: As a certificate of enrolment, a certification issued by the China Education Ministry's educational background and degree certification center must be submitted.

-**Certificate of Issuance Website: CHSI(学信网), <https://www.chsi.com.cn>**

- For applicants from China, please refer to the sample in the last page

- Address of the website where the certificate of enrolment can be issued:
CHSI(学信网), <https://www.chsi.com.cn>

- A consulate may request more detailed document(Apostille or etc) for visa later on even if Inha does not require at application stage.

- **Your photo in a jpg file**

The size of the photo file should be under 500KB.

- **A copy of passport**

- a. **Six-Month Passport-Validity Rule**

Your passport must be valid for more than six months beyond your intended return date for your safe comeback. Please check your passport, and if not, make sure that you renew it.

-For applicants for one semester (2023-Spring only): The passport expiration date must be at least 1 March 2024.

-For applicants for two semesters (2023-Spring~2023-Autumn): The passport expiration date must be at least 1 September 2024.

- b. **international passport and domestic passport(Applicable person ONLY)**

For some countries like Russia and Uzbekistan, There are 2 types of passports -international passport and domestic passport. You should submit copies of both passports together if it is applicable to you.

- **Bank certificate [issued after 6th AUG 2022]**

- a. **date of issuance**

It must be officially issued by bank with a bank stamp or signature within a month from the start of the application date.

- c. **Amount of Deposit Money (currency in Euros or others is acceptable as Long as the converted amount is above the USD amount below)**

-more than USD 5,500 (for 1 semester applicants)

-more than USD 7,500 (for 1-year applicants)





- c. **Certificate Form, the Owner of bank account and language**

	<p><i>Bank certificate should be issued under your name and in English. You can refer to the sample template and ask your bank to issue a bank certificate similar to the sample template. The certificate MUST contain the issuance date, account holder's full name, the balance of account, and the signature of the bank official. and the translated one in English also have to indicate the same things if you need to do it.</i></p> <p>d. Family relations certificate</p> <p><i>The owner of bank account could be one of your parents, but you are necessary to add family relations certificate in that case because we must verify the relations between you and your parents.</i></p> <ul style="list-style-type: none"> • Most recent official transcript Official Academic Transcript of Records issued by home University (in English) It should include all cumulative courses you took at your home university until the time of the application. • Application form (designated form) Please make sure to complete all parts of this form. Certificate of Language proficiency (ex. TOEFL, IELTS, Duolingo, CAE)
<p>Additional documents For those whose bank certificate is not the applicant's own document</p>	<ul style="list-style-type: none"> • Family Relations Certificate If the bank account belongs to your father or mother, you must submit a relationship certificate to prove your relationship with the bank account holder. If it is NOT issued officially in English, <u>additionally you should attach English translated version of Family Relations Certificate including you and your account holder's name on bank certificate account owner.</u> (Translated version is <i>only acceptable when it is confirmed and signed by your home university faculty or Coordinator.</i>)

[Sample for Students from Partners in China]

Online Verification Report of Higher Education Qualification Certificate

Date of Renewal: Jun. 21, 2018 Date of Expiry: Jun. 20, 2019

Name	ZHANG SAN			 NO PHOTO IN DATABASE
Sex	Female	Date of Birth	Jul. 10, 1979	
Start Date	Sep. 01, 1998	Completion Date	Jul. 01, 2001	
Type of Education	Regular Higher Education	Education Level	Junior College	
Higher Education Institution	Beijing Forestry University		Length of Program	3 Years
Major	Goods Flowers		Forms of Learning	full time
Certificate No.	1002 2120 0106 9999 99		Status	Graduation
President Name	LI SI			
Barcode	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> 9627 1296 9302 <small>Online Verification Code</small> </div> <div style="text-align: center;">  <small>Scan via Wechat to use Mini Program</small> </div> <div style="text-align: center;">  <small>Scan via Mini Program to verify</small> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <small>1、Scan to access to Mini Program "CHSI Report Online Verification"</small> </div> <div style="width: 45%;"> <small>2、Use Mini Program to verify</small> </div> </div>			
Notes: <ol style="list-style-type: none"> For more information about "Type of Education", "Education Level" and "Graduation Conclusion", please visit http://www.chsi.com.cn/en/service/note.jsp. This verification report is an electronic registration result of qualification certificate in accordance with the <i>Regulation of Higher Education Student Record and Qualification Registration</i> (Jiaoxue[2014]11); it should be CHSI (http://www.chsi.com.cn), the only MOE-designated qualification authentication website, to conduct online verification service. Ways of verification: ① Click on the online verification code in the report (electronic version) for online verification; ② log onto the "online verification system" of CHSI website and enter the online verification code; ③ Use the Mini Program "CHSI Report Online Verification" to verify the report. To prevent false reports, please use the said Mini Program rather than other third-party scanners to scan and verify. The report is subject to change. Please use the latest version of the report. The report shall not be used for other purposes without the consent of its owner. The online verification validity of the report can be set from 1 to 6 months and extended before the report is expired by the report owner. <div style="text-align: right; margin-top: 10px;">  </div>				