INHA FACTSHEET for Incoming Students
(2023 Spring Entrance)

Name of University: Inha University, 仁荷大学

General Information	
Name of University	**Inha University, 仁荷大学**
Nomination Process (International Coordinator)	Period 　**29th August(Mon) ~ 18th September (Sun), 2022** Procedure 　**International Coordinator of Partner Universities should nominate student with nomination letter(including student's DOB, nationality and affiliated major and passport info) and by filling out nomination form(designated form).** *The specific nomination method will be provided during early August. It will very similar to the information we requested for online nomination in the previous semester.* (In 2022 Autumn selection, we had done online nomination but for 2023 Spring, we are planning to go back with email nomination with designated excel attachment).
Application Process (Student)	Period 　**5th September (Mon) 09:00 ~ 3rd October(Mon) 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. An Updated Application Full Guide will be sent during Week 2 of upcoming August 2022. 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 2025.**
Contact Information	General Inquiries regarding application procedure (incoming@inha.ac.kr) Asian Region except China and Taiwan 　*Ms. Heekyoung Kwon*(kwonhk@inha.ac.kr) North and South America, Oceania (Australia, New Zealand), Europe (Germany) 　*Ms. Sohyun Kim* (annsohyun@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 online nomination form using the designated google survey link. (URL to be provided from middle of August) ※ *Please make sure that courses of desired major are offered in English at Inha by referring to English course list.*
Application Process (Student)	**Step 1** Create an account at the online application site for Exchange Student at http://itislink.inha.ac.kr/ipsiIExchange/IIE61001/ApplyLoginFGrd.aspx **[The online application system works best on Internet Explorer.]** **Step 2** Upload the copy of the required documents. • 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 (To be updated and revised during August)

Checklist	❐ 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) ❐ The hard copies of Certificate of Enrolment and Bank certificate should arrive at the International Center of Inha University by post within the application period. Without the original copies of them, you cannot get the admission letter from Inha University. ❐ List of Required documents

Required documents(To be updated once again in week 2 of Aug 2022)	Done
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.**	☐
2. **Your photo in a jpg file (taken within one year)**	☐
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.**	☐
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.**	☐

	5. Most recent official transcript in English (including all cumulative courses you took until the time of the application)	☐
	6. Application form (designated form)	☐
	7. Certificate of Language proficiency	☐
	Additional documents	***Done***

	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.**
		☐

Qualification

Common requirement	• Currently-enrolled student at one of Inha University's partner institutions
GPA	• **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	- **To Take Courses in English: (one of the official tests results taken within 2 years)**
	• **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:**
	• **Applicants who will apply to the following departments need to fulfil the minimum TOPIK level requirement below in order to study in Korean.**
	   The department of Korean Language and literature (TOPIK 3 or above)
	    [Graduate level: Korean Language and literature: TOPIK 4 or above for master level, TOPIC 5 or above for Doctoral Level]
	   The department of Korean Language & Culture(KLC)-TOPIK 3 or above

NOTE for requirements	* 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.

NOTE for those interested in Graduate-level Exchange Students	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.

Academic information	
Semester Dates	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)
Duration of classes	15 weeks per semester + 1 week of Exams
Course Catalogue taught in English	• 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.
Course Registration for Exchange Students	• The list of courses offered in English can be found online at the university's website. (*Fixed timetable and course lists will be available approximately a month before the semester starts.)* 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. ※ *Exchange students can take courses across the majors upon successful course registration. Course lists are subject to change due to departmental circumstances.* ※ *On the website, do not use the Department/Major bar. It will reset the foreign language setting.*

Details about documents	
Required documents	• 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.(Coversheet of review should be filled out and signed by the home university officer prior to the posting)

- **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.
  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

- **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 2025.
  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**
     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.*
   d. **Family relations certificate**
     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.
	
	• **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)

Additional documents For those whose bank certificate is not the applicant's own document	• **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, **additionally you should attach English translated version of Family Relations Certificate including you and your account holder's name on bank certificate account owner.** (Translated version is only acceptable when it is confirmed and signed by your home university faculty or coordinator.)

Online Verification Report of Higher Education Qualification Certificate

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

Name	ZHANG SAN		
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

NO PHOTO IN DATABASE

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

9627 1296 9302

Online Verification Code

Scan via Wechat to use Mini Program
1、Scan to access to Mini Program "CHSI Report Online Verification"

Scan via Mini Program to verify
2、Use Mini Program to verify

Notes:

1. For more information about "Type of Education", "Education Level" and "Graduation Conclusion", please visit http://www.chsi.com.cn/en/service/note.jsp.
2. This verification report is an electronic registration result of qualification certificate in accordance with the *Regulation of Higher Education Student Record and Qualification Registration* (Jiaoxue[2014]11); it should be CHSI (http://www.chsi.com.cn), the only MOE-designated qualification authentication website, to conduct online verification service.
3. 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.
4. The report is subject to change. Please use the latest version of the report.
5. The report shall not be used for other purposes without the consent of its owner.
6. 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.

CHSI