**[Academic Year 2024] Jeju National University Student Exchange Program**

< A List of the Required Documents>

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| **No.** | **Required Documents** | **Remarks** |
| **1** | **Student Exchange Program Application Form** | **→ Must be in English or Korean** |
| **2** | **Study Plan** | **→ Must be in English or Korean** |
| **3** | **Letter of Recommendation** | **→ Written by a professor of affiliated department** |
| **4** | **Certificate of Medical Examination** | **→ Signed and issued by hospital after January 1st, 2024** |
| **5** | **Certificate of Enrollment** | **→ Officially issued by home university** |
| **6** | **Official Transcript** | **→ Officially issued by home university** |
| **7** | **Copy of Passport** | **→ Page where photo is printed** |
| **8** | **Proof of Language Proficiency** | **→ If any (English or Korean)** |
| **9** | **1 Photo**  **(3cmx4cm taken within 6months)** | **→** Attach one photo to the application form.  **→ Send one digital photo file via e-mail.** |

<Application Procedure>

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| Nomination Deadline : May 3 | Please submit the Nomination Form to sooykoh@jejunu.ac.kr by May 3rd, 2024. Please see the attachment. |
| Application Deadline : May 18 | Please send all required (original) documents to the following address by post by June 15, 2024. Before sending them by post, it would be appreciated if you can email the scanned copies of application documents **by May 18, 2024**. (Except for No. 4 Certificate of Medical Examination) |
| Contact Person(s) | (Ms.) Koh Sooyeon  Coordinator-Student Exchange Program(Inbound)  E. [sooykoh@jejunu.ac.kr](mailto:sooykoh@jejunu.ac.kr)  T. +82-64-754-8241 |
| Mailing Address | 3F Ara Muse Hall, Office of International Affairs, Jeju National University, 102 Jejudaehak-ro, Jeju-si, Jeju-do 63243 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 in mid-August 2024. |