

[Ewha Womans University Nomination Guide]

1. NOMINATION (PARTNER UNIVERSITY)

Ewha Womans University (EWU) nomination uses an online nomination system to host exchange students from partner universities worldwide.

Once you ‘submit’ your list of students to the nomination page, responsible Department or the Ewha Inbound team will ‘confirm’ the nomination and an automated reply will be sent to your email.

Please nominate students who are **eligible** for Ewha’s international exchange program only. Students who do not meet this criteria may not be accepted by EWU.

Check Eligibility below:

- 1) Enrolled as full-time students in 4-year accredited institution of higher education
- 2) Must have completed at least one semester
- 3) GPA equivalent or over 2.5/4.0 (75/100)
- 4) Ability to take courses in either English or Korean(No language test score requirement)

Nomination & Application Period

Semester Period	Spring (March - June)	Fall (Sept - Dec)
Nomination Period	Sept.15 – Oct.31 (At pervious year)	March 15 – April 30
Application Period	Oct.15 – Nov.15 (At previoius year)	April 15 - May 15

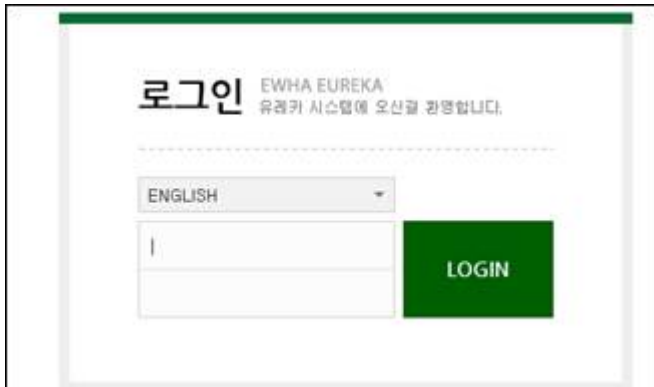
Please note that nomination from partner university with cumulative balance over +10 may not be accepted. Please contact the EWU Inbound team for further information.

2. STEP BY STEP_NOMINATION PROCEDURE

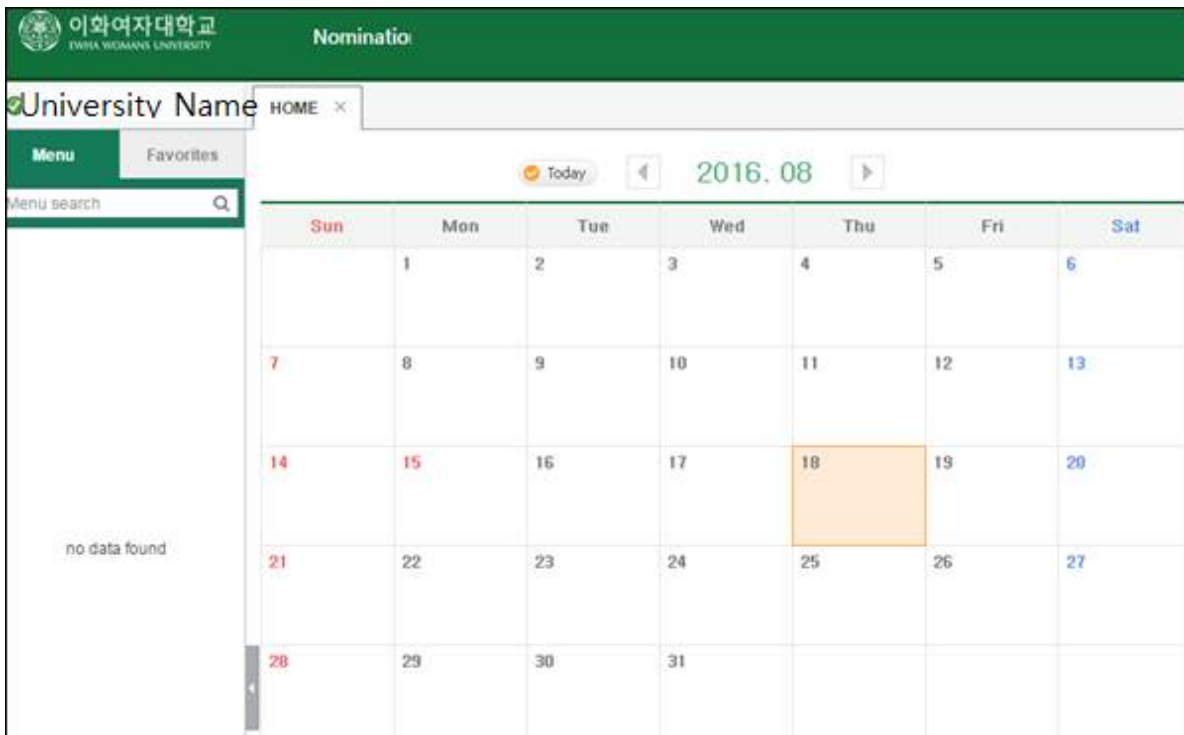
STEP 1. Click Ewha Nomination link → [WEBPAGE](#)

STEP 2. Choose English, Log-in with your ID and Password. (Password is the same with ID)

Please check your email to find your university's ID/Password number



STEP 3. You'll find your university name on the left. Click on Nomination at the top of the page



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

STEP 4. Click on Nomination Enrollment and fill in Nomination Form

Partner University Nomination form for Ewha Womans University Exchange & Study Abroad Program [Submit] [Save]

* You cannot edit information after you submit. Should you have inquiries, send email to goabroad@ewha.ac.kr

Year: 2017 Term: 1st semester University: Alverno College

PART I: University Information [New] [Delete]

No.	Delete	Agreement Type	Institution (Department)	Email of International Office / Study Abroad Advisor (You will receive notice regarding nomination)

PART II: Student Information [New] [Delete] Total: 0

No.	Delete	Status	Exchange Period	First Name	Last Name	Email (Will be used for Online Application log-in ID)	Confirmation

1) PART I: University Information (Complete university information first)

You may add new columns by clicking 'New', and delete by checking a column and clicking 'Delete'. Please 'Save' your information while processing.

[Guide to selecting Agreement Type & Institution type]

1. Agreement Type asks what level of contract you have with EWU. You should input university information according to the agreement type.

A. Contract with central Office of International Affairs → **'University Level'**

-if you are getting message from office of international affairs(central) office, goabroad@ewha.ac.kr → **'University Level'**

B. Contract with Department/Institution level → **'Institutional Level'**

-if you are getting message from department → **'Institutional Level'**

2. Institution Type asks which Department/Institution you have contract with.

Example. Ewha School of Business(Bachelor), Ewha School of Business(Master), Graduate School of International Studies

If you have any questions about the agreement, you may contact us before nominating.

2) PART II: Student Information ('Save'-'Submit' to finish)

Insert your nominating student information.

1. Name should be "First name Last name", Capital +Lower letters in English

Example. Avina Oezbek

2. Insert student's primary email address(email address that the student uses the most).

Example. Student might use ewha@gmail.com more than ewha@ewha.ac.kr . Please check!

-This email will be used to verify student application.

-Make sure there are no typos or errors.

*Capital Letters are recognized differently.

-Also please have the student use the same email address in application registration

3. 'Save' and 'Submit' to finish the nomination.

Confirmation results will be shown on 'Confirmation' column.

STEP 5. Check status of nominated student

You may check the results of your nomination on the 'confirmation' column by 'Confirmed' or 'Declined', this will also be notified via email.

3. APPLICATION (PARTNER STUDENTS)

Student application is also done on-line → [Application webpage link](#)

****) Students MUST use the same email address as nomination to register.**

Students' whose nomination is 'confirmed' can apply to Ewha only.

Please advise your students to finish their application with accordance to the application period. Late application will not be accepted.

The student will be asked to complete

1. Personal information
2. Academic Information (Please advise students to submit correct OIA office address)
3. Personal Contact Information
4. Emergency Contact Information

5. On-campus Housing (application_ first-come, first served basis)
* Application for the program includes section on application for on-campus housing.
Housing is on first-come, first served basis based in order of admission after “complete” application.
6. Statement of Purpose
7. Upload Required Documents
 - A. Copy of Passport
 - B. Copy of Academic Transcript
 - C. Copy of Health Certificate
 - D. Student Agreement

Please take note that we only require digital documents for student application.

Thank you for your corporation and we hope for flourishing relationship between our institutions.