

## *Invitation of Exchange Students for Spring Semester, 2025 (Chung-Ang University, Republic of Korea)*

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Centennial Building (Bldg. #310)

Dear Esteemed Partners,

Warm greetings from Chung-Ang University, Seoul, Korea!

We are pleased to inform you of our nomination and application procedures for incoming exchange students to Chung-Ang University. The number of students, exchange conditions, and important dates are described below.

### **1. Available Number of Exchange Student(s)**

Agreed number per semester, based on a mutual exchange student agreement.

We are flexible with the exchange quota, so should you wish to send more students than the allocated number, please reach out to our Office of International Affairs (OIA).

### **2. Condition:** Tuition Fee Waiver (or tuition fee-paying if agreed upon)

### **3. Campus:** Seoul and Da Vinci (Anseong) Campus.

The campus is designated depending on your student's desired major. Please refer to the first part of the attached fact sheet.

\* Exchange Students are responsible for airfare, registration card fees, and monthly living expenses including meals, textbooks, insurance, and other personal expenses.

#### 4. Study Period:

- \* One Semester (Spring semester, 2025 only): March 3<sup>rd</sup>, 2025 – June 20<sup>th</sup>, 2025
- \* Two Semesters (Spring and Fall semester, 2025): March 3<sup>rd</sup>, 2025 – December 19<sup>th</sup>, 2025  
(end of semester dates may change)

#### 5. Nomination Deadline: **October 14<sup>th</sup>, 2024** ([Please, use our official nomination form](#))

- \* We have attached the nomination form for you to complete. Please send it back to us by **October 14<sup>th</sup>, 2024** for us to review the primary information of the nominee(s) and provide access to the online application system. *All exchange students need to be nominated by the Office of International Affairs at their home university, including the fee-paying visiting students.*
- \* **After reviewing the nomination form, we will provide the temporary IDs and PWs of approved students to the University coordinator's e-mail in mid-October.**

#### 6. Online Application: **October 14<sup>th</sup> – November 15<sup>th</sup>, 2024**

- \* For Non-OECD nationalities, original documents should arrive by **November 30<sup>th</sup>, 2024**

#### 7. Certificate of Admission (COA) issuance starts: **1<sup>st</sup> week of December, 2024**

COA is a mandatory document for the student visa application. It will be issued in order of the completion of the online application. Student should receive the COA by the end of December at the latest to safely obtain the student visa (usually takes 4-8 weeks to obtain the visa but it depends on the Visa Centre/Consulate). Any missing/late arrival of the required documents will delay the issuance of COA and the student is solely responsible for ensuring that the necessary documents are well uploaded and the original documents arrive on time.

- \* Any student renewing the passport after the online application should inform in advance and send the renewed passport copy to OIA as soon as possible; COA should be issued with the new passport information. Please be noted that it will take time to make amendments.

#### 8. UCC Contest

To provide practical and useful information to CAU students who are interested in the exchange program, OIA holds a UCC contest created by our incoming students to introduce each partner university. Among the students who film and introduce their home university, scholarships will be awarded to the winning entries after being reviewed by the Office of International Affairs. Details for the contest will be announced to the nominated students.

#### 9. Global Fair

Every May/October, CAU promotes our partner universities to CAU students for study abroad through the Global Fair.

- \* Global Fair Spring 2024: [Global Fair Video](#)

Below is our postal address in case you would like to send us promotional materials to CAU for such an event.

- Office of International Affairs



Chung-Ang University  
Bldg. #310, Room 210,  
84 Heukseok-Ro, Dongjak-gu, Seoul,  
Republic of Korea (Postcode: 06974)

If you need further information, feel free to contact us.

Sincerely,  
Office of International Affairs  
Chung-Ang University

**Contacts**

Inbound Matters (From Partner to CAU): [inbound@cau.ac.kr](mailto:inbound@cau.ac.kr)

Outbound Matters (From CAU to Partner): [outbound@cau.ac.kr](mailto:outbound@cau.ac.kr)

Other Matters including Partnership and Protocols: [international@cau.ac.kr](mailto:international@cau.ac.kr)

Mailing address: Office of International Affairs, Chung-Ang University (Seoul Campus) Bldg. #310, Room 210,  
84 Heukseok-Ro, Dongjak-gu, Seoul, Republic of Korea (Postcode: 06974)