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| < List of the Required Documents > | | |
| ****No.**** | **Required Documents** | **Remarks** |
| **1** | **Student Exchange Program Application Form** | **→ Must be in English or Korean(Signed and with photo attached)** |
| **2** | **Study Plan** | **→ Must be in English or Korean** |
| **3** | **Letter of Recommendation** | **→ Written by a professor of an affiliated department** |
| **4** | **Certificate of Medical Examination** | **→ Signed and issued by a hospital after December 1st, 2024** |
| **5** | **Certificate of Enrollment** | **→ Officially issued by the home university** |
| **6** | **Official Transcript** | **→ Officially issued by the home university** |
| **7** | **Copy of Passport** | **→ Page showing the student’s photograph** |
| **8** | **Proof of Language Proficiency** | **→ English or Korean** |
| **9** | **ID Photo**  **(3cmx4cm taken within 6months)** | **→** Attach one photo to the application form.  **→ Send one digital photo file via e-mail.** |
| **10** | **Proof of Financial Statement**  **(IF NOT from an OECD Country)** | **→ Study Period (One Semester) ☞ 8 million KRW or more, (Two Semesters) ☞ 16 million KRW or more** |
| ****< Application Procedure >**** | | |
| Nomination Deadline : October 31, 2024 | | Please submit the Nomination Form  to [sooykoh@jejunu.ac.kr](mailto:sooykoh@jejunu.ac.kr)  by October 31st, 2024 as attached. |
| Application Deadline : November 18, 2024 | | Please send all the required (hard copies) documents to the following address by post by January 10, 2025. Before sending them by post, it would be appreciated if you can email the scanned copies of the application documents **by November 18, 2024**. (Except for No. 4 Certificate of Medical Examination.) |
| Contact Person(s) | | KOH SOOYEON (Ms.)  Outbound and Incoming Exchange Coordinator  E. [sooykoh@jejunu.ac.kr](mailto:sooykoh@jejunu.ac.kr)  T. +82-64-754-8241 |
| Mailing Address | | Postal Code: 63243  3F Ara Muse Hall, Office of International Affairs, 102 Jejudaehak-ro, Jeju-si, Jeju-do, 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-January 2025. |

**[Academic Year 2025] Jeju National University Student Exchange Program**