YONSEI UNIVERSITY

OFFICE OF INTERNATIONAL AFFAIRS

Student Guide for Spring 2027

http://oia.yonsei.ac.kr/

Quick Reference for Application

Summary only - read the full Student Guide for details. **All dates are Korea local time.**

KEY DATES - WHAT HAPPENS WHEN

Sep 1 – Oct 15	Nomination — by your home university coordinator
Sep 1 – Oct 31	Online application — by you
Early-Dec	Disability accommodation request
Mid-Dec	Admission results announced (by email)
Within Jan	Certificate of Admission issued — for visa
Jan 15	Health insurance proof upload
Late Jan	Course registration guide sent
Early Feb	Student ID (login credential) announced
Mid-Feb	Course registration
Early-Mar	**Semester begins**

DOCUMENTS TO SUBMIT

Document	How	Must-know
1 **Official Transcript(s)**	Upload	Issued ≤30 days; English/Korean; CGPA ≥2.5/4.0; UG: 2 semesters / Transfer·Grad: 1 semester before nomination.
2 **Confirmation of Student Information Form**	Upload	Only if your transcript is not in 4.0 GPA scale. Signed by home coordinator + attach grading conversion table.
3 **Proof of Language Proficiency**	Upload	TOEFL iBT 79 / IELTS 6.5 / TOPIK 4, etc. Taken ≤2 yrs before semester. English-speaking nationals/universities may be exempt.
4 **Photo**	Upload	Used for your Yonsei student ID card.
5 **Passport ID page (copy)**	Upload	Passport must be valid ≥6 months from the semester start date.
6 **Study Plan**	Upload	Use the form on the SAY application page. At least 5 sentences per question.
7 **Proof of Health Insurance**	Upload **by Jan 15**	May upload after admission. Must show name, coverage period (covers your stay) & valid in Korea.
8 **e-Bank / Financial Statement**	**Upload + post (original)**	Issued ≤30 days before visa application at the Korean Embassy; under your name; ≥USD 5,000 (1 sem) / 12,000 (1 yr). No screenshots. Needed for your COA.
9 **Certificate of Enrollment**	**Upload + post (original)**	Non-OECD nationals: Apostille / consular legalization. China: submit CHSI report instead. A transcript showing enrollment may substitute if no separate certificate is issued. Needed for your COA.

CHECK YOUR CASE — DOES THIS APPLY TO YOU?

Need a D-2-6 visa: Add docs 8 & 9, and mail the originals by post. (Not for Korean / F-4 holders.)

Studying in China: Upload the English CHSI Online Verification Report — no Apostille.

Non-OECD national: Certificate of Enrollment needs Apostille or Korean consular legalization.

Korean heritage / dual: Select KOREA, SOUTH & submit Korean passport. Check visa/military rules with a Korean embassy.

Transcript not in 4.0 GPA: Add the Confirmation of Student Information Form (doc 2).

From English-speaking country/univ.: Language proof may be waived (passport or home-university letter instead).

TWO THINGS STUDENTS MISS MOST

Do not create your own account — it will be deleted and invalidated. Only D-2-6 applicants mail hard copies; everyone else submits online only.

MAIL HARD COPIES TO (D-2-6 ONLY)

ATTN: Ms. Hye Min Song· International Affairs Team, Student Union Annex Rm 207 (Bldg 207-A), 50 Yonsei-ro, Seodaemun-gu, Seoul 03722, Korea · Tel +82-2-2123-3977

YONSEI UNIVERSITY

OFFICE OF INTERNATIONAL AFFAIRS

Student Guide for Spring 2027

http://oia.yonsei.ac.kr/

This application guide is for students whose home university has a student exchange agreement with Yonsei University. Please check with your home university advisor/coordinator first.

*** All dates and times below are according to the local time in Korea**

Step 1: Nomination (by home university advisor/coordinator) September 1 – October 15

Every student selected by his/her home university or institution to participate in the exchange student program must be nominated by their advisors/coordinators first. Nomination guide will be sent to advisors/coordinators individually.

Step 2: Online Application (by student) September 1 – October 31

Once online nomination is submitted, a student account for application will automatically be created and you will receive an auto-email.

** You must NOT create an account yourself. Any account or information submitted through it will be considered invalid and deleted without prior notice. **

1. Log into our system

- Url *http://say.yonsei.ac.kr/exchange*
- Username Your email address provided by home university advisor/coordinator
- Password (Your birth date in the order of YYMMDD) + ys! (eg. 5th of January, 2005 --> 050105ys!)

***If you have not received our auto-email, please follow the steps below:**

1. Check your spam folder first. If you did not find our email there, you can access all emails sent through our system by clicking the "Sent email history" button located within the "Application Status" tab in our application portal.
2. To ensure you receive all important communications, you may consider changing your email address using the instructions below:
   - Log into the application portal using the email address provided by your home university > Go to the "Personal Information" tab > Update the email address (Gmail addresses are not recommended, as system-generated emails may not be delivered properly) > Please inform us of the email address update via email.

2. Complete your online application form by our deadline sharp.

Also, make sure you choose your school year and major at Yonsei University correctly because they will be used for course registration and you will not be able to change this information once the application period is over.

<Important Notes>

1. All information entered in the application page, including uploaded file names, **must be in English letters and numbers only (no special characters, punctuation marks, or non-English characters).**
2. Please browse our website for offered courses and select the major from which you plan to take most of your courses during your stay at Yonsei. **It does not have to be an exact match with your home university major, but it must be related to your current major.**

3. Every student is required to upload:

1. Official Transcript(s) (*)
2. Confirmation of Student Information Form (ONLY if the transcript does not show the grading in GPA out of 4.0 scale)
3. Official Proof of language Proficiency (*)
4. Photo (for student ID card)
5. Copy of the Passport ID Page
6. Study Plan(template available on the SAY application page)
7. Proof of Health Insurance (may be submitted after admission confirmation)

4. Additional documents required for students who require a Korean Student Visa (D-2-6).

(Not required for Korean passport holders, F-4 visa holders, or other students who do not require a D-2-6 visa.)

The following original documents must be submitted by post by students applying for D-2-6 Visa. *Hard copies must be received by Yonsei before visa-related documents can be issued.*

8. Official e-Bank/Financial Statement (*)

- Must be issued within 30 days prior to the date of your D-2-6 visa application at the Korean Embassy/Consulate

9. Official Certificate of Enrollment (*)

- The Certificate of Enrollment must be issued within 30 days prior to university application submission (not visa application).

- for non-OECD country nationals, authentication like Apostille or Korean Embassy/Consulate legalization is additionally needed on this document (OECD member countries)

※ **For students enrolled at a university in China, please refer to the additional requirements below**

(*) We do NOT accept screenshots or unofficial copies. For Documents 8 and 9, please prepare 2 copies; 1 copy for the university and 1 copy for the embassy if required.

**** Mailing Address ****

ATTN: Ms. Hye Min Song

ADDRESS: International Affairs Team, Student Union Annex Room No.207 (Building 207-A), 50 Yonsei-ro, Seodaemun-gu, Seoul 03722, South Korea

TEL: (+82) 2-2123-3977

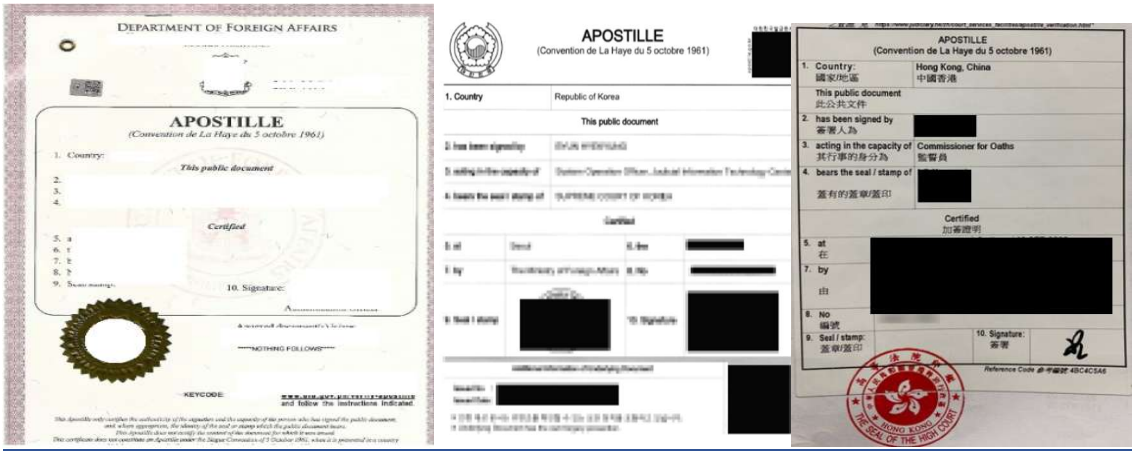
* Please use the following VAT Registration Number only if it is specifically requested for customs clearance by the courier or customs authorities: 110-82-00282

What is an Apostille / Consular Legalization?

Students from non-OECD countries are required to submit a Certificate of Enrollment with additional authentication. The required authentication method depends on the country where the Certificate of Enrollment is issued:

- **Apostille (for documents issued in Apostille Convention member countries)**
- **Korean consular legalization (for documents issued in non-Apostille Convention countries)**

For example, if you are a non-OECD national studying at a university in the United States, you must submit a Certificate of Enrollment with an Apostille issued in the United States.



Sample of Apostille

Sample of Consular Legalization

Important Note about the Supporting Documents	
1. Official e-Transcript(s)	- **Minimum GPA for Application: CGPA 2.5 on a 4.0 scale,** or higher if specified in a separate agreement. (No other grading scales will be accepted.) * If your transcript does not show your GPA on a 4.0 scale, you must additionally submit the "Confirmation of Student Information Form" (downloadable from our application system) * The official e-transcript must show average grades obtained to this date. **It must include all of the completed semesters results, not just limited to your most recent study year.** * The e-transcript must be issued within 30 days from the date of application submission, in English or Korean, signed or stamped by home university (Digital signature is accepted). **Screenshots and unofficial records are not accepted.** * For Undergraduate/Bachelor's Degree level (≠Associate Degree) students, must show two (2) semesters' GPA BEFORE the nomination / application period on their official transcripts. * For transfer students or Graduate/Master's Degree level students, must show one (1) semester's GPA BEFORE the nomination / application period **on their official transcripts of their CURRENT degree program**.
2. Confirmation of Student Information Form	- ONLY if your transcript does not show the grading in GPA out of 4.0 scale, then you MUST submit the "Confirmation of Student Information Form" (downloadable from our application system) additionally. The form must be signed by the coordinator at their home university and the official or internal grading conversion table of their home university must be attached together.
3. Language Proficiency All tests **must have been taken within 2 years** of the start date of the semester. (Spring semester starts on March 1 and Fall semester starts on September 1)	Either English **OR** Korean proficiency proof below is required. 1) English: Either one of the followings is accepted. - TOEFL iBT or iBT Home Edition 79 (ITP or MyBest score is NOT accepted) - IELTS 6.5 - Cambridge English Exam B2 First (FCE) ~ C2 Proficiency (CPE) 2) Korean: Either one of the followings is accepted. - KLAT or TOPIK level 4 - An assessment report by a professor ***Exception:** 1) A national from majority native English speaking countries (the United States, Canada (excluding Quebec), the United Kingdom, Hong Kong, Singapore, Australia, New Zealand, Ireland): Passport is required 2) Current home university is in majority native English speaking countries (the United States, Canada (excluding Quebec), the United Kingdom, Hong Kong, Singapore, Australia, New Zealand, Ireland): N/A, but it must be specified in the transcript or Certificate of Enrollment 3) Current degree program is held 100% English: Home university letter is Required

4. Photo (for student ID card)	- Please note that this photo will be used for student's Yonsei Student ID card.
5. Copy of the Passport ID Page	- You must hold a passport **<u>with at least 6 months of validity left</u>** from the starting date of the semester. **<Important Note for Students with Korean Heritage>** *If you have multiple citizenship including South Korea, please select KOREA, SOUTH as your nationality and submit a copy of your Korean passport. * Students with Korean Heritage may have special requirements regarding visa issuance due to dual nationality issues, especially in terms of military service for male students. If you suspect that this might be your case, please make sure to ask for instructions from your local Korean Embassy in advance of your trip to Korea.
6. Study Plan	- Please use the form downloadable from the application website. - Must be at least 5 sentences long per question.
7. Proof of health insurance (You may skip this document for now, but please upload the insurance document under the "Application Status – 4. Health Insurance" tab after application closes. The deadline for uploading the insurance document is January 15 for spring admission and July 15 for fall admission.)	- As per our government policy, all international students will be automatically enrolled in the Korea National Health Insurance upon receiving their alien registration number after arriving in Korea. The estimated cost for this insurance is around 50-60 USD per month. However, for added safety and to ensure coverage during their initial period in Korea, international students are required to submit their travel insurance plan separately. The exact issuance date of the Alien Registration Card (ARC) cannot be guaranteed, as processing times may vary. In most cases, it takes approximately one to two months after the start of the semester for the ARC to be issued. Thus, having comprehensive travel insurance that covers this period is essential for the students' safety and well-being. For more information about the National Health Insurance Service(NHIS) and the application for exemption, please refer to the following link and directly contact NHIS. Global One-Stop Service Center (yonsei.ac.kr) - The proof of health insurance should include: ▪ Full name of the insured ▪ Period of coverage - must be valid during your stay ▪ Place of coverage - must be valid in Korea - A photo of the front/back of your insurance card as below is not acceptable. * Students will not be officially registered until proof of health insurance is uploaded on our application system.

8. Official e-Bank/Financial Statement	*** Additional document required ONLY for students who need to apply for a D-2-6 Student Visa. Hard copies must be submitted by post.** ***(Not required for Korean passport holders, F-4 visa holders, or other students who do not require a D-2-6 visa.)*** *** Must be issued within 30 days prior to the date of your D-2-6 visa application at the Korean Embassy/Consulate, and must be in English or Korean** *** Visa-related documents can only be issued within three (3) months before the start of the semester (from December 1 for the Spring semester and from June 1 for the Fall semester)** **For example, if you plan to apply for your D-2-6 visa on December 30, your bank statement must be issued on or after November 30.** - An official e-bank statement should be under your name. In case the e-bank statement is issued under your parent's name, a document must be attached to verify the relationship (i.e. birth certificate). - Ensure that your name, account number and remaining balance are available for viewing. **The balance must be at least 5,000 USD for one-semester exchange or 12,000 USD for one-year exchange.** - Please be aware that a screenshot image of your mobile or PC bank account page is not accepted as an official document for our purposes. We require a bank statement issued directly from your bank's system or an official letter issued by the bank. - The bank statement or letter should be in English. If your bank does not provide documents in English, it is essential to provide a notarized English translation for us to review. - Scholarship or financial aid recipients may provide certificate of scholarship or financial aid for living expenses instead.
9. Official Certificate of Enrollment	*** Additional document required ONLY for students who need to apply for a D-2-6 Student Visa. Hard copies must be submitted by post.** ***(Not required for Korean passport holders, F-4 visa holders, or other students who do not require a D-2-6 visa.)*** *** For non-OECD country nationals, additional authentication is required on this document. The required authentication method depends on the country where the document is issued:** **- Apostille (for documents issued in Apostille Convention member countries)** **- Korean consular legalization (for documents issued in non-Apostille Convention countries)** **※ For students enrolled at a university in China, regardless of nationality, please upload an English version of the Online Verification Report of Student Record issued by CHSI (http://www.chsi.com.cn) instead of an Apostille or Korean embassy/consulate legalization.** *** If your institution does not issue a separate Certificate of Enrollment and your enrollment status is indicated on your official transcript, please upload the official transcript for this section. In this case, the official transcript will be treated as a Certificate of Enrollment and must satisfy any applicable Apostille or Korean consular legalization requirements.**

Step 3: Admission — Mid-December

Your application will be screened, and acceptance announcement will be made by **mid-December.**

1. Admission results will be sent via email to all students.
2. **[For Foreign Nationals ONLY]** An admission packet, including the Certificate of Admission (COA) and Yonsei University's Business Registration Certificate, will be sent separately via email.

   COA will be issued on a rolling basis **within January** after admission results are announced. Processing times may vary depending on document verification and individual circumstances.

Step 4: Course Registration — Mid-February

Once your proof of health insurance has been uploaded, you will be officially registered in our system as a full-time exchange student.

The course registration guide is expected to be distributed via email in **late January** (subject to change), and your student ID number (which will serve as your login credential for the course registration system) will be announced by **early February**.

Step 5: Accommodation for Students with Disabilities — Early-December

Students who require housing and/or academic (test) accommodations due to a disability or special need must submit the required application materials and supporting documents to Yonsei OIA (study@yonsei.ac.kr) by the **first week of December.**

Detailed instructions regarding eligibility, required documents, and submission procedures will be provided separately to admitted students. Please note that all accommodation requests are subject to individual review and approval, and submission of documents does not guarantee that accommodations will be granted.

---

* In addition to the items listed above, students may need to complete visa application procedures, housing applications, course registration, and other administrative processes.

All relevant information will be provided in due course. In the meantime, please visit the following website for general information: https://oia.yonsei.ac.kr/intstd/exApp.asp