

2023 Spring Exchange Student Nomination

Hanyang University ERICA is happy to inform you that we begin accepting your nominations for 2023 Spring semester. This instruction only applies to 2023 Spring nominations as we are not yet ready to receive nominations for future semesters. Also, the nomination is not needed for a student currently studying at Hanyang who wishes to extend their stay for another term. There is a separate process for study period extension and we will share the instruction upon request. **Please note that students who have cancelled for 2022 Fall but wish to participate in 2023 Spring MUST be re-nominated through the system.**

Nomination Period

October 1st (Saturday) 00:00 – October 15th (Saturday) 23:59 KST

Nomination Method

- Online nomination must be submitted through a newly developed system. (Instruction Attached)
- Nomination must be completed, by a home university coordinator for each student planning to enroll at Hanyang University ERICA as an exchange student.
- **E-mail nomination will NOT be accepted** so please make sure your students are nominated through our system even if you have sent us an email previously.
- **Please complete the nomination by the deadline** above as late nomination will not be considered

Nomination Details

Qualification	<p>Students must satisfy all qualification below to be accepted as an exchange student at Hanyang. Nominees who fail to meet the requirements will not receive an application email from us.</p> <ul style="list-style-type: none"> ● No. of semester completed: At least one semester completed by the time of nomination and must be able to provide an official transcript with final score ● Cumulative GPA: 60% or higher based on the grading system at student's home university. Home University's grading system will take precedence over any conversion tables submitted. ● Language Proficiency: Qualified level of English or Korean (Please refer to the information sheet for details)
Information Match	<p>The nomination details must match with the details of the student's application. In case the application details need editing, the nomination details must be edited by the home university and the changes will be reflected on the application page accordingly. Therefore, please make sure to consult with your student(s) for their study plan before nominating them. If needed, you may share a copy of your nomination with your students so that (s)he can check the details of nomination before filling out the application.</p>

Every semester, we try our best to help students register courses they desire as much as possible. However, as **the course registration system works on first-come-first-served basis, their preferred choices of courses are NOT GUARANTEED.** Thus, we ask exchange students to be flexible with their course preferences.

Procedure after Nomination

Nomination reviewed by HYU	Application Instruction sent to student(s)	Online Application submitted by student(s)	Admission Letter sent to Students via email
Early Oct – Mid Oct	Mid Oct	By Oct 31st	Late Nov, 2022

How to nominate?

1. Confirm your university's ID & Password sent for Spring 2023

In October 2021, Hanyang University newly adopted a new nomination system. All our partners will be allocated with their own account, and the ID & P/W will be informed through email respectively. If you fail to find the ID & Password assigned to your university, please do not hesitate to ask us by ericaincoming@hanyang.ac.kr

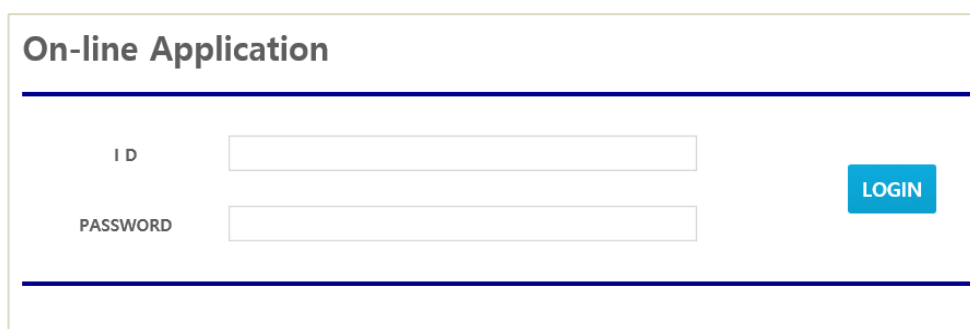


2. Go to 2022 Spring Semester Exchange Nomination Webpage

Link: <https://portal.hanyang.ac.kr/haksa/gryu/gryuDamdangjaLogin.do>



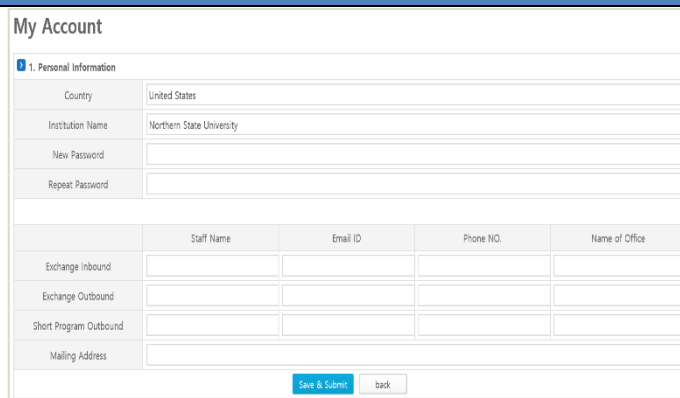
3. Log in with your university's ID and password



The login form is titled 'On-line Application'. It features two input fields: 'I D' and 'PASSWORD'. To the right of these fields is a blue 'LOGIN' button. The form is enclosed in a light gray border with a thin blue line at the top and bottom.



4. Click 'My Account' menu → Change to new password **immediately** and fill in the coordinator's information → Make sure to 'Save & Submit'



The 'My Account' form is divided into two main sections. The top section, '1. Personal Information', contains fields for 'Country' (United States), 'Institution Name' (Northern State University), 'New Password', and 'Repeat Password'. The bottom section is a table with five columns: 'Staff Name', 'Email ID', 'Phone NO.', and 'Name of Office'. It includes rows for 'Exchange Inbound', 'Exchange Outbound', 'Short Program Outbound', and 'Mailing Address'. At the bottom right, there are 'Save & Submit' and 'back' buttons.

- ✓ The account will be necessary for the nomination in the future. So please handover the account information when there is any staff change in the office.
- ✓ Please fill/update the information of 'Exchange Outbound' and 'Mailing Address'



5. Click 'back' button and click " button and submit nomination

※ Steps

① Set 'Year & Semester' to 2023 Spring Semester and then click 'Search' button (**DO NOT FORGET**) → Click 'Nominate now' button

My Nomination

Year Semester :

Nominate List -You can nominate up to 4 students to Hanyang university(ERICA) for 2023 Spring

Date	Student Information									
	Last Name	First Name	Date of Birth	Email	Study Level	Year of Study	Study Period	Program Eligibility	Campus	college
No inquired data or no data available.										

② Once nomination page pops up, fill in nominee's information (Below image is sample nomination) → Click 'Submit' button

Nomination

Last Name First Name

Date of Birth

Email

*Please note that the email will be the ID for the student's online application and all the important notes will be sent to this email so please enter an email address which is frequently used by the student.

Campus Selection ☐ Seoul Campus ☒ ERICA Campus

☐ Colleges in Seoul Campus: https://www.hanyang.ac.kr/web/eng/s_college_department-info?
☐ Colleges in Erica Camus: https://www.hanyang.ac.kr/web/eng/e_college_department-info

Study Level ☒ Bachelor(Undergraduate) ☐ Master(Graduate)

*(Hanyang's undergraduate is 4-year program and graduate is 2 years.)

Year of Study at HYU

College

Study Period ☒ One Semester ☐ Two Semester

Indicate specifically ~

*Please indicate the semester/year when your student will be studying at Hanyang.

CGPA The student has achieved 60% of CGPA or higher based on the grading system of home university.
☒ Yes ☐ No

③ Confirm if your nominations are well submitted

My Nomination

Year Semester :

Nominate List -You can nominate up to 4 students to Hanyang university(ERICA) for 2023 Spring

Date	Student Information									
	Last Name	First Name	Date of Birth	Email	Study Level	Year of Study	Study Period	Program Eligibility	Campus	college
<input type="checkbox"/> 20220929	HANYANG	ERICA	20000101	ericaincoming@hanayng.ac.kr	Bachelor (Undergraduate)	4	2023 Spring Semester	Yes	ERICA	COLLEGE OF BUSINESS AND ECONOMICS

- ✓ The number of students means the available seat per semester. But if you have already sent more students than designated seats in Fall 2022, the number should be decreased as such. For example, if the number is 2, we could accept 4 1-semester students for both Fall 2022 & Spring 2023, or 2 1 full year student for either Fall 2022 or Spring 2023. But if you already sent us 3 1-semester students in Fall 2022, we can accept 1 1-semester student in Spring 2023. **If you need more exchange seats, please consult with us in advance by ericaincoming@hanyang.ac.kr**
- ✓ Do not use diacritic marks such as č, å, ü, ñ etc.
- ✓ ★Only the student's email that coordinator submitted during the nomination will be activated at the online application stage. So please put the student's email that s/he actively uses.
- ✓ Click 'Submit' after filling all information in the form