Nomination Instruction
(Seoul Campus)

Office of International Affairs
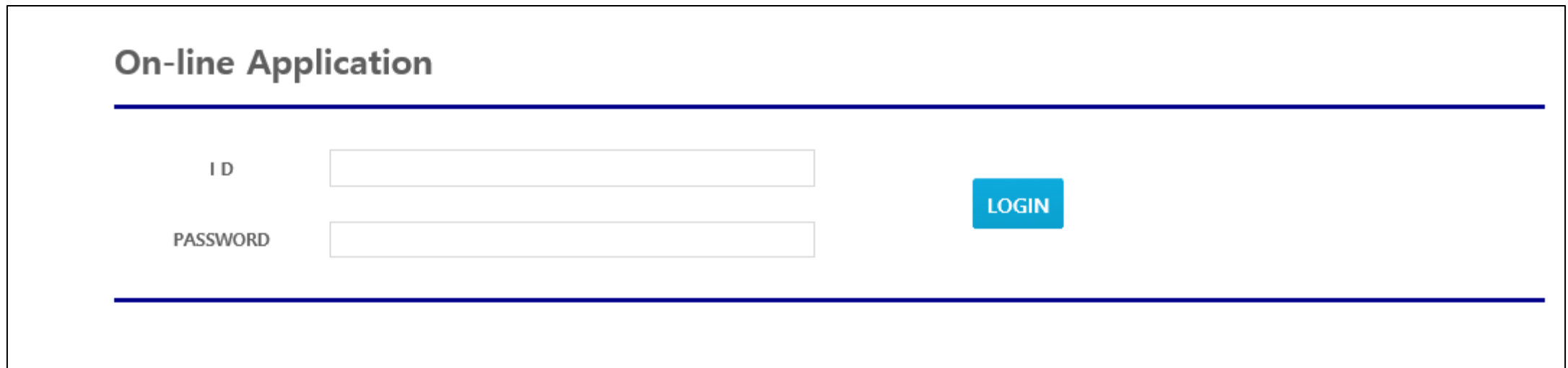
1. Log-In

■ Nomination System

Hanyang University is accepting nomination information through a newly developed system. We've created an account for each of our partner and informed of ID/PASSWORD through the email last year

■ Log-In

Please log-in to the system with the ID and PASSWORD provided. If you forgot or have not received the account information, please contact the Office of International Affairs through exchangein@hanyang.ac.kr for the account information.

Click to the Nomination System

On-line Application

ID

PASSWORD

LOGIN

2. Update 'My Account'

STEP 1 Click 'My Account'

On-line Application

welcome

| My Account | My Nomination | Host Univ. Info |

STEP 2 Change the Password and fill the information

My Account

1. Personal Information

Country	United States
Institution Name	
New Password	
Repeat Password	

	Staff Name	Email ID	Phone NO.	Name of Office
Exchange Inbound				
Exchange Outbound				
Short Program Outbound				
Mailing Address				

| Save & Submit | back |

－ 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

STEP 3 Click 'Save & Submit'

3. Nominate Student(s)

STEP 2 ▸ Check the 'Year' and 'Semester' 2023 Fall Semester

My Nomination

Year 2023   Semester : Fall Semester ▾   [Search]

▸ Nominate List   -You can nominate up to 2 students to Hanyang university(Seoul) for 2023 Fall

[Nominate now] [Delete] [Down Load]

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.						

[back]

STEP 3 ▸ Click 'Search'

My Nomination

Year 2023   Semester : Fall Semester ▾   [**Search**]

3. Nominate Student(s)

Click 'Nominate now'

My Nomination

Year 2023 Semester : Fall Semester ▾ [Search]

▶ Nominate List · -You can nominate up to 2 students to Hanyang university(Seoul) for 2023 Fall   [Nominate now] [Delete] [Down Load]

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.						

[back]

Nominate a student and submit

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: http://www.hanyang.ac.kr/web/eng/college/department-info/
☐ Colleges in Erica Camus: http://www.hanyang.ac.kr/web/eng/university/department-information-/-intro-to-university/departments

Study Level ◯ Bachelor(Undergraduate) ◯ Master(Graduate)

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

Year of Study at HYU [year ▾]

College [---------No List--------- ▾]

Study Period ◯ One Semester ◯ Two Semester

Indicate specifically 2023 Fall Semester ▾ ~ 2023 Fall Semester ▾

*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

[Submit] [Cancel]

− If there are two (2) students to be nominated, for example, you should repeat this procedure twice.

− 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

3. Nominate Student(s)

Additional Functions

- You can change the details of the nomination until the deadline by clicking each nomination.

- You can delete nominations by checking the boxes and clicking 'Delete'

- You can download nomination information in Excel format by clicking 'Download'

The End.