

## NOMINATION GUIDE

### NOMINATION GUIDE (PARTNER UNIVERSITY)

Ewha Womans University (hereafter Ewha) nomination uses an online nomination system to host exchange students from partner universities worldwide.

Once you 'submit' your list of students to the nomination page, responsible Department or the International Exchange Affairs team (Office of International Affairs) will 'confirm' the nomination and confirmation notice will be sent to your email.

Please note that students who do not meet the eligibility will be **rejected**.

#### A. STUDENT ELIGIBILITY

- 1) Full-time male and female undergraduate/graduate students in an accredited university or equivalent
- 2) Students who have completed at least one semester at home university with GPA of **2.5/4.0** (75/100) or above
  - An official transcript must be ready at the stage of application.
  - Graduate students must provide official transcript of graduate-level studies. Undergraduate level GPA is not considered. Graduate level students must complete at least one semester of their graduate study at the stage of application.
  - **In case your university does not choose GPA system, Grading Conversion Table or Confirmation Letter from students' academic advisor/program coordinator must be provided along with the official transcript.**
- 3) Students with language ability may take courses in either **English** or **Korean** (we do not require language certificates.)

#### B. NOMINATION & APPLICATION PERIOD

Period \ Semester	Spring	Fall
Semester	March – June	September – December
Nomination	September 15 – October 31	March 15 – April 30
Application	October 15 – November 15	April 15 - May 15

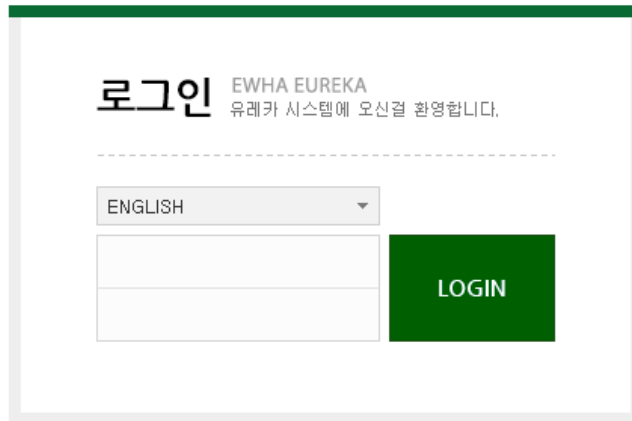
※ Please note that nomination from partner universities **with imbalance** may be subject to **further review** due to internal policy in managing student exchange balance.

## C. STEP BY STEP: ONLINE NOMINATION PROCEDURE

STEP 1. Click Ewha Nomination Link: [Nomination page](#)

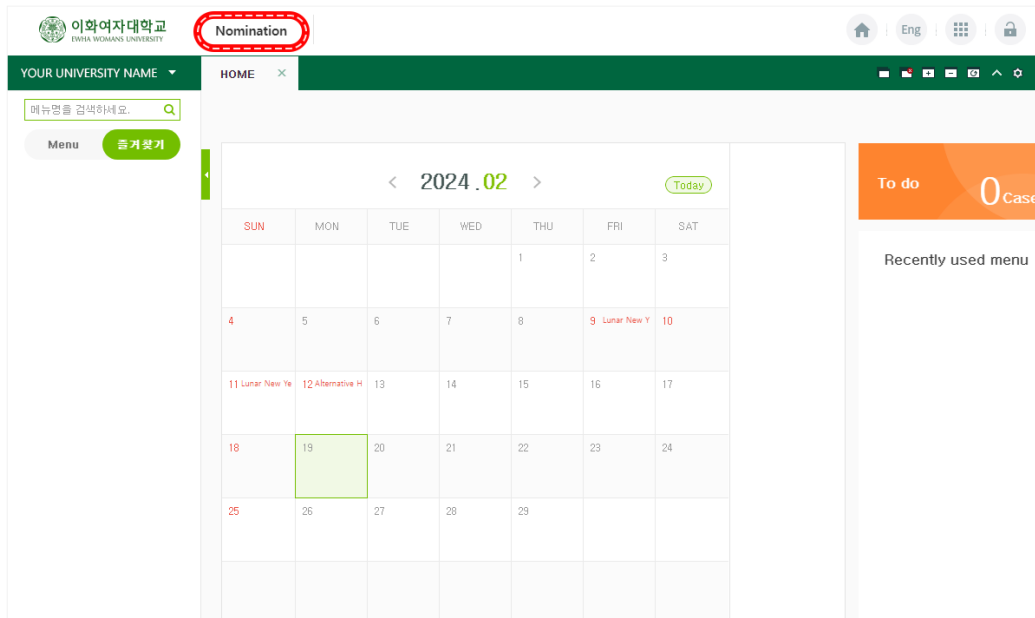
STEP 2. Choose English, Log-in with your ID and Password. (ID and Passwords are same.)

➤ Please check your email to find your university's ID/Password number.



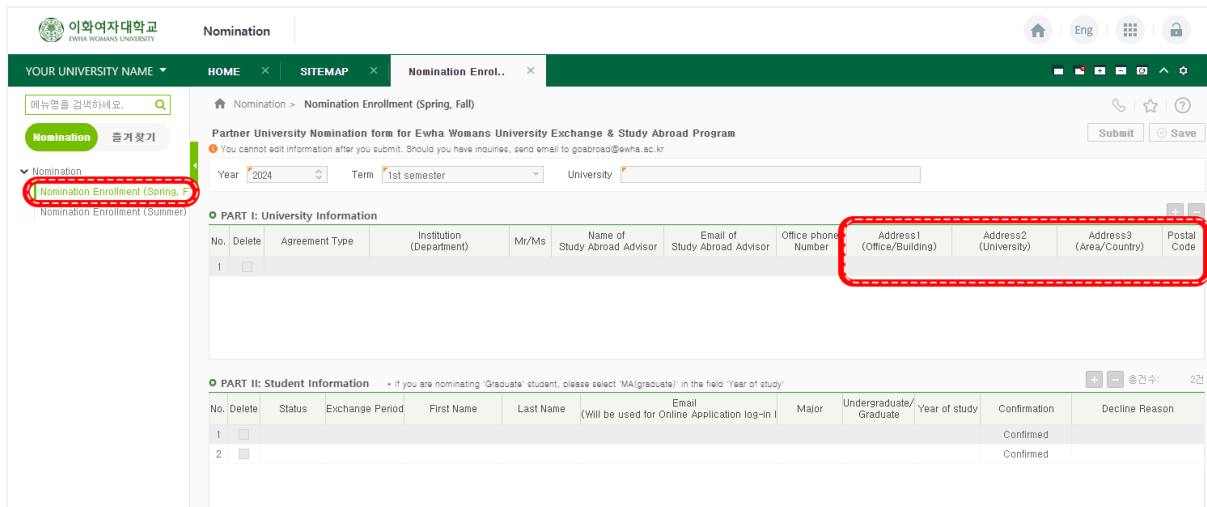
The login page features the text '로그인 EWHA EUREKA' and '유레카 시스템에 오신걸 환영합니다.' Below this is a language dropdown menu set to 'ENGLISH', two input fields for ID and password, and a green 'LOGIN' button.

STEP 3. You will find your university name on the left. Click on [Nomination](#) at the top of the page.



The interface shows the 'Nomination' page with a green header. The top navigation bar includes 'HOME' and a 'Nomination' link circled in red. The left sidebar contains 'YOUR UNIVERSITY NAME' and a 'Menu' button. The main content area displays a calendar for February 2024, with the date '19' highlighted in green. The right sidebar shows 'To do' with '0 Case' and a 'Recently used menu' section.

#### STEP 4. Click on “Nomination Enrollment (Spring, Fall)” and fill in the Nomination Form.



#### 1) PART I: University Information - Complete the University Information first

##### [Description for each menu]

- ① New: Add new columns
  - ② Delete: Check a column to delete
  - ③ Save: Save your information while processing (Only click submit after you've filled in Part II as well)
  - ④ Address: Please write down the **address in detail** (Office name, building, university, and area/country.)
  - ⑤ Agreement Type: Select between 'University level' or 'Institutional level'
- If you are getting this message from International Exchange Affairs Team (goabroad@ewha.ac.kr) → Please select '**University Level**'
  - If you are getting this message from the Department (Major) → Please select '**Institutional Level**'
  - For those who selected the 'Institutional Level' agreement, Institution Type asks which Department you have contacted with. (i.e.) Ewha School of Business (Bachelor), Ewha School of Business (Master), Graduate School of International Studies, etc.

If you have any questions about the agreement, please contact us before nominating.

#### 2) PART II: Student Information

Input your nominating student information. You may save the information to return to the procedure again, and 'submit' to finish. Once you click 'submit', you cannot make any changes, so please make sure all your information is correct before you click the 'submit' button.

##### 1. Select the student status

- Exchange: The student will be waived of fee for application and tuition.
- Visiting: Fee-paying student. Visiting students **do not need to be nominated** by their home university.

2. Insert student's *primary* email address (email address that the student uses most frequently).
  - The email you provided will be used to **verify student application**. Student must use the **same email address** at the stage of application.
  - **Capital Letters are recognized differently.** Please make sure there are no typos or errors in the email address.
3. Select the level of study (Undergraduate/Graduate)
  - **This information is important for the student's course registration.** Some courses only allow graduate students.
4. 'Save' and 'Submit' to finish the nomination.
  - Please note that if you do not 'submit' the information, it will not be considered. Once you 'submit,' you cannot modify the information.

#### **STEP 5. Check nomination result**

You may check the results of your nomination on the 'confirmation' column by 'Confirmed' or 'Declined.' You will also receive an automated reply via email once it is confirmed by the relevant office.

#### **STEP 6. Student Application**

Please note that Ewha **DOES NOT** send application guideline to students. Kindly forward the application guide to your students, and advise them to finish their application in accordance with the application period. **Late application will not be accepted.**

**Again, students MUST use the same email address as Partner University Nomination to register. Capital Letters are recognized differently. Make sure there are no typos or errors.**

We always value our partnership with you. Thank you very much for your cooperation.