2025 Spring Exchange Student Nomination

Hanyang University ERICA is happy to inform you that we begin accepting your nominations for 2025 Spring semester. This instruction only applies to 2025 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 2024 Fall but wish to participate in 2025 Spring MUST be re-nominated through the system.***

Nomination Period

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

Nomination Process

- Online nomination must be submitted through our newly developed system, with instructions provided on pages 2-3.
- 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	Students must satisfy all the qualifications 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. • **No. of semester completed:** At least one semester must be 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	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.

Every semester, we make every effort to assist students in registering for their desired courses to the best of our ability. However, please note that our course registration system operates on **a first-come-first-served basis**, meaning that **preferred course selections are NOT GUARANTEED. Therefore, we kindly request exchange students to remain 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 October – Mid October	Mid October	**By October 31**	Early December

How to nominate?

1. Confirm your university's ID & Password sent for Spring 2025
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

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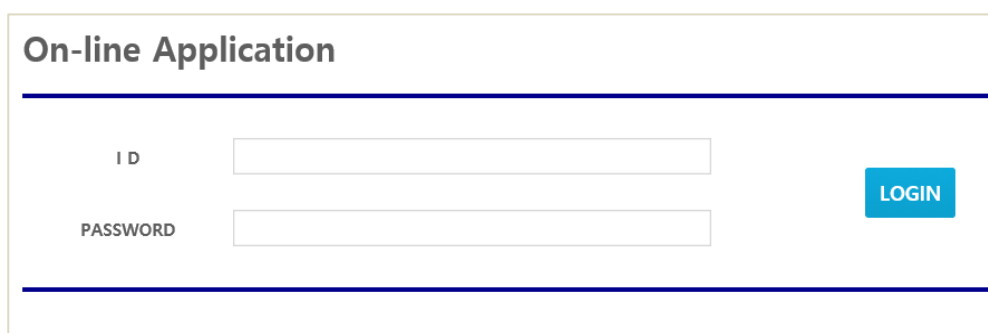
2. Go to 2025 Spring Semester Exchange Nomination Webpage
Link: https://portal.hanyang.ac.kr/haksa/gryu/gryuDamdangjaLogin.do

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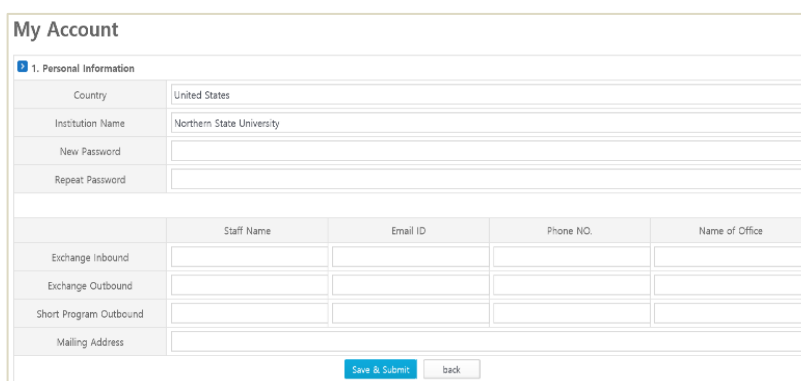
3. Log in with your university's ID and password

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

✓ 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

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5. Fill out the nominee's information and submit your nomination.

※ Steps

① Set 'Year & Semester' to 2025 Spring Semester and then click 'Search' button (**DO NOT FORGET**) → Click 'Nominate now' button

② Once nomination page pops up, fill in the nominee's information. (The image below is a sample nomination) → Click the 'Submit' button

③ Confirm that your nominations have been successfully submitted.

✓ The number of students means the available seat per semester. But if you have already sent more students than designated seats in Fall 2024, the number should be decreased as such. For example, if the number is 2, we could accept 4 1-semester students for Fall 2024 & Spring 2025 in total, or 2 1 full year student for either Fall 2024 or Spring 2025. But if you would like to send us 3 1-semester students in Fall 2024, we can accept 1 1-semester student in Spring 2024. 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 the coordinator submitted during the nomination will be activated at the online application stage. Therefore, please ensure that the student's email is one actively used by them.

✓ Click 'Submit' after filling all information in the form.