

## <HOW TO APPLY FOR EXCHANGE YEAR IN KOREA>

Submit BOTH Document **1# & 2#** to the link on our webpage by **August 15<sup>th</sup>**!

: Be punctual! No late submissions will be considered.

: Only if you are taking the reexam → by September 5<sup>th</sup>

: If you are a minor student planning to go to Korea for the Fall Semester → by February 15<sup>th</sup>

: You will NOT be receiving a confirmation email after your submission.

: NO physical copy of the application is necessary.

### <DOCUMENT 1#>

: During the uploading step, it will ask for your name. Don't forget to put your first and last name that matches your formal documents

: File name should be "ApplicationExchangeYr"

: Submit all items below. All items should be created into **ONE file** and uploaded at once.

• **Abitur certificate (simple copy)**

• **CV** (~~with photo~~, German or English)

: include student number, birthdate, nationality, and **TWO** email address (provide BOTH your university email and one that is NOT the university email)

• **Letter of motivation** (English)

: one page (single-spaced)

: what to write in the motivation letter?

1) write what type of interest in Korea that you would like to develop further during your time in Korea—why you are interested in it, and how will you further pursue this interest during your stay

2) write what university's language program will fit you best—based on your current language proficiency and what the university offers (or based on your future career plan)

- **Course plan for the semester abroad**

: information about type, number of hours and content. See for example <http://www.korea.edu/>

- **Internship project stating possible institutions and dates**

: only for students majoring in Korean Studies

- **Informal overview table with grades of the certificates obtained so far**

**and conversion of the average grade into GPA** (see pp. 84-85)

- For majors—the table **ONLY** includes courses in Korean Studies Department
- For minors—the table includes **ALL** courses you took, both from Korean Studies Department but also from your major
- For those not majoring or minoring in Korean Studies— the table includes **ALL** courses you took

(To be prioritized in the selection process, we recommend that minors complete their required 1<sup>st</sup> semester language courses before applying)

(Applicants who are able to provide certificates proving their Korean language proficiency—e.g., certificate of completing Sejong Institute language courses—will be prioritized in the selection process)

- **Signed Declaration of Consent**

: sign a consent form regarding the requirements and conditions for participation in the TUCKU exchange program with partner universities in Korea

: Download from our webpage. <https://uni-tuebingen.de/en/faculties/faculty-of-humanities/departments/asian-and-oriental-studies/koreanistik/tucku/application/>

- **Rank your THREE preferred universities**

- **For non-majors (including Korean Studies minors)—**

1. **MUST submit a recommendation letter from a professor of your major department that can vouch for your academic ability**
2. **On the first sentence of your Letter of Motivation, clearly state whether you are applying for one or two semesters.**

## **<DOCUMENT 2#>**

Your ID Photo  
(File name should be “ExchangeYrPhoto”)