



Hanyang
University

Nomination Instruction

(Seoul Campus)

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.

The system will be activated from October 1.

■ 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		LOGIN
PASSWORD		

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 1 Click 'My Nomination'

On-line Application

welcome

[My Account](#)[My Nomination](#)[Host Univ. Info](#)

STEP 2 Check the 'Year' and 'Semester' 2027 Spring Semester

My Nomination

Year: 2025 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: 2025 Semester: Fall Semester

Search

3. Nominate Student(s)

STEP 4 Click 'Nominate now'

My Nomination

Year: 2025 Semester: Fall Semester Search

2 Nominate List -You can nominate up to 2 students to Hanyang university(Seoul) for 2025 Fall Nominate now Delete Down Load

Date	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.										

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STEP 5 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 Campus: <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, â, 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)

STEP 6

Additional Functions

My Nomination

Year

2025

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	Campus	college	
☐	20241002	EXCHANGE	TEST	20010713	TEST@hanyang.ac.kr	Bachelor(Undergraduate)	2	2025 Fall Semester	Yes	SEOUL	COLLEGE OF ECONOMICS AND FINANCE	

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- 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