



## **Application guideline for KMOU ISS 2018** **(For International Office of Partner Universities)**

When you begin to accept the applications for our program, please refer to the followings:

**1. Please use the information paper on our program and application form to promote it for your students. Collect all applications at your office and do not let your students send their applications directly to KMOU.**

※ Please set the application deadline in your university before April 27, 2018. Also note that the application and required document should be sent to our office no later than April 27, 2018(Korean local time)

**2. Once you begin to collect application forms on your side, please enter the applicant's information in the file of "Applicants Data Sheet") attached.**

※ Please make sure that each candidate has different nomination ranking.

※ Please send application package in electronic format as followings:

Email: [cofa@kmou.ac.kr](mailto:cofa@kmou.ac.kr), Office Phone: +82-51-410-4774

Ms. Ah-Young JOH(Anna)

Center for International Affairs, Korea Maritime and Ocean University

※ Checklist of Application Document

Application Form

Applicants Data Sheet

Copy of Passport(in valid)

Letter of Recommendation from International Office of your university

※ Application package should be e-mailed from the international office of your university. Be sure we will **NOT** accept any applications that are sent by your students individually.

**3. The maximum total number of attendants for this summer school is 50. Please kindly understand that if we receive more than 50 applications, we will have to choose the participants based on your candidate nomination ranking.**

**4. Application Document should be sent to us no later than April 27, 2018(Korean local time).**

If you have any further questions, please feel free to contact us anytime.