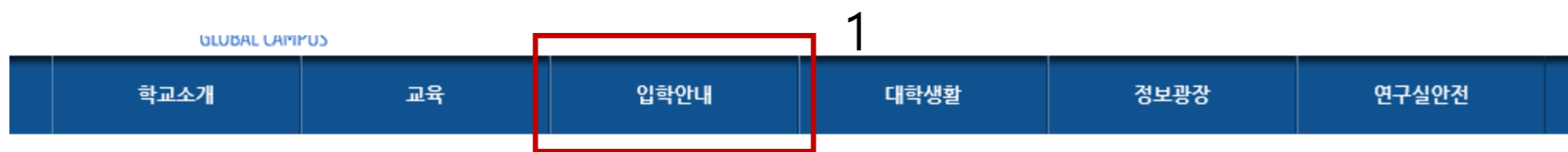


온라인지원서 (E-CONSORT) 작성방법 A TO Z

2019학년도 입학지원서



1. 홈페이지 접속



- ### 지원하기 3
1. 온라인 지원서 작성
 - 2018-19 학년도 3월,9월 입학 온라인 지원서 계정생성 링크
 2. 온라인 입학시험 토픽 및 샘플문제
 - 온라인 입학시험 토픽 다운로드
 - 온라인 입학시험 샘플 테스트 문제
 3. 문의
 - 이메일 문의 (국문 문의 가능/영문 답변): admission@ghent.ac.kr
 - 전화문의:
 - 입학 전형 관련 문의: 032-626-4114
 - 온라인 지원 관련 문제 발생시 문의: 032-626-4001
 - * 입학에 관심이 있는 Chem²ath Contest 수상자는 admission@ghent.ac.kr로 연락 바랍니다.

1. www.ghent.ac.kr 접속 후 입학안내 클릭
2. 지원하기 클릭
3. 온라인 지원서 작성 클릭

2. 지원서 아이디 생성



Application Form Ghent University Global Campus (Academic Year 2018-19)

step 1 - account setup

Early Application Form Ghent University Global Campus (Academic Year 2018-19)

1	Last name: <input type="text"/>	Required
2	First name (s): <input type="text"/>	Required
3	Email: <input type="text"/>	Required
4	Password: <input type="password"/>	Required
	Confirm password: <input type="password"/>	Required
	Security question: 5 + 3 = <input type="text"/>	Required
5	<input type="button" value="Send information and receive an account for Ghent University Global Campus"/>	

1. 영문으로 여권에 표기된 성 입력
2. 영문으로 여권에 표기된 이름 입력
3. 이메일 주소 입력
** 주의) 향후 겐트대학교 입학처에서 전달되는 모든 정보는 본 이메일 계정으로 발송예정
4. 계정 생성후 이메일 주소로 전용 계정 링크 발송



3. 전용계정링크 생성 (이메일 확인)

1



Thank you for activating your **application** account on the Ghent University Global Campus website.

For your log in name, please enter your email address. Enter the password you chose when you registered.

You will be asked to upload copies of below documents and to provide us with certain information.

Kind regards,

Ghent University Global Campus

2

You can access the **Application** form at the following url: <https://econsort.ugent.be/applicationform.asp?frmId=36595>
As your login name, please fill in your email address.

We wish you good luck in completing the **Application** forms with the necessary information. Should there be any problems, please contact admission@ghent.ac.kr

With kind regards,
the Ghent University Global Campus team

1. 이메일로 온라인지원서 계정이 만들어졌다는 컨펌메일 수신
2. 추후 전용 계정링크를 통해 언제든지 온라인 지원서 접속 가능
** 주의) 지원서 작성시 언제든지 창을 닫아도 본 계정 링크를 통해 접속하면 마지막으로 저장된 항목으로 이동

4. 지원서 개요

The screenshot shows the top navigation bar of the application form. On the left, it says 'Application Form Ghent University Global Campus (Academic Year 2018-19)'. In the center, a red-bordered box contains the message: 'Your form is not complete yet!!! Still 43 fields to complete before this form can be submitted'. On the right, a 'Toolbox' contains three items: 'Mark required fields in color', 'Check the completeness of your file' (highlighted with a red box and labeled '2'), and 'Fields marked with an • are obligatory' (highlighted with a red box and labeled '3'). Below the navigation bar, the page title 'Application Form Ghent University Global Campus (Academic Year 2018-19)' is displayed, with a '1' label below it.



Dear prospective student,

Thank you for your interest in Ghent University Global Campus.

On these pages you can complete your application at GUGC. You can freely exit and continue with your application form. Changes are saved automatically.

All fields and documents MUST be in English. Once **all obligatory fields (indicated with a small grey dot)** are filled in, you will be able to submit your application.

Immediately after you submit your form, Ghent University Global Campus will process your application.

The application procedure includes an Online Aptitude Test. This Online Aptitude test is NOT an entrance exam. The test reflects the minimum level of knowledge a freshmen needs to cope with the educational programs at GUGC. The aptitude test gives the admissions office of GUGC an idea of the academic level of applicants. The aptitude test also provides an applicant with an indication of his/her own academic level.

Test results:


1. 지원서 항목 중 미기재 사항이 있을 시 “Your form is not complete yet”이라고 표기 되며 밑줄에 미기재 항목 개수가 표시
2. 지원서 미기재 항목을 확인하고 싶을 때 언제든지 “Check the completeness of your file”을 클릭
3. 지원서 작성 시 회색 •은 필수 항목

5. 시작학기 (STARTING SEMESTER)

1

Starting Semester Personal Data Aptitude Test Study Data Language Requirements Scholarship Other Information Statement

Please select below the Semester you want to start your studies at GUGC.

Starting Semester ▾ Preparatory Semester (March,...) 

2

1. 대분류 Starting Semester는 본인이 지원하는 학기를 표시
2. 문항에서 3월 입학인지 9월 입학인지 선택 후 저장버튼 클릭

6-1. 인적사항 (PERSONAL DATA)

Starting Semester | **Personal Data** | Aptitude Test | Study Data | Language Requirements | Scholarship | Other Information | Statement

Personal Data

1

First name

Last name

Email Address

Gender Male Female

Civil status Single Married Divorced

Date of birth

City of birth

Nationality Korean Other

Second nationality (if applicable)

Do you need a visa to study in Korea? Yes No

2

3 Identification Picture NO IMAGE AVAILABLE YET

4 Passport number

5 Copy of Passport

1. 대분류 인적사항
2. 기본사항 작성 후 저장
3. 사진은 3x4 (반명함판) jpg포맷으로 업로드 후 저장
4. 여권번호 입력 후 저장
5. 여권은 PDF 포맷으로 스캔 및 업로드 후 저장

(중요)

여권은 추후 예비소집일에 필수 지참

6-2. 인적사항 (PERSONAL DATA)

Official address

Please make sure to enter accurate address of yours. For any deliveries via post, we will be referring to the address you enter here.

We may reach you via telephone if necessary. Phone numbers must include the country code:.

1) Korean mobile: + 82 10-XXXX-XXXX

2) Other country mobile: +country code - XXX - XXX... (i.e. +1-616-111-1111)

1

Country	📍	✎
postal address city	📍	✎
City	📍	✎
Address	📍	✎
Postal code	📍	✎
Mobile	📞	✎
Phone	📞	✎

1. Country는 South Korea로 선택 후 저장
2. 주소 작성시 영문으로 세부주소, 길번호, 도로명, 구, 시 순서로 작성
** (예시) Room 111, 119 Songdomunhwa-ro, Yeonsu-gu, Incheon
1. Mobile은 82-10-1234-1234 형식으로 작성

6-3. 인적사항 (PERSONAL DATA)

1 **Emergency contact**

Relationship with the student

First name

Last name

Email

Mobile

Phone

address

postal address city

2 **GUGC_military service information**

3 **Medical Background**

4 **personal information agreement** no yes

1. Emergency Contact의 경우 비상으로 연락 가능 한 사람으로 선택
2. Military Service는 해당되는 사항을 선택
3. Medical Background의 경우 특별한 사유가 없을 시 None으로 작성
4. Personal information agree는 개인정보보호 관련 규정사항

7. 입학시험 (APTITUDE TEST)

Starting Semester	Personal Data	Aptitude Test	Study Data	Language Requirements	Scholarship	Other Information	Statement
<p>GUGC Aptitude Test</p> <p>The "GUGC Online Aptitude Test" is comprised of 10 multiple choice questions from Mathematics and Chemistry respectively - a total of 20 questions in English medium.</p> <p>It is an online test where you may decide the time and place to take the test. The test time is limited to 2 hrs and there is no limit to the number of trials. You may take the test multiple times and simply submit the highest score, but each trial will cost US\$50.</p> <p>GUGC highly recommends that you submit your application ONLY if you have received 14/20 or above. Admission will not be guaranteed to those who scored below 14.</p> <p>For applicants who take GUGC Online Aptitude Test for the first time,</p> <p>Sign up for our Online Aptitude Test</p> <p>For applicants who have already signed up,</p> <p>Log in to our Online Aptitude Test</p> <p>For sample questions and list of covered topics, please refer to our GUGC website (www.ghent.ac.kr).</p> <p>N.B. Anti-Cheat function of the Test program gives an alert once you hide the test window(app) or open another window(app). For the second time, your test will shut down for good. Therefore please try to keep it up until you finish.</p> <p>Aptitude Test Score (score/20) <input type="text" value="1"/></p> <p>Aptitude Test Score Sheet Upload <input type="text" value=""/></p>							

1. 대분류 Aptitude Test는 입학시험 결과 작성 항목
 ** (정보) 입학시험 절차는 겐트대학교 홈페이지 “입학시험 가이드라인” 문서 별도 참고
2. 입학시험을 보기 위해서는 별도의 링크를 통해 계정을 생성
3. 만약 이미 계정이 있다면 기존 계정으로 로그인
4. 입학시험 성적 숫자 입력 후 결과를 PDF 포맷으로 업로드

(참고)

고교장추천전형으로 지원시

- Aptitude Test Score은 1로 표기
- 추천서는 PDF 포맷으로 입학성적표 대신해서 업로드

8-1. 학력사항 (STUDY DATA)

Starting Semester	Personal Data	Aptitude Test	Study Data	Language Requirements	Scholarship	Other Information	Statement
High school Record							
The dates do not have to be exact. However, be sure to enter correct month and year.							
You can apply with a high school enrolment certificate or an incomplete graduation certificate. However, be sure to finally submit an equivalent document of high school diploma or complete graduation certificate before the start day of your studies.							
2	Certificate of high school graduation or attendance <input type="checkbox"/>						
	High school name of graduation or attendance <input type="checkbox"/>						
	First day of the studies <input type="checkbox"/> --						
	Graduation(or Expected) date <input type="checkbox"/> --						
	Did you graduate from (or will be graduating from) a Korean high school? <input type="checkbox"/>						
	High school location (Country + Province or City) <input type="checkbox"/>						
3	High school type <input type="checkbox"/>						
	Class type <input type="checkbox"/>						


1. 대분류 Study Data는 학력사항을 기재
2. 본 항목은 고등학교 졸업(예정)증명서 영문 PDF 포맷으로 업로드
3. 학교 분류는 일반고 / 자사고 / 과학고 / 과중고 / 국제고(외고) / 기타 중 선택 가능

(중요)

업로드 당시 졸업예정증명서 제출 시 예비소집일까지 졸업증명서 영문 원본 필수 제출



8-2. 학력사항 (STUDY DATA)

Additional school names (if you attended more than one high school) 

First day of the studies (if applicable)  --

Last day of the studies (if applicable)  --


Upload your high school transcript(s)

You must [scan all high school transcripts into one PDF file](#).

Make sure that all information is clearly scanned. The contact information of your school needs to be stated within your transcript.

1

Other supporting document (i.e. university transcript, essay, ACT, AP and Su-Nung, portfolio, etc) [\[add new\]](#) 2

Aptitude Test Score (score/20)  18

1. 고등학교 생활기록부(또는 내신성적표) 영문 PDF 포맷으로 업로드
** (주의) 성적표는 1개의 파일로만 업로드 가능. 만약 여러 장의 경우 1개의 파일로 이어붙임
2. 수능 성적 및 기타 서류 제출은 Add New를 클릭해 제출

(중요)

예비소집일까지 생활기록부(또는 내신성적표) 영문 원본 필수 제출

8-3. 학력사항 (STUDY DATA)

Transfer Student  

Transferring to Ghent University Global Campus is based on credit : ultimately, course exemptions and study size reduction in the bachelor program.

1/ Deadline for applying for credit transfers is every mid-August.

To apply for exemptions, submit an application file in English: ([please contact admission@ghent.ac.kr](mailto:admission@ghent.ac.kr) for the application form)

→ an overview of the followed study programme(s)

→ copies of diplomas and transcript of records

→ Detailed description of the courses followed

→ An overview of the courses for which you wish to apply for exemptions

Exemptions are requested at the beginning of the academic year. If the exemptions are granted, you follow an individualized process.

Diplomas and transcript of records document in any other language than English need to have an official and legalized translation.

Application form in any other language besides English will not be reviewed.

Incomplete application files, i.e. lacking any of the requested documents, will not be reviewed.

Applications submitted after the deadline will not be reviewed.

This process is not a replacement for being admitted to this university! Please follow the admissions procedure, after admission you can request Credit Exemptions.

Attention! No exemptions for:

→ Credits acquired more than 10 years ago

→ Credits acquired at high school or non-academic institutions

2/ Processing of the application credit exemption file

After your file has appeared on the Faculty Curriculum Committee a decision will be made and informed to you.

3/ Feedback

After your file has appeared on the Curriculum Committee and a decision has been made, the Admissions officer will inform you afterwards of the decision by email.

4/ Enrolment

In order to complete enrolment, tuition fee and enrolment fee need to be settled. After payment, the Campus registrar will make the granted exemptions in your curriculum and finish the enrolment process.

1. 편입생의 경우 관련 서류(재학증명서 및 성적증명서)들을 온라인으로 제출 후 합격통지서 수령
2. 합격통지서 이후 학점위원회를 통해 인정되는 학점 통보



9. 영어성적 (LANGUAGE REQUIREMENTS)

Starting Semester Personal Data Aptitude Test Study Data **Language Requirements** Scholarship Other Information Statement

English language skills (required)

Guaranteed Admission:

- TOEFL iBT score of minimum 80
- IELTS overall score of 6.0
- SAT Evidence-Based Reading and Writing 500
- ACT English score of 21
- Suneung Level 2
- School record

Upload scanned file or a screen shot of your language score sheet.

Expired scores are not accepted.

Language certificate obtained: Suneung English

Enter the score:

Upload a certificate of the test here. You MUST upload either a scanned file or a screen captured page of your score from the official test issuer's website) [downloadPdfReport.pdf](#) ✕

1

1. 대분류 Language Requirements는 영어성적 기재
2. 취득한 영어성적 선택 후 저장 (TOEFL / IELTS / SAT / ACT / SUNEUNG / IB)
3. 관련 서류 PDF 포맷으로 스캔후 업로드

(중요)

예비소집일까지 관련 영어성적 영문 원본 필수 제출

10. 장학금 (SCHOLARSHIP)

Starting Semester	Personal Data	Aptitude Test	Study Data	Language Requirements	Scholarship	Other Information	Statement
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Ghent University Global Campus is committed to provide scholarships to academically qualified students to reduce their financial burden. The scholarships will be awarded every new semester (March and September) and valid for one academic year. Scholarships are designed to ensure worries about finance do not constrain prospective students from considering study in Ghent University Global Campus. The University offers two types of scholarship to new students: **Chem²ath prize** and **Bursary**.

- **Bursary:** Provides to the genuine students from low-income families or those who faced with unforeseen circumstances such as financial issues and to the students facing economic hardships.

Bursary is available to students who have demonstrated satisfactory academic achievements based on the overall evaluation (aptitude test, high school transcript, English test etc) and are in need of financial support due family income situation or any unforeseen circumstances.

장학금의 경우 현재 복지장학금과 입학장학금만 신청가능

1. 복지장학금의 경우 소득분배에 따른 학비지원으로 합격통지서 수령 이후 아래 서류 구비 후 입학처로 제출
 - 복지장학금 신청서
 - 원천징수영수증(근로소득) 또는 부과세과세증명원 또는 비과세표준증명원 중 택 1
 - 건강보험료 납입증명서
 - 학생 신분증 또는 학생증
 - 가족관계증명서
2. 입학장학금의 경우 매년 5월과 11월에 개최되는 겐트대학교 화학수학경시대회로만 지급

11. 기타정보 (OTHER INFORMATION)

Starting Semester	Personal Data	Aptitude Test	Study Data	Language Requirements	Scholarship	Other Information	Statement
Any other message for us? In the field below, you can put any other relevant information you would like to share with the Admission Office. The more information we receive about you, the more chance you have of being selected. 1 Enter it here (text): <input type="text"/>							
Why did you choose Ghent University Global Campus? Indicate 2 reasons, reason 1 being the most important one. 2							
Reason 1 <input type="text"/>							
Reason 2 <input type="text"/>							
Specify any other reason(s) here: <input type="text"/>							
How/Where did you get information about Ghent University Global Campus? (ie. news article, high school visit)							
Choose from the list: <input type="text"/> 3							
Specify other: <input type="text"/>							

1. 대분류 Other Information은 기타 정보 입력
2. Reason에서는 겐트대학교 선택 이유
3. 겐트대학교를 처음 알게 된 경로 선택

12. 문서체크 (COMPLETENESS)

Application Form Ghent University Global Campus (Academic Year 2018-19)

Your form is not complete yet!!!
Still 4 fields to complete before this form can be submitted

The following required fields were not filled in yet!

1. Other Information: Reason 1
2. Other Information: Choose from the list:
3. Personal Data: Identification Picture
4. Personal Data: Copy of Passport

Toolbox

- Mark required fields in color
- Check the completeness of your file
- Fields marked with an e are obligatory
- Back to form
- Log out

1. 모든 항목 작성 후 미기재 항목 체크를 위해 Check the completeness of your file 클릭
2. 만일 미기재 항목이 있는 경우 상단과 같이 노란색으로 표시
3. 각 항목을 클릭하면 해당 항목으로 이동 후 작성 가능

13. 지원서 제출 (SUBMIT)


Application Form Ghent University Global Campus (Academic Year 2018-19)

All required fields are filled in! You can submit your form now!

All required fields have been completed!

Submit your Application

Toolbox

- Mark required fields in color
- Check the completeness of your file
- Fields marked with an  are obligatory
- Log out

Show report

Application Form Ghent University Global Campus (Academic Year 2018-19)



Dear prospective student,

Thank you for your interest in Ghent University Global Campus.

On these pages you can complete your application at GUGC. You can freely exit and continue with your application form. Changes are saved automatically.

All fields and documents MUST be in English. Once **all obligatory fields (indicated with a small grey dot)** are filled in, you will be able to submit your application.

Immediately after you submit your form, Ghent University Global Campus will process your application.

- 모든 항목이 기재 됐을 경우 Submit Your Application 팝업창이 컴퓨터 화면에 표시
- 클릭하면 원서접수 완료



14. 제출이후 절차

- 이메일로 수험번호 발송
- 수험번호 발송 뒤 2주 이내 합격통지서 이메일 및 우편으로 발송
- 합격통지서 수신 후 2주 이내 학사기본금 200만원 납부
- 학사기본금 납부 시 등록 완료
- 예비소집일 참석 (학생증 신청 및 학생번호 부여)
- 오리엔테이션 참가
- 신청학기 등록금 납부

추가문의

겐트대학교 입학처

032-626-4001/4114

info@ghent.ac.kr

admission@ghent.ac.kr