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# Guidelines for Nomination – For Coordinators

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Fall 2019 – Pusan National University

## Three-Step nomination

1. Input the coordinator and institution information.
2. Input the nominated students' information.
3. Let the students know their online application account.

## Nomination URL for coordinators

<https://e-onestop.pusan.ac.kr/menu/inbound/exchange/manager>

## Step 1

Information needed for nomination- 1. Institution and Coordinator details

※ All information including your name and address in Roman alphabet only because the Certificate of Admission cannot include any other kinds of alphabets.

- Email address of the coordinator
- Password
- Name
- Country of home university
- Name of home university
- Office name
- Job Title
- Telephone
- Mailing address(Zip code should be included)

## Step 2

Information needed for nomination-2. Student details

- Given Name
- Family Name
- Email address
- Date of Birth
- Gender
- Student type(select 'exchange student')

- Period of Study(one semester or two semesters)
- Nationality
- Current degree level(undergraduate, master's or doctoral)
- Major at home university

### **Step 3**

After completing your nomination, please let your students know

- online application link <https://e-onestop.pusan.ac.kr/menu/inbound/exchange/login>
- and their login details.

**ID:** Student's email address that you registered during online nomination

**Password:** 6-digit number of the student's birthday(yymmdd)