

**Chey Institute for Advanced Studies
International Scholar Exchange
Fellowship Program**

Guidelines for using online application system

CHEY

1. Enter the Application Page

The screenshot shows the CHEY Institute for Advanced Studies website. The top navigation bar includes links for Issues, Conferences, Exchange Programs, Events, About Us, and Highlights / News. A red box labeled '1' highlights the hamburger menu icon in the top right corner. Below the navigation bar, there is a language selection area with 'Korean' and 'English' buttons, where 'English' is highlighted with a red box labeled '2'. The main content area is divided into three columns: 'Issues', 'Exchange Programs', and 'About Us'. Under 'Exchange Programs', the 'Apply' link is highlighted with a red box labeled '3'. A yellow callout box in the bottom right corner provides instructions: 'Enter www.chey.org', '1) Click on '[≡]' at the top-right corner', '2) Click on [English] to set the language to English', and '3) Go to **Exchange Programs – ISEF – Apply**'.

CHEY Institute for Advanced Studies

Issues Conferences Exchange Programs Events About Us Highlights / News

Korean English

Issues

- Geopolitical Risk
 - Major Events
 - Special Lecture
 - China Lecture
- Scientific Innovation
 - Major Events
 - Special Lecture
- Scientific Innovation & Geopolitical Risk
 - Major Events

Exchange Programs

- ARC
 - About ARC
 - Current Status
 - Archive
- ISEF
 - About ISEF
 - List of ISEF Scholars
 - Apply
 - ISEF Archive

About Us

- About Us
- Partnerships
- Board of Trustees
- Contact Us

Conferences

- International Forums
- Multilateral Conferences
- Special Sessions
- Deep Dive

Events

- Academic Programs
- Subscribe to Mailing List

Enter www.chey.org

- 1) Click on '[≡]' at the top-right corner
- 2) Click on [English] to set the language to English
- 3) Go to **Exchange Programs – ISEF – Apply**

1. Enter the Application Page

CHEY Institute for Advanced Studies

Issues Conferences Exchange Programs Events About Us Highlights / News

Korean English

Issues

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Conferences

- International Forums
- Multilateral Conferences
- Special Sessions
- Deep Dive

Events

- Academic Programs
- Registration
- Subscribe to Mailing List

Highlights/ News

- Highlights
- Press Coverage
- Notices

ISEF related formats can be downloaded at **ISEF Archive**

1. Enter the Application Page



Exchange Programs

ISEF

Apply

Apply

Guidelines

Application

Application History

1

2

Welcome to the online application system for International Scholar Exchange Fellowship (ISEF).

Please proceed to apply

Apply

3

- 1) Carefully read the contents of the **Guidelines** page
- 2) Click **[Application]** – **[Apply]**

TOP

2. Email Authentication

※ This temporarily saves the current work-in progress. Please submit the application after saving.

Email Authentication

E-mail authentication is required to apply for the ISEF program.

Please provide your e-mail address below and you will receive a temporary password.

This password can only be used during the application period.

* Required

E-mail *	<input type="text"/>	Send Temporary Password
Password *	<input type="password"/>	

- If you have lost or not received your password, please reissue a temporary password.

Confirm

- Enter applicant's email address on the **E-mail** entry line, click on **[Send Temporary Password]**
- Future contact regarding ISEF application and evaluation will be sent to this email address.

2. Email Authentication

[Chey Institute for Advanced Studies] Temporary Password for ISEF Application

CHEY Institute for
Advanced Studies

[Chey Institute for Advanced Studies] Temporary Password for ISEF Application

This is the Chey Institute for Advanced Studies.
The following is your temporary password.

673a899a426

Apply

The temporary password can only be used during the application period.
Click "Apply" and type in the password. Please change your password when you first apply.

The following content will be
sent to the entered email address

2. Email Authentication

※ This temporarily saves the current work-in progress. Please submit the application after saving.

Email Authentication

E-mail authentication is required to apply for the ISEF program.

Please provide your e-mail address below and you will receive a temporary password.

This password can only be used during the application period.

* Required

E-mail *	<input type="text"/>	Send Temporary Password
Password *	<input type="password"/>	

- If you have lost or not received your password, please reissue a temporary password.

Confirm

Enter the temporary password sent to above E-mail, click on **[Confirm]**

3-1. Enter the Application Form

※ This temporarily saves the current work-in progress. Please submit the application after saving.

Reset Password

Password

Confirm Password

* Your password must be longer than 8 letters and include a lower case alphabet, upper case alphabet, number, and special character.

* Required

Confirm

End Temporary Password

E-mail *

Password *

If you have lost or not

Confirm

javascript:layerClose('layer2');

Reset password to use for ISEF application.

Password Policy:

- Your password must be longer than 8 letters, and must include a lower case alphabet, an upper case alphabet, a number, and a special character.
- Only the following special characters are allowed:
~!@W#\$%<>^&*

3-1. Enter the Application Form

EXCHANGE PROGRAMS

ISEF

Online Application Process



Check eligibility



Receive temporary password

Receive temporary password via e-mail. The password is only valid during application period. (You can change the password from the application page.)



Complete the online application form

Fill out the online application form. Fill out the application and submit research proposal.



Submit additional documents

Submit supplementary files online. Upload required documents and request recommendation letters from recommenders.



Confirm submission

Carefully read through the **Online Application Process** before proceeding to online application

3-1. Enter the Application Form

Apply

Apply to ISEF

Please check the below boxes to proceed with application

Agree to all

1. Agreement to Collect and Use Personal Information for ISEF Application (Required)

Purpose of Collection and Usage of Personal Information

A. Chey Institute for Advanced Studies collects and uses personal information to provide service regarding the screening of ISEF eligibility, financial support of program operations and academic events.

Collected Items of Personal Information

A. Chey Institute for Advanced Studies collects the following items of personal information at the initial registration process to provide service regarding the ISEF program.

[ISEF Program Applicant]

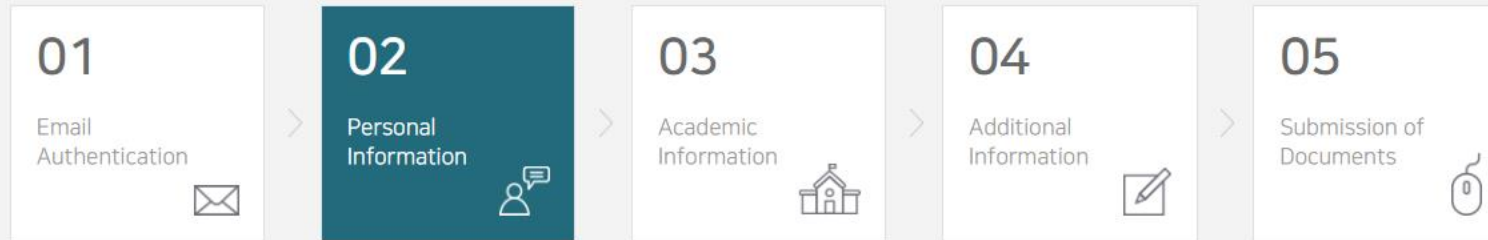
- Required: nationality, name, gender, date of birth, e-mail address, e-mail address, cellular phone number, phone number, street address

- Carefully go through the privacy policy and click on **[Agree to all]** to proceed
- You must agree to the privacy policy to continue application to ISEF.

3-1. Enter the Application Form

Apply

(Time Remaining : 00:59:29)



※ This temporarily saves the current work-in progress. Please submit the application after saving.

Personal Information



Personal Information

*Required

Nationality*

select

Follow the instructions to enter **Personal Information, Academic Information, and Additional Information**

3-2. Submit Relevant Documents

Submission of Documents

(File Extension : doc, docx, pdf, ppt, jpg, png)

*Required

Certificate of Doctoral Degree *	<input type="text"/>	<input type="button" value="Attach"/>
Certificate of Graduation (only degrees from a Chinese institutions)	<input type="text"/>	<input type="button" value="Attach"/>
Certificate of Employment (issued within 2 months) *	<input type="text"/>	<input type="button" value="Attach"/>
Research Sample 1 - Abstract *	<input type="text"/>	<input type="button" value="Attach"/>
Research Sample 1 - Full paper	<input type="text"/>	
Research Sample 2 - Abstract *	<input type="text"/>	

- Click on **[Attach]** to submit relevant documents.
- Only the following file extensions are allowed. ***.doc, *.docs, *.pdf, *.pptx, *.ppt, *.jpg, *.png**
- For book submissions, you should submit an English abstract of 300-words or less through this page, and **send an original copy to the Chey Institute by mail.**

3-3. Request for the 'Letter of Recommendation'

※ If your research sample is a book, please upload its English abstract and send a copy of the book to the Chey Institute via mail.

Recommendation Letters (2 required)

Name	Position	Department	Institution	E-mail	Recommendation Form
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Send"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Send"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Send"/>

1. A copy of your statement of proposed activity should be given to each recommender.
2. When you click "Send," recommendation forms will be sent to your recommenders' email addresses.
3. An application to the International Scholar Exchange Fellowship program requires a recommendation from a source not affiliated with your institution.
4. Recommenders should be in a position to comment on your abilities and qualifications. They should state the value of your research in relation to the teaching responsibilities.

- After you submit your recommenders' information and click on **[send]**, recommendation forms will be sent to your recommenders' email. (Refer to slide 18~24 for instructions to the recommender)
- If your recommender did not receive a recommendation form, please check to see if you have submitted the correct email address

3-3. Request for the 'Letter of Recommendation'

Recommendation Letters (2 required)

Name	Position	Department	Institution	E-mail	Recommendation Form
					Completed
					Completed
					<input type="button" value="Send"/>

with recommender before this form is sent.
for recommenders. Please make sure to double check the details before sending
program requires two recommendations. At least one recommendation should come
and qualifications to carry out the stated research project in Korea. Also, they
responsibilities in your Nationality.



- After all application entries have been made, documents submitted, and recommendation letters received, click on **[submit]** for final submission
- Applications cannot be revised after final submission. However, recommendation forms can be re-sent through the **Application History** page.
- **Recommendation Form** status will come up as **'Completed'** after recommenders have made final submissions.

4. Check Submission Status

CHEY Institute for Advanced Studies

Issues Conferences Exchange Programs

Exchange Programs ISEF

Appl

Guidelines Application **Application History**

<To check Application Status>
go to **Exchange Programs – ISEF – Apply – Application History.**

Application Status Index:

- ✓ Before Final Submission: **Modify**
- ✓ After Final Submission: **Submitted**
- ✓ During Evaluation: **Under-evaluation**
- ✓ Successful Candidates: **Accepted**
- ✓ Disqualified: **Rejected**

Program	Status	Recommendation Letter
International Scholar Exchange Fellowship 2021-2022	Accepted	Submitted

※ Both the application and recommendation must be submitted before being included in the examination.



4. Check Submission Status

The screenshot shows the CHEY Institute for Advanced Studies website. The top navigation bar includes links for Issues, Conferences, Exchange Programs, Events, About Us, and Highlights / News. Below this is a secondary navigation bar with a home icon, Exchange Programs, ISEF, and Apply. A modal window titled 'Recommendation Letter' is open, displaying a table with two rows. The first row has a 'Completed' status, and the second row has a 'Re-Send' button. A 'Cancel' button is at the bottom of the modal. In the background, the 'Application History' page is visible, showing a table with columns for 'International Scholar Exchange Fellowship 2021-2022', 'Modify (Not Submitted)', and 'Details'. The 'Details' button is highlighted with a red box and a circled '1'.

Status	Action
Completed	
Re-Send	

Cancel

International Scholar Exchange Fellowship 2021-2022	Modify (Not Submitted)	Details

Status will change to '**Completed**' once all documents are submitted.

1 On the **Application History** page, click on **[Details]** to re-send recommendation forms and check submission status.

5. Recommender – Procedure for Writing ‘Letter of Recommendation’

[Chey Applier] Letter of Recommendation for ISEF Program Applicant



[Chey Applier] Letter of Recommendation for ISEF Program Applicant

This mail is sent to request a letter of recommendation for an International Scholar Exchange Fellowship (ISEF) program applicant Chey Applier.

[Write Recommendation Letter](#)

Please click the [Write Recommendation Letter] button and proceed with authentication
your mail address, in order to move to the recommenda

The following content will be sent to the entered recommenders' email address

5. Recommender – Procedure for Writing ‘Letter of Recommendation’

CHEY Institute for Advanced Studies

Email Authentication

To write a recommendation letter for the ISEF Program, e-mail authentication is required.
Please enter a valid e-mail and confirmation number.

E-mail

Confirmation number

. If you did not receive a confirmation number, please check your spambox, then proceed by requesting the confirmation number again.

Recommender must enter the receiving email address, and the received confirmation number.

5. Recommender – Procedure for Writing ‘Letter of Recommendation’

CHEY Institute for Advanced Studies

Recommendation Letter

The following applicants have requested Recommendation Letter.

#	Name	Status	Date of Request	Date of Submission
1	Chey Applier()	Write	2020-10-26	

Click on **Write** to begin writing

5. Recommender – Procedure for Writing ‘Letter of Recommendation’

Recommendation Letter

Date: 2020-10-26

Applicant

Name	Surname	Chey	Given name(s)	Applier
Position				
Department				
Institution				
Tel				

Recommender

Name	<input checked="" type="radio"/> Dr. <input type="radio"/> Ms. <input type="radio"/> Mr.	Surname	<input type="text"/>
Position	<input type="text"/>		

This is the Recommendation Letter form.

Questions asked on the recommendation letter can be checked at the **ISEF Archive** page.

Refer to slide 3 for instructions to the **ISEF Archive**

5. Recommender – Procedure for Writing ‘Letter of Recommendation’

4. Please discuss the applicant's qualifications and the merits of the proposal by commenting on the following:

- (1) applicant's credentials, potential, and record of academic or professional accomplishments;
- (2) significance of proposal to the field;
- (3) importance and relevance of the proposed project to the home country.

Maximum 1500 characters.

5. Please provide us with any additional relevant information you may have about the applicant.

Maximum 1500 characters.

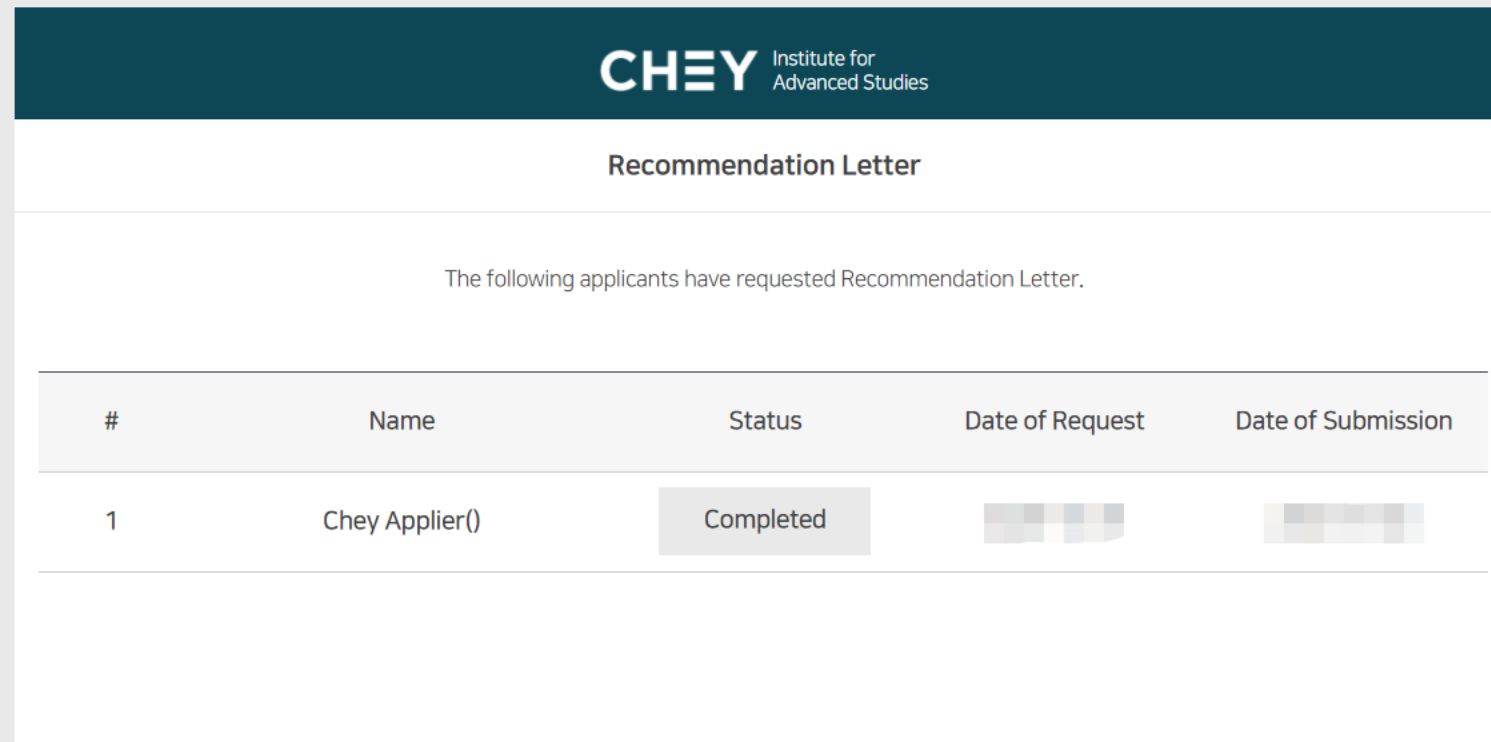
※ Revisions cannot be made upon final submission.

Submit

Save

- Click on **[Save]** to save progress. Recommendation Letters will not be submitted if you only click on **[Save]**.
- Click on **[Submit]** to make final submissions. Recommendation Letters cannot be revised after final submission.

5. Recommender – Procedure for Writing ‘Letter of Recommendation’



CHEY Institute for Advanced Studies

Recommendation Letter

The following applicants have requested Recommendation Letter.

#	Name	Status	Date of Request	Date of Submission
1	Chey Applier()	Completed		

The Recommendation Letter status will change to **‘Completed’** after final submission