

Guidelines to Online Application for ISEF



Chey Institute for
Advanced Studies

1. Access the Application Page for ISEF

The screenshot shows the website of the Chey Institute for Advanced Studies. At the top, there is a navigation bar with links: About CHEY, Geopolitics and Geoconomics, Scientific Innovation, Global Exchange, and News. The Global Exchange link is highlighted with a red box and the number 1. To the right of the Global Exchange link is a search bar with a location dropdown set to 'KOR' and a magnifying glass icon, also highlighted with a red box and the number 2. Below the navigation bar is a large blue box containing several links. The 'Global Exchange' section includes links for ARC, ISEF, and International Forums. The 'ISEF' link is highlighted with a red box and the number 3.

1

2

3

Global Exchange

KOR

ISEF

1. Founding Spirit

2. Vision & Mission

3. Partnerships

4. Annual Report

5. About Us

6. Location & Contact

7. TPD

8. Workshops & Conferences

9. Joint Programs

10. Science and Technology Innovation Council

11. Scientific Innovation Series

12. Special Programs

13. International Forums

14. ARC

15. Notices

16. Press Coverage

17. Events

18. Books & Reports

19. Science Note

1. Go to www.chey.org
2. Click [English] to switch the website language to English.
3. Go to Global Exchange → ISEF.

1. Access the Application Page for ISEF

Apply for ISEF

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

[Guidelines →](#)

2

[Application History →](#)

[Application](#)

1

Forms & Documents

All

[Download for ISEF Program](#)

3

4. Scroll down to “Apply for ISEF”.
 - Click “Application” to begin your online application.
 - You can review the “Guidelines” section to learn more about eligibility and procedures.
 - All templates and forms related to ISEF can be found under “Forms & Documents” → “Download for ISEF”

2. Email Authentication

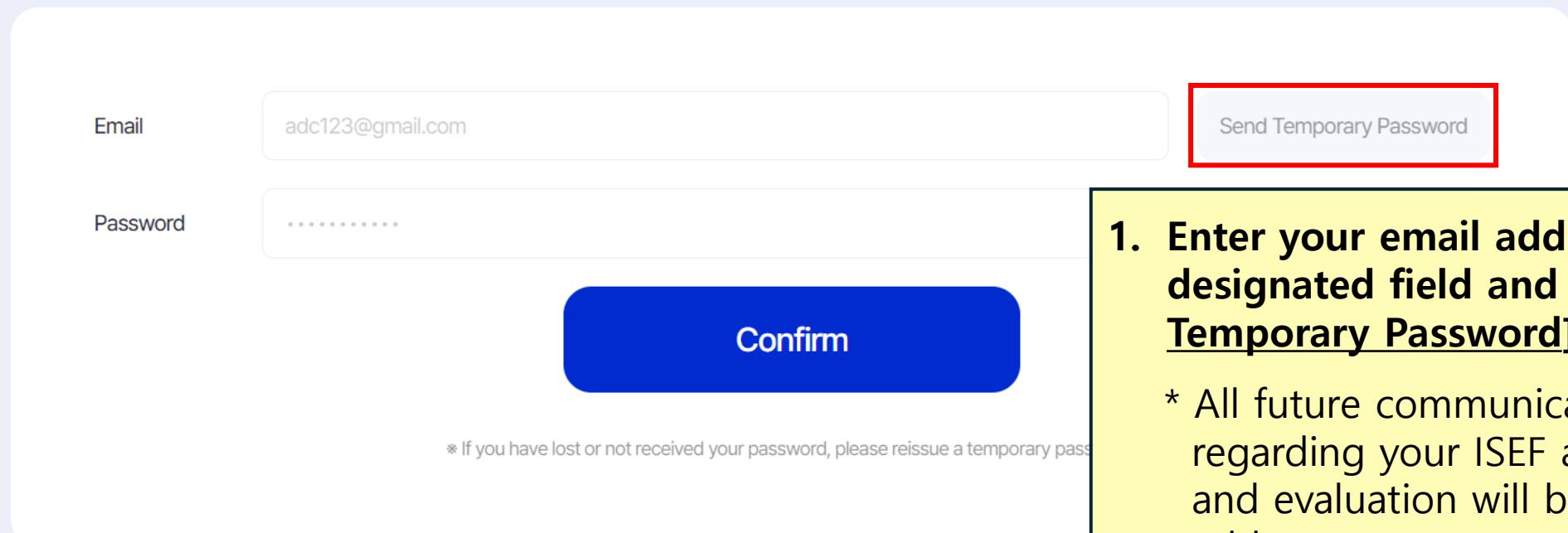
01

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.



The form is a light gray rounded rectangle. It contains two input fields: 'Email' with the value 'adc123@gmail.com' and 'Password' with a redacted value. Below the fields is a large blue button with the word 'Confirm' in white. To the right of the form is a yellow callout box with black text.

Email

Password

Confirm

* If you have lost or not received your password, please reissue a temporary pass

1. Enter your email address in the designated field and click [Send Temporary Password].

* All future communication regarding your ISEF application and evaluation will be sent to this address.

2. Email Authentication

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



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

This is the Chey Institute for Advanced Studies.

The following is your temporary password.

Temporary Password

Apply

The temporary password can only be used during the application process. Click "Apply" and type in the password. Please change your password when you log in for the first time.

2. Check your email inbox. You will receive an automated message containing a temporary password.

2. Email Authentication

01

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.

Email

Send Temporary Password

Password

Confirm

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

3. Enter the temporary password in the authentication field and click [Confirm].

2. Email Authentication

01

Email authentication

Email

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.

Cancel

Confirm

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

Reset Password

4. Reset your password for future access.

* Password Policy:

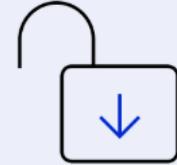
- Minimum of 8 characters
- Must include one lowercase letter, one uppercase letter, one number, and one special character
- Only the following special characters are allowed: ~ ! A / # \$ < > ^ & *

3. Apply through Online Application

ONLINE APPLICATION PROCESS



01
Confirm eligibility



02
Receive temporary password

Enter your email to receive a temporary password for application (valid only during application period). Update your password on the application page.



03
Complete the online application form

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



04
Submit additional documents

Upload all required documents and request recommendation letters online. At least one recommendation must come from a source not affiliated with the applicant's home institution



05
Confirm submission

01. Before Applying

Agree to all

1. Before proceeding, carefully read through the “Online Application Process.”



3. Apply through Online Application

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. The Chey Institute for Advanced Studies collects and uses personal information to provide services related to the screening of ISEF eligibility, financial support for program operations and organization of academic events.

Collected Items of Personal Information

A. The Chey Institute for Advanced Studies collects the following items of personal information during the initial registration process to administer the ISEF program.

[ISEF Program Applicant]

- Required: nationality, name, gender, date of birth, e-mail address, password, marital status, contact information (e-mail address, telephone number, address), employment details (place of work, department, position, duration), (degree-granting institute, major, duration of study, etc.), research experience (field, specific major, research

2. Review the privacy terms and click Agree to All to continue.

* You must agree to the privacy policy to apply for ISEF

3. Apply through Online Application

APPLY

(Time Remaining : 00:59:42)

01
Email Authentication



02
Personal Information



03
Academic Information



04
Additional Information



05
Submission of Documents



* Please save your progress by pressing "Save" after completing each section.

* After sending recommendation requests, make sure all recommenders have submitted their letters.

* Once all documents are uploaded and recommendations are complete, you must press "Submit" to finalize your application.

* Applications that are not submitted will not be processed.

3. Follow the on-screen instructions to enter the following details:

- Personal Information
- Academic Information
- Additional Information

3-2. Submit Relevant Documents



About CHEY

Geopolitics and
Geoconomics

Scientific Innovation

Global Exchange

News

KOR Q

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

* Required

Certificate
of Doctoral Degree *

Attach

Certificate of Graduation (only degrees from a
Chinese institutions)

Attach

Certificate of Employment
(issued within 3 months) *

Attach

Research Sample 1 - Abstract *

Research Sample 1 - Full paper

Research Sample 2 - Abstract *

4. Click Attach to upload all required documents.

- Accepted file formats are:
.doc, .docx, .pdf, .ppt, .pptx, .jpg, .png
- For book submissions, please upload an English abstract (300 words or less)

3-3. Request Letter of Recommendation

Recommendation Letters

2 Required

Name *

Position *

Department *

Institution *

E-mail *

Recommendation Form *

Send

1. Provide each recommender with a copy of your Statement of Proposed Activity before sending the form.
2. When you click "Send," the recommendation form will be automatically sent to your recommender's e-mail. Please double-check the e-mail address.
3. Two recommendation letters are required. At least one must be from a person not affiliated with your current institution.
4. Recommenders should be able to comment on your academic qualifications, your ability to conduct the proposed research, and your potential contribution to the field.

1. Enter your recommender's information and click [Send].

- A recommendation request email will be sent automatically to your recommender.
- * Refer to slides 17-22 for detailed instructions for recommenders)
- If your recommender does not receive the form, check that you entered the correct email address.

3-3. Request Letter of Recommendation

Recommendation Letters

2 Required

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

1. Provide each recommender with a copy of your Statement of Proposed Activity before sending the form.
2. When you click "Send," the recommendation form will be automatically sent to your recommender's e-mail. Please double-check all details before sending.
3. Two recommendation letters are required. At least one must be from a person not affiliated with your current institution.
4. Recommenders should be able to comment on your academic qualifications, your ability to conduct the proposed research within your field.

* Once the recommenders complete submission, the Recommendation Form status will update to **Completed**.

3-3. Request Letter of Recommendation



About CHEY

Geopolitics and
Geoconomics

Scientific Innovation

GI

1. Provide each recommender with a copy of your Statement of Proposed Activity before sending the form.
2. When you click "Send," the recommendation form will be automatically sent to your recommender's e-mail. Please double-check the email address.
3. Two recommendation letters are required. At least one must be from a person not affiliated with your current institution.
4. Recommenders should be able to comment on your academic qualifications, your ability to conduct the proposed research, and your potential to succeed within your field.

2. After completing all entries, document uploads, and recommendation requests, click **[Submit] for final submission.**

- Applications cannot be edited after final submission.
- However, recommendations can be re-sent through the **Application History Page**.

It is solely the applicant's responsibility to confirm that all recommendation letters have been submitted by your recommenders. After sending recommendation requests, please save your progress before leaving the page. Otherwise, once both recommendation letters are confirmed under "Application History," press "Submit."

⚠️ Reminder: Your application will not be received unless you press "Submit." Saved drafts and incomplete applications will not be reviewed.

- * Even if all information has been entered, documents uploaded, and recommendation letters have been submitted by the recommenders, **applicants must still click "Submit"** to complete the application.
- * **Applications will not be considered unless the applicant presses the final "Submit" button.**

Previous

Save

Submit

4. Check Submission Status

**APPLY
HISTORY**

**1. To review your application progress:
Navigate to Global Exchange – ISEF – Application History**

Application Status Index:

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

4. Check Submission Status

APPLY HISTORY

Recommendation Letter

Completed

Re-send

Cancel

* On the **Application History** page, you can re-send Recommendation forms or check submission progress.

International Scholar Exchange Fellowship...

Modify

(Not Submitted)

Submitted

5. For Recommenders: Procedure for Submitting Letter of Recommendation

[Chey Applier] Letter of Recommendation for ISEF Program Applicant 
发件人: Chey Institute for Advanced Studies<mailer@chey.org>  (由 return@mymail.chey.org 代发, 帮助)
收件人: Applier<chey_recommend202@163.com> 
时 间: 2020年10月26日 15:13 (星期一)

1. Recommenders will receive an automated email from the ISEF system.



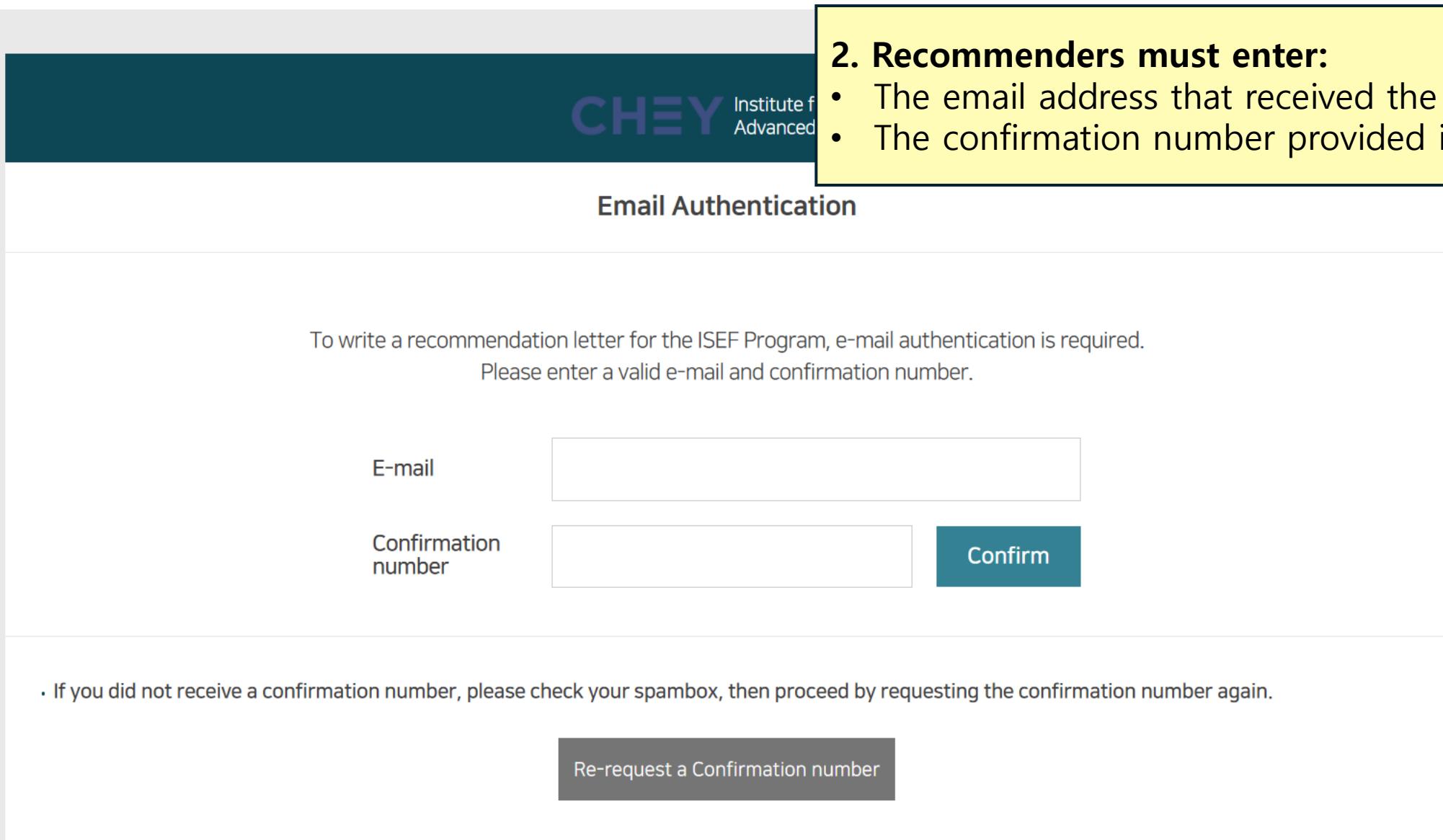
[Chey Applier] Letter of Recommendation for ISEF Program Applicant

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 using the confirmation number above and your mail address, in order to move to the recommendation letter page.

5. For Recommenders: Procedure for Submitting Letter of Recommendation



The screenshot shows a web page titled "Email Authentication" under the "CHEY Institute for Advanced Studies" logo. The page instructs recommenders to enter their email address and confirmation number. A callout box highlights the required information for recommenders.

2. Recommenders must enter:

- The email address that received the request
- The confirmation number provided in the email

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

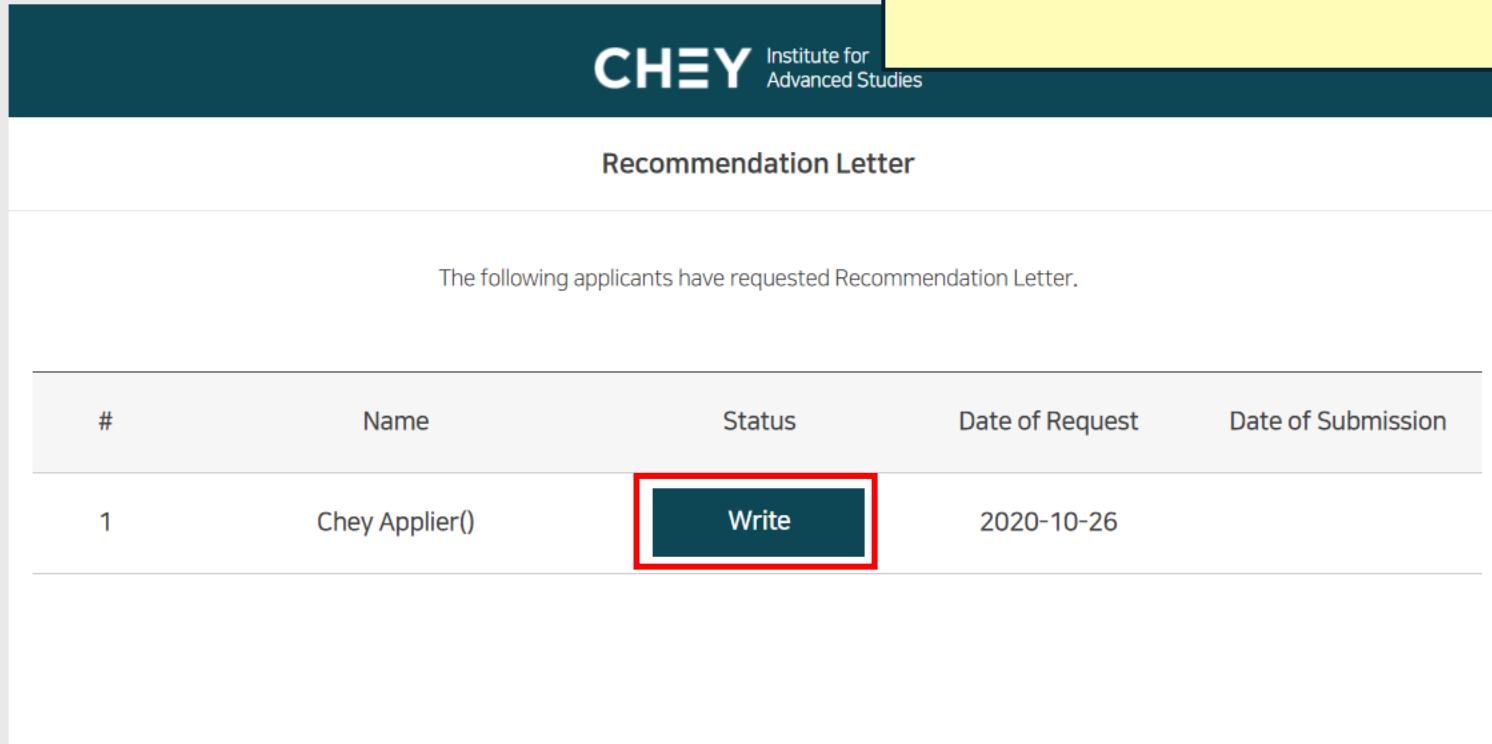
Confirmation number **Confirm**

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

Re-request a Confirmation number

5. For Recommenders: Procedure for Submitting Letter of Recommendation

3. Click **[Write]** to open the Recommendation Letter form.



The following applicants have requested Recommendation Letter.

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

5. For Recommenders: Procedure for Submitting Letter of Recommendation

Recommendation Letter

Date: 2020-10-26

Applicant

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

4. Please complete all required fields by typing your responses directly into the system.

Recommender

Name	<input checked="" type="radio"/> Dr.	<input type="radio"/> Ms.	<input type="radio"/> Mr.	Surname	<input type="text"/>	Given name(s)	<input type="text"/>
Position	<input type="text"/>						

5. For Recommenders: Procedure for Submitting Letter of Recommendation

4. Please discuss the applicant's qualifications and the merits of the proposal.

- (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. Click Save to save progress and click Submit to complete the recommendation process.

- Recommendation letters cannot be edited after submission. Once submitted, the status will automatically change to "Submitted."

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

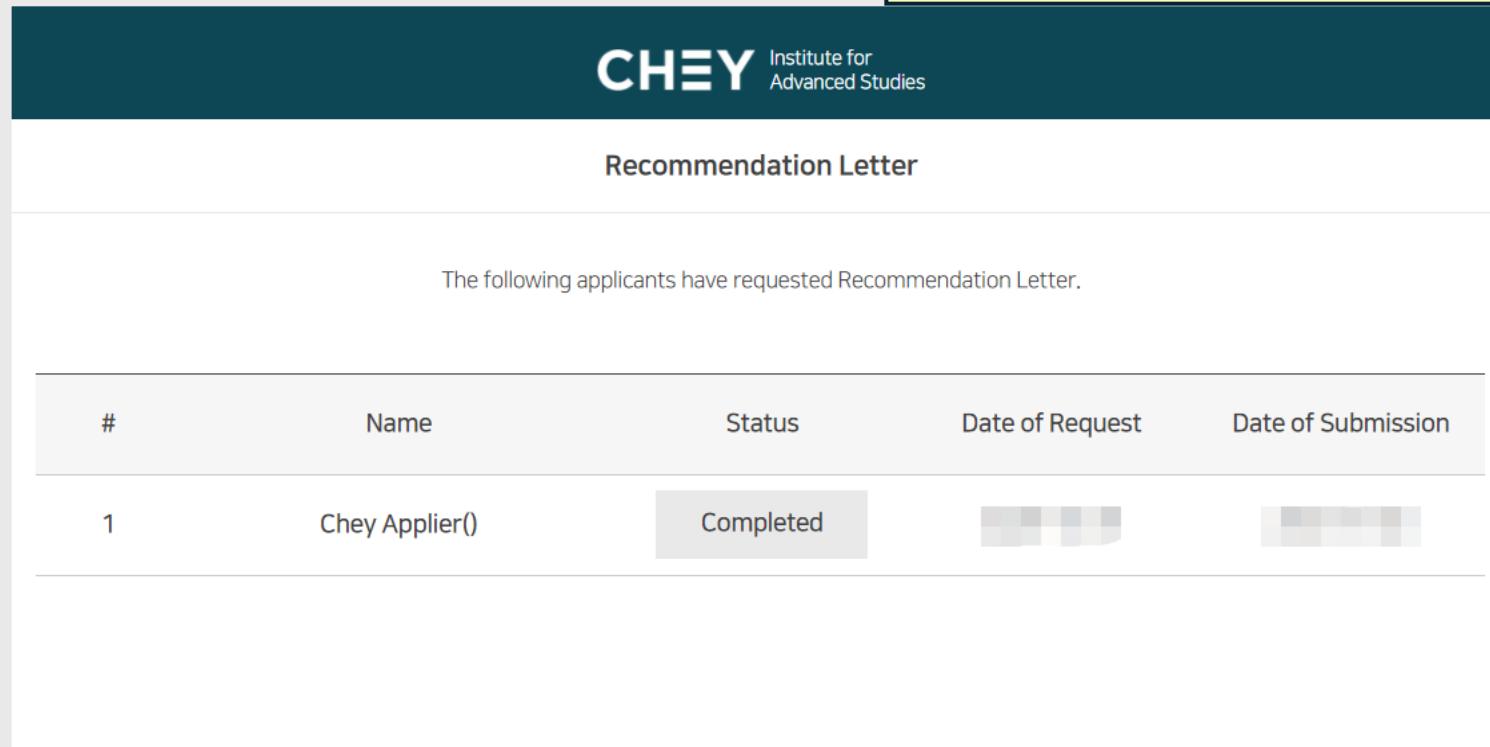
Save

2

1

5. For Recommenders: Procedure for Submitting Letter of Recommendation

* Once the form is successfully submitted, the Recommendation Letter Status will automatically change to "**Completed**."



The screenshot shows a web-based application for managing recommendation letters. At the top, the CHEY Institute for Advanced Studies logo is displayed. Below the logo, the title "Recommendation Letter" is centered. A message indicates that "The following applicants have requested Recommendation Letter." A table below lists the applicants, their names, and the status of their requests. The table has columns for "#", "Name", "Status", "Date of Request", and "Date of Submission". One row is visible, showing applicant #1, name "Chey Applier()", status "Completed", and redacted dates for the request and submission.

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