

# Guidelines to Online Application for ISEF






Chey Institute for  
Advanced Studies

# 1. Access the Application Page for ISEF

The screenshot shows the Chey Institute for Advanced Studies website. The header includes the logo and name on the left, and a navigation menu on the right with links: About CHEY, Geopolitics and Geoeconomics, Scientific Innovation, Global Exchange, News, and a language selector (KOR) with a globe icon. A search icon and a close icon are also present. A red circle with the number 1 is around the logo. A red circle with the number 2 is around the language selector. A red circle with the number 3 is around the ISEF link in the Global Exchange dropdown menu.

**1**

Chey Institute for Advanced Studies

About CHEY   Geopolitics and Geoeconomics   Scientific Innovation   Global Exchange   News   KOR   

**2**

Founding Spirit   TPD   Science and Technology Innovation Council   International Forums   Notices

Vision & Mission   Workshops & Conferences   Scientific Innovation Series   ARC   Press Coverage

Partnerships   Joint Programs   Special Programs   **ISEF**   Events

Annual Report   Books & Reports

About Us   Science Note

Location & Contact

**3**

1. Go to [www.chey.org](http://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.

Email

[Send Temporary Password](#)

Password

Confirm

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

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.

4721245689

Apply

The temporary password can only be used during the application period.  
Click "Apply" and type in the password. Please change your password within 14 days.

**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.



KOR   

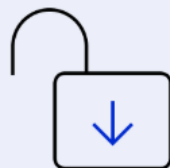
- Minimum of 8 characters
- Must include one lowercase letter, one uppercase letter, one number, and one special character
- Only the following special characters are allowed: ~ ! A / # \$ < > ^ & \*

### 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), research experience (degree-granting institute, major, duration of study, etc.), research experience (field, specific major, research area)

**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

### 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 *
<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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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
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.

### 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

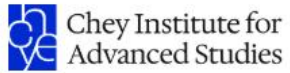
2 Required

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

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 for success within your field.

It is solely the applicant's responsibility to confirm that all recommendation letters have been submitted by the recommenders. After sending recommendation requests, please save your progress before leaving the page. Otherwise, your application will be lost. 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.

Previous

Save

Submit

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.**

- \* 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.*

# 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**

International Scholar Exchange Fellowship 2026-2027

Accepted

Submitted

## 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

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

[Chey Applier] Letter of Recommendation for ISEF Program Applicant    

发件人: Chey Institute for Adanced 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)

**CHEY** Institute for  
Advanced Studies

### [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

### 2. Recommenders must enter:

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

CHEYInstitute for Advanced Study

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

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.

CHEYInstitute 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	

# 5. For Recommenders: Procedure for Submitting 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		Given name(s)	
Position							

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

# 5. For Recommenders: Procedure for Submitting Letter of Recommendation

4. Please discuss the applicant's qualifications and the merits of the proposed project:
- (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.

2

Submit

1

Save

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. For Recommenders: Procedure for Submitting Letter of Recommendation

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

CHEYInstitute for  
Advanced Studies

Recommendation Letter

The following applicants have requested Recommendation Letter.

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