

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

Guidelines to Online Application for ISEF






Chey Institute for
Advanced Studies

1. Access the Application Page for ISEF

The screenshot displays the Chey Institute for Advanced Studies website. The header features the institute's logo and name on the left, and a navigation menu on the right. A dropdown menu is open under 'Global Exchange'. Red circles and boxes highlight the steps to reach the ISEF page: 1. The 'Global Exchange' menu item. 2. The 'KOR' language selector. 3. The 'ISEF' link under the 'International Forums' section.

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Chey Institute for Advanced Studies

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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

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](#)

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5. 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

adc123@gmail.com

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.

475124588

Apply

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

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

adc123@gmail.com

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



Chey Institute for
Advanced Studies




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01
Email authentication

Email

Password

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.

Cancel

Confirm

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

temporary password.

Temporary 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

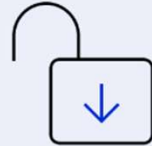
- Only the following special characters are allowed: ~ ! A / # \$ < > ^ & *

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 (phone number, 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

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

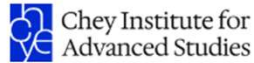
2 Required

| 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 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



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() | <div>Write</div> | 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 | <input type="text"/> | Given name(s) | <input type="text"/> |
| Position | <input type="text"/> | | | | |

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 in terms of:
- (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."**

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 | | |