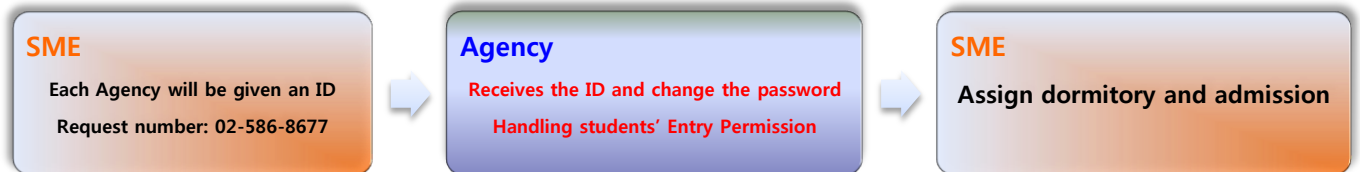


SME Agency Page OPEN! 2012/01/01 ~

“Student’s Application and Invoice, LOA Auto System OPEN!!”

■ SME Entry Procedure: Computerized System

The main purpose is to raise the effectiveness of the procedure about Students’ admission, issuance of invoice, and entrance permission. Moreover, this system will reduce the error which existed in previous Manual Processing by cross checking the data for more safety.



■ Entry Procedure Manual for agency

All agencies will first receive an ID from SME and change the information (**password**) and process student’s admission process and check the student’s information.

1. SME Entry Process Page : Each Agency will be given an ID

2. Agency Information Modification: **Change Password**

SME EDUCATION
MY PAGE

MY INFORMATION

STUDENT LIST

APPLICATION(등록신청)

LOG OUT

MY INFORMATION

AGENCY INFORMATION MODIFY

AGENCY INFORMATION			
AGENCY ID	testuhak	PASSWORD	<input type="password"/>
AGENCY	테스트유학원	BRANCH	테스트유학원
OFFICE PHONE	02-586-8677	MOBILE PHONE	ex)02-123-1234
FAX NUM	02-586-8681	E-MAIL	
CONSULTANT			

3. Manual for the procedure : Student's enrolment and search information, document issuance

- **APPLICATION** : STUDENT ENROLMENT APPLICATION
- **STUDENT LIST** : SEARCH STUDENT'S INFORMATION AND DOCUMENT ISSUANCE

◆ Student's Entrance Application : **APPLICATION**

Apply Student enrolment

STUDENT LIST

*** STUDENT APPLICATION

COUNTRY	<input checked="" type="radio"/> KOREA <input type="radio"/> CHINA <input type="radio"/> JAPAN <input type="radio"/> TAIWAN <input type="radio"/> Etc.
NAME	Hong Kil Dong
NAME(eng)	Hong Kil Dong
AGE	30
SEX	<input checked="" type="radio"/> male <input type="radio"/> female

Encode Student information

*** STUDENT INFORMATION

STUDENT INFORMATION	
NAME	Hong Kil Dong
COUNTRY	<input checked="" type="radio"/> KOREA <input type="radio"/> CHINA <input type="radio"/> JAPAN <input type="radio"/> TAIWAN <input type="radio"/> Etc.
AGE	30
BIRTHDAY(주민번호)	800203
DEPARTURE DATE (ORIGIN AIRPORT)	2012-02-25
PERIOD	2012-02-26 ~ 2012-04-21 (8 weeks)
AGENCY COMMENT	
DORMITORY TYPE	2/room
COURSE	IELTS 코스 2(IELTS Course 2)

◆ Student enrolment information database : **STUDENT LIST**

(STUDENTS : 2peoples) 2011year TOTAL TOTAL NAME: [] EXCEL

NO	NAME	AGE	SEX	CENTER	COURSE	PERIOD	DORMITORY	APPLY DATE	DEPARTURE DATE	PROCESS
1	Jessica	20	female	CLASSIC	IELTS 코스 2	4weeks	3/room	2011-12-29	2012-02-04	APPLY
2	Hong Kil Dong	30	male	CLASSIC	IELTS 코스 2	8weeks	2/room	2011-12-29	2012-02-25	COMPLETE

*** STUDENT INFORMATION

STUDENT INFORMATION	
NAME	Hong Kil Dong
COUNTRY	<input checked="" type="radio"/> KOREA <input type="radio"/> CHINA <input type="radio"/> JAPAN <input type="radio"/> TAIWAN <input type="radio"/> Etc.
AGE	30
BIRTHDAY(주민번호)	800203
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AGENCY COMMENT	
DORMITORY TYPE	2/room
COURSE	IELTS 코스 2(IELTS Course 2)

*** INVOICE INFORMATION(인보이스 정보)

INVOICE(인보이스) [[유학원용]] [[학생용]] LOA and RECEIPT (입학허가서 & 영수증) [[입학허가서]] [[입금영수증]]

Calendar
Module



Student who has completed the enrolment can download the specific information. → Invoice (for agency, for student), Entrance admission, Payment Receipt.

◆ SAMPLE FOR DOCUMENT ISSUANCE

INVOICE

ENTRANCE ADMISSION

※ SME will always be your great partner. Thank you.

SME education: www.smenglish.com

