

2019 Spring Semester Student Exchange Program Guideline

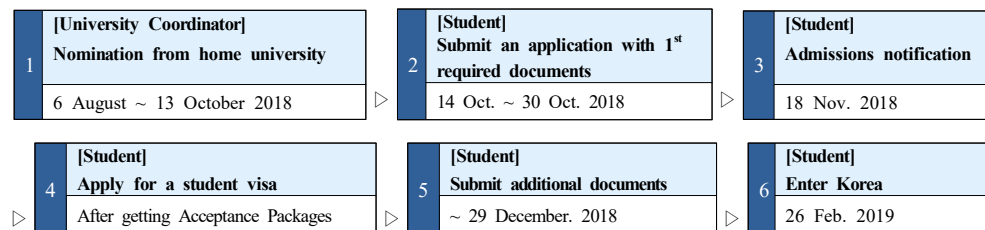
Thank you for your interest in Student Exchange Program at Seoul National University of Science and Technology (SeoulTech). Please read the information below before your application.

0. General information	
Institute	Seoul National University of Science and Technology (SeoulTech) Office of International Education
Mailing Address	Room 115, Language Center (Building No. 38) 232 Gongneung-ro, Nowon-gu, Seoul, Republic of Korea, 01811
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E-mail	hsy0219@seoultech.ac.kr

1. Eligibility

- An exchange student who wishes to study at SeoulTech must be;
 - Completed at least two semesters at his/her home universities
 - Enrolled as a full time student at a university that has an active student exchange agreement with SeoulTech
 - Nominated as a candidate of exchange student by your home institution
 - Able to study either in English or in Korean at least for one semester(4.5 months)
- ※ Please check with the office or person in charge of Student Exchange Program at your university to see if you are eligible.

2. Application Procedure



- Nomination Due date : 13 October. 2018.**
 - Online Nomination (If you don't have any ID in here, sign up is needed)
: Address will be sent university coordinator's email directly. (not be opened to students)
- Submit an Application : 14. ~ 30. October. 2018.**
 - * Once the application due date has passed, it will no longer be possible to apply
 - Online Application and Submitting documents : <http://for-a.seoultech.ac.kr/exchange>
 - Submit required documents
 - 1. A copy of passport** (be sure to check the valid date and make it clearly so that we can see all personal information easily.)
 - 2. Study Plan(Attachment)
 - 3. Recommendation Letter
 - 4. Official transcript
- Notification: 18 Nov. 2018** *You can check the result in <http://for-a.seoultech.ac.kr/exchange>

- Sending out the Acceptance Packages: 28 Nov ~ 5 Dec. 2018** *The Acceptance Package will include followings;
 1. Certificate of Admission
 2. Welcome Letter
 3. Certificate of Business Registration of SeoulTech (A Document for applying for the visa)
- Apply for a student visa : After getting the Acceptance Packages from SeoulTech**
- Submit an additional documents : ~ 29 Dec. 2018**
 - Submitting additional documents: <http://for-a.seoultech.ac.kr/exchange>
 - Submit required documents are follow:
 1. Health clearance form
 2. Flight info (write down the itinerary information and upload the ticket on the webpage)
 3. Copy of Korea visa (Please **make it clearly so that we can see** all personal information easily.)
 4. Course wish list
 5. Insurance waiver and Certificate of Insurance (Only for the students who don't want to buy the SeoulTech Insurance)
- Enter Korea : 26 Feb. 2019** * Airport pick up service is only available on 26 Feb 2019. (10am ~ 7pm)

3. Academic Calender

- 2019 Spring Semester : 4 March 2019 ~ 21 June 2019
- Course Modification: 1st week of March
- Mid Exam: 7~9th week (During April)
- Final Exam: 14~16th week (During June)
- Issuance of an official academic transcript: 4 weeks after the end of semester
 - ※ The transcript will be mailed to your home university by post. It can be expected approximately one month after the program ends.

4. Course

- The final list of courses taught in English for 2019 Spring semester will be released during middle of January 2019.
Please refer to a course list of 2018 Spring semester and upload your course wishlist on <http://for-a.seoultech.ac.kr/exchange>
- * There is a possibility of failure to register courses due to limited quota of class, limited quota of lab and language proficiency etc.

5. Dormitory

- Once you are accepted to SeoulTech, your room will be guaranteed if you mark 'Yes' on Dormitory Request in your application.
 - Please note that room will be randomly assigned by the dormitory office. Although they take your request into consideration and will try to accommodate your request to the best of their abilities, **it is not always possible to assign your choice of room type.**
 - A dormitory will not serve you the linens, pillow and blankets
 - You can check-in the dormitory from 26 Feb. 2019
 - Officially all students should leave the dormitory until 21 June 2019. But if you want to stay a few more days, you can ask your stay to the dormitory office directly.
 - Dormitory payment
 - After check-in, you will receive a bill from the dormitory office. You should pay the fees at NH Bank, which is located on our campus.
 - You can pay in cash but not by a credit card.
 - Dorm payments should be made in a lump sum at the beginning of each semester.
 - Health clearance form (Attachment)
 - For the safety of all residents of the dormitory, SeoulTech requires students to do tuberculosis test(chest x-ray, skin test or blood test) and submit the result through <http://for-a.seoultech.ac.kr/exchange> by 29 December.
 - Korean National Law states that all students that dorm in Korea must submit TB test results for every period that they plan to reside in the dorm. No exceptions can be made as it is National Law.
 - Only test results dated after 1st. July 2018 are valid. Without the TB test result, you can not stay in the dormitory.
 - It does not matter the type of test(Blood test, Skin test, X-ray test). Anything is possible.

Payment (as for 2018), * The price is subject to change

- Housing Fee

Room Type		Total Price for Whole semester
Sunglim	Male (4-bed)	KRW 608,700
Sunglim	Female (2-bed)	KRW 752,800
International Hall	Single Room	KRW 1,637,000
	Double Room	KRW 1,106,100
	Quad Room	KRW 862,000

- Meal Fee

Options	Meal	Total Price for Whole semester
No meals	-	-
1 Meal (a day)	Breakfast	KRW 358,400
	Lunch	
	Dinner	
2 Meals (a day)	Breakfast & Lunch	KRW 593,600
	Lunch & Dinner	
	Breakfast & Dinner	
3 Meals (a day)	Breakfast& Lunch& Dinner	KRW 826,560

Facilities

- In Room: Desk, bookshelf, bed, chair, fan, Internet access
- Communal area: vending machine, coin-operated washing machine, fitness room, cold and hot water purifier, room, restaurant, table tennis room, seminar room, cafe

6. Airport pick up

Airport pick up service is only available on 26 Feb 2019. (10am ~ 7pm)

- One of the ISC(International Student Club) students will be waiting for you at the waiting area of Incheon International Airport so please submit your flight information correctly by **29 Dec. 2018** through <http://for-a.seoultech.ac.kr/exchange>
- If your arrival time is either before 10am or after 7pm, ISC students' airport pickup may not be available. Therefore, arriving time from 10am to 7pm is recommendable.

How to get to the SeoulTech yourself

- If you wish to move to SeoulTech by taking public transportation such as airport limousine bus (Bus Number: 6100 Jungnang/Surak), it will cost KRW16,000 and take about 80 minutes.

7. Orientation

Date : **28 Feb 2019. (10am ~)**

All required documents for issuing the **Alien Registration Card** * Be sure to submit them on the orientation day!

- ① Application Form (Fill out the form with passport sized photo)
- ② Processing fee KRW 30,000
- ③ A residence confirmation form (only non-dormitory tenants)

* Without the ARC you can not come back to Korea. The ARC will be issued on the end of March or first week of April. So if there are some students who are planning to go abroad before taking this ARC, please change your plan.

8. Visa

Please upload your copy of Visa until **29 Dec. 2018**

Apply for a student visa (D-2)

- A student visa (D-2) is required to study in Korea if a student is not of Korean nationality. In most cases, exchange students can acquire their D-2 visa easily when they present their Certificates of Admission issued by the host university to the relevant passport officials in their home country.
- Please contact your nearest Korean Embassy or consulate for more detailed information on the visa application process.
- Be aware that students cannot change their visitor visa to a student visa in Korea. You should apply for a student visa (D-2).

9. Insurance

Insurance is Mandatory !

- Non-local students are required to have suitable and adequate insurance for the entire period of their study at SeoulTech. The insurance should cover but not limited to travel, personal accidents, medical expenses (accident and non-accident), hospitalization and emergency evacuation/repatriation.
- If you don't submit the insurance waiver form by **29 Dec. 2018**, you will be automatically enrolled into SeoulTech insurance plan.
- It provides relatively basic coverage such as personal accident and medical benefits. The SeoulTech insurance plan begins on the first day of your studying period.
- Payment should be done on the start date of the semester. The cost will be about USD 90 per semester.
 - Insurance terms, conditions and premium of the insurance plan are subject to annual review without prior notice.
- Insurance Wavier Form (Attachment)
 - If you have private insurance coverage comparable to the university plan (Your need to make sure your insurance covers you outside the home country), then you are eligible to request a waiver of the student insurance. Please submit a certificate of insurance **29 Dec. 2018** through <http://for-a.seoultech.ac.kr/exchange> Otherwise you will be automatically enrolled in the SeoulTech health insurance plan.

10. Costs of living in Korea

Below you can find an estimate of what life in Korea costs. Of course this all depend on what you are planning to do, but in general you can be able to live from KRW 600,000(USD 520/EUR 470) per month.

Expenditure	Monthly cost
Food and meals	KRW 400,000 / a month
Korean health insurance	KRW 25,000 / a month
Public transportation	KRW 80,000 / a month
Leisure	KRW 150,000 / a month
Miscellaneous	KRW 45,000 / a month
Total	KRW 610,000 / a month

11. Need more help?

For more information, please contact the International Office at your university.

Or you can directly contact Julie, International Coordinator of SeoulTech, at hsy0219@seoultech.ac.kr