Korea University 2019/20
Exchange Program Guidelines

*** If you are attending KU as visiting student (fee-paying student),
please refer to the Guidelines for Visiting Program.**

Contact Information

General Inquiries for Exchange Students (from your university to KU)
Global Services Center
Korea University, #104A Central Plaza, 145 Anam-ro, Seongbuk-gu, Seoul 02841
Tel: +82-2-3290-5177~8   E-mail: studyabroad@korea.ac.kr

Inbound Exchanges (from your university to KU)
- ▪ Mr. Sangheon Nam (the Americas): kize@korea.ac.kr
- ▪ Ms. Juyeon Ha (Europe and China): elijerose@korea.ac.kr
- ▪ Ms. Seunghee Sue Lee (Asia and Oceania): sue_lee@korea.ac.kr

Applying to KU

Academic Term	Online Nomination/Application Period
2019 Fall (semester 2) * September - December	March 22, 2019 ~ April 30, 2019
2020 Spring (semester 1) * March - June	October 01, 2019 ~ October 31, 2019

* KU only accepts online Nominations/Applications without any exceptions.

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<u>\<Steps to NOMINATE students to KU Exchange Program></u>

For outbound exchange program coordinators (KU's inbound)

Step 1. Discuss the Exchange quota with Outbound Exchange & Balance coordinator team
Each exchange program coordinator must discuss the exchange quota with the outbound team in advance.

* Information for Outbound(from KU to your university) can be found in page 7

Step 2. Check students' entry requirements*

<u>\<Entry Requirements></u>
- Must be currently an enrolled student
- A minimum GPA of 2.5 on a 4.0 scale **(GPA by US standard)**
- Undergraduates must have completed a minimum of 2 full semesters at their home institution before the Nomination/Application starts (Transferred undergraduates / Postgraduates: 1 semester)
  *** Transcripts including the second semester issued during or after the application period are not acceptable**
- Fluency in either Korean or English (evidence of language proficiency not required)

Step 3. Nominate student(s) on online nomination system
An automated email including instructions for nomination will *only* be sent to partners who have confirmed the exchange quota in advance.

* Please do not send any reply to the auto-generated nomination email. Any replies to the automatic email will not be forwarded to Global Services Center. For any inquiries regarding the nomination, please contact the staff directly.

Step 4. Inform student(s) to check their mail box (including spam mail box)
As soon as coordinators complete the online nomination, an email including the application link will be sent to students. There is a high possibility that the university account will filter the application email as spam, so please fill in the students' personal email accounts if possible (e.g. Gmail).

Step 5. Discuss with KU Global Services Center Staff
Staff at the Global Services Center will contact you if there are any inquiries regarding the nomination.

Step 6. Check the acceptance package (file)
If your students are accepted, Global Services Center will send the acceptance package to the coordinator via email. Please forward the package to your students.

※**All supporting documents MUST be <u>uploaded</u> online in English or with English translations.**

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<u>\<Steps to APPLY for KU Exchange Program></u>

For students (to KU)

Step 1. Nomination from home university coordinator
In order to apply to KU exchange program, students must be nominated by home university.

<u>\<Entry Requirements></u>
- ▪ Must currently be an enrolled student
- ▪ A minimum GPA of 2.5 on a 4.0 scale **(GPA by US standard)**
- ▪ Undergraduates must have completed a minimum of 2 full semesters at their home institution before the Nomination/Application starts (Transferred undergraduates / Postgraduates: 1 semester)
  *** Transcripts including the second semester issued during or after the application period are not acceptable**
- ▪ Fluency in either Korean or English (evidence of language proficiency not required)

Step 2. Receive Application email from the KU Global Services Center
Once the university coordinator completes the online nomination, students will receive an automatic email which includes the application link. It is strongly advised for students to inform their private email address to the exchange coordinator at their home university.

* Please do not send any reply to the auto-generated application email. Any replies to the automatic email will not be forwarded to Global Services Center.

Step 3. Complete the Application
Students are responsible for both fulfilling the entry requirements and preparing all the required documents.

<u>\< Required Documents> * each file size must be under 1MB except your photo</u>
- ▪ **Transcript**: Current transcript in English with grading scale demonstrating the equivalent to 2.5 (out of 4.0) and including grades for at least 2 full semesters (Transfer undergraduate students/Postgraduates: 1 semester).
- ▪ **Admissions Essay** (no longer than 1 page)
  : Students should write the reason they chose KU for their program, what they hope to achieve
- ▪ **Copy of Passport**
- ▪ **Health Certificate** (the form can be downloaded from the application)
  : Only the examination taken in August to October for spring semester and February to April for fall semester is acceptable.
  (Date of the examination must be within 2 months from the start of the application period)
- ▪ **Student Oath** (the form can be downloaded from the application)
- ▪ **One Passport-sized photo** (3.5cm x 4.5cm) (file size under 50kb)

<mark>※All supporting documents MUST be <u>uploaded</u> online in English or with English translations.</mark>

Step 4. Prepare further documents/Update your application
Students may be asked to submit extra documents if the submitted documents are invalid. Students are responsible for checking their emails regularly.

Step 5. Receive Acceptance Documents from home university coordinator
The KU Global Services Center will send the Acceptance Documents to the coordinators.
* Applications may be reviewed only after the deadline and may take 6-8 weeks to process. The acceptance package will be sent to each coordinator via email.

Step 6. Upload a copy of Health Insurance on the online application
After submitting the application, students will be able to upload their copy of health insurance on application page. (Deadline: Spring semester : January 31 / Fall semester : July 31)

Academics

Course Information

▪ Course List: http://sugang.korea.ac.kr (click on English on the upper left corner).
▪ Undergraduates may refer to the course list under "Major Subject" and "General Subject."
▪ Courses conducted in English will be indicated in brackets (e.g. Marketing Management (English)).
▪ Courses marked under the X) tab are open to exchange students.
▪ The Course List for the upcoming semester will be released in mid-July and mid-January.
* Students may refer to the course list from the corresponding semester of the previous year as it will remain similar. However, courses are subject to change every semester and Global Services Center cannot guarantee all the courses will be available. Students are responsible for making a back-up plan for their courses.
* Course list can be also found at http://gsc.korea.ac.kr > Exchange/Visiting Student > Board > Notice

Credit Requirements

Students are strongly advised to take a full course load.

Undergraduate	Graduate
Min. 12 and max. 19 credits per semester. - Undergraduate students are NOT allowed to take postgraduate courses.	Min. 6 and max.12 credits per semester - Graduate students can take undergraduate courses. e.g. 4 graduate courses (12 credits) + 2 undergraduate courses (6 credits) = 18 credits in total

Academic Workload

Major	Electives	Workload
2-3 credits	1-3 credits	(1 credit = 1 teaching hour) / 1 semester : 16 weeks

Course Restrictions

Medicine, Nursing, Pharmacy, Law, Teacher Education, Division of Information Security, Art & Design, and all courses at Sejong Campus are not open to exchange students.

** *For graduate students, the departments mentioned above are restricted, as well as* graduate-level Business courses (graduate courses that start with BUS, INT)

> *Please be aware that registering for courses from Business School, Media & Communications, and International Studies (courses that start with BUSS, JMCO, DISS) is **extremely** competitive.*

> **Global Services Center cannot guarantee any courses for exchange students. Therefore, we ask students to be *very* flexible with their course selections.**

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* Important Notice for graduate students

Only the departments under the <Graduate School> categories are available to exchange students except Medicine, Nursing, Pharmacy, Law, Teacher Education, Division of Information Security, Art & Design, *and also* graduate level Business courses (graduate courses that start with BUS, INT) and all courses at Sejong Campus

*Having said that, <Graduate School of International Studies> courses are not available to exchange students.

e.g. Course codes with IDC, IIC, IAC, IPS, IRC, IKS, IAS are courses from the <Graduate School of International Studies> which are not open to any exchange/visiting students.

Course Registration

▪ Students will be notified via email about the instructions for course registration in mid-July (for fall semester) and mid-January (for spring semester). Students should do the following steps after receiving the email.

Step 1. Read the course registration instructions very carefully.
Step 2. Make a preferred course listing during the 'Preferred Course Listing' period.
Step 3. Check the results.
Step 4. Apply for the courses during the Course registration period.
Step 5. Try to add the course during the Add/Drop period.

*** No changes can be made after Add/Drop period ends

* At Korea University, every course has limited openings not only for exchange/visiting students but also for regular KU students. While the number of vacancies for regular KU students depends on their enrolled year (e.g. sophomore), exchange/visiting students are counted separately.

If the number of exchange/visiting students who have selected a specific course (e.g. WORLD ECONOMY AND BUSINESS) during the Preferred Course Listing is equal to or below the number of quota available to exchange/visiting students, the course will be automatically registered (The quota for exchange/visiting students is usually 15% of total enrollment in each class).

Students may refer to the course list from the corresponding semester of the previous year as it will remain similar. However, courses are subject to change every semester and we cannot guarantee its availability. Students are responsible to make a back-up plan for their course plan. KU cannot recommend or find a course for individual students in principle of fairness. It is student's responsibility to make a backup plan (plan B) when they make their course plan.

Visa

Visa Requirements

Students are required to obtain a D-2-6 visa (exchange student visa) prior to their arrival in Korea. Required documents for visa will be sent along with the acceptance package.
Please read more about the student visa here.

* After they arrive in Korea, students must not leave the country before an Alien Registration Card is issued. If they do, the D-2 visa will automatically expire, making it illegal to study in the country.

※ Extra documents may be required depending on students nationality.
※ Students of Chinese nationals who are studying outside of China MUST apply for the student visa in the country where the home university is located.

Details regarding the Alien Registration Card and part-time job can be found here.

Accommodations

* Please be aware that on-campus housing is *not* guaranteed.

On-Campus Housing

Exchange students are eligible to apply for on-campus housing (CJ International House, Anam Global House, Anam Hall 2) during their stay at KU. Students will be required to apply for housing online after they have been accepted as an exchange student. Applications past the deadline will not be considered for placement.

For details regarding housing and related fees, please refer to the website here.

Students who are assigned on-campus housing will be required to take a tuberculosis test (x-ray, blood test, or skin test) dating after July 1st for fall semester and January 1st for spring semester. The certificate must be issued in Korean or English only.

Off-Campus Housing

For those who are not assigned for on-campus accommodation, the Global Services Center will provide information and assistance in finding off-campus residence nearby the campus.

Off-campus accommodation information can be found at ***http://gsc.korea.ac.kr*** *> Student Services > Accommodation*

* If you have any queries about the off-campus housing options, please send an email to studyabroad@korea.ac.kr

Contacts for Office of International Affairs

Outbound Exchanges (from KU to your university) & Balances
- ▪ Ms. Yunji Kim (the Americas): outamericas@korea.ac.kr
- ▪ Mr. Seunghyun Yang (Europe): s_hyun@korea.ac.kr or outeurope@korea.ac.kr
- ▪ Ms. Myung-Hua Jeon 田明花 (China): mhjeon77@korea.ac.kr
- ▪ Ms. Arie Kim (Asia & Oceania): outasia.oceania@korea.ac.kr

International Summer Campus(ISC) & International Winter Campus(IWC)
- ▪ Mr. Jeff Jang (ISC/IWC Associate Director): muscle73@korea.ac.kr
- ▪ Mr. Hyo Jae Lee (ISC/IWC Manager): my2mell@korea.ac.kr
- ▪ Ms. Hyejin Kim (ISC(pre-college) Manager): jin12@korea.ac.kr
- ▪ Ms. Sue Kang (IWC Manager): surinkang@korea.ac.kr

<u>Web</u>
International Summer Campus (ISC): https://summer.korea.ac.kr
International Winter Campus (IWC): https://winter.korea.ac.kr

Academic Calendar

2019/20 Academic Calendar		
Month	**Date**	**Events**
August (2019)	15	Liberation Day (National Holiday)
	28-29	International Students' Orientation (TBC)
September	2	Fall semester begins (TBC)
	12-14	Chuseok (Korean Thanksgiving day, National Holiday)
October	3	National Foundation Day (National Holiday)
	9	Hangeul Proclamation Day (National Holiday)
	21-25	Fall Semester Midterm Examination Period (TBC)
December	16-20	Fall Semester Final Examination Period (TBC)
	23	Winter Vacation Begins (TBC)
	25	Christmas (National Holiday)
January (2020)	24-27	New Year in Lunar Calendar (National Holiday)
February	26-27	Orientation for International Students (TBC)
March	1	Independence Movement Day (National Holiday)
	2	Spring Semester Begins (TBC)
April	15	Legislative Election
	20-24	Mid-term Examination Period (TBC)
	30	Buddha's Birthday (National Holiday)
May	5	KU Foundation Day / Children's Day (National Holiday)
June	6	Memorial Day (National Holiday)
	15-19	Final Examination Period (TBC)

* KU runs on a semester system. Each semester is 16 weeks long.

* Schedules are subject to change.