

(SeoulTech) 2024 Fall Semester Internship-Based Inbound Program Guidelines

The Internship-Based Inbound Program is designed for students from overseas universities interested in studying at SNUT for one or two semesters, with the additional opportunity of completing an internship. Participants are required to enroll in 1-2 courses at SeoulTech, and the credits can be transferred back to their home institution. Students wishing to join this program must apply individually through Global E&S (GENS).

Although students in this Internship-Based Inbound Program are granted the same status as exchange students, they are not eligible for tuition waivers. The tuition fee, set at 3,500 Euros per semester, includes tuition, program, and internship fees.

** If you have a quota for exchange students and want to switch it to this internship-based inbound program, it is not possible. This internship-based inbound program operates independently of the exchange student program and is specially designed for students who want an internship. Therefore, it operates regardless of whether it's with partner or non-partner institutions, and is not related to any exchange student agreements.

General information				
Name of The Institution	Seoul National University of Science and Technology (SeoulTech) Office of International Affairs			
Address	Room 115, International Hall building (No.38) SeoulTech, 232 Gongneung-ro, Nowon-gu, 01811, Seoul, Republic of Korea			
Eligibility				
<input type="checkbox"/> Qualification <ul style="list-style-type: none"> <input type="radio"/> Completed at least two semesters at their home universities. <input type="radio"/> Enrolled as a full-time student at universities. <input type="radio"/> Nominated as an Internship-Based Inbound Program student by their home institution. <input type="radio"/> Able to study either in English or in Korean for at least one semester (4.5 months). <input type="radio"/> Should not have studied at other Korean universities in the previous semester. 				
<input type="checkbox"/> Visa Type <ul style="list-style-type: none"> <input type="radio"/> Partner University student: D-2-6 visa <input type="radio"/> Non-partner University student: D-2-8 visa 				
<input type="checkbox"/> List of open majors <ul style="list-style-type: none"> <input type="radio"/> Information Technology (IT) / Computer Science <input type="radio"/> Marketing / Business Administration <input type="radio"/> Language Education, specifically Teaching English to Speakers of Other Languages (TESOL) 				
Application Procedure				
1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f9c996; text-align: center;">Student→GENS</td> </tr> <tr> <td style="text-align: center;">1st Online Application</td> </tr> <tr> <td style="text-align: center;">~ 15 April, 2024</td> </tr> </table>	Student→GENS	1st Online Application	~ 15 April, 2024
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2nd Online Application				
~ 20 May, 2024				

5	Student→GENS	6	[SeoulTech]	7	[Student]	8	Student→SeoulTech
	Payment		Issuance of an admission letter		Student visa applying		Submission of the 2 nd required documents
	~ 31 May, 2024		21 June, 2024		Right after getting the Acceptance Packages		Before 9 Aug, 2024
9	[Student]	10	[Student]				
	Orientation		First date of 2024 Fall Semester				
	TBA		5 Sep, 2024				

1st Online Application(Student→GENS) : ~ 15 April, 2024

- “Global E&S(GENS)” Link : <https://forms.gle/GvA8XYgWivrLk6ha6>

Interview with Companies : ~ 6 May, 2024

Nomination by Home University : ~ 10 May, 2024

- Link : The Nomination link will be provided after the student passes the company interview.

2nd Online Application (with 1st required documents) : ~ 20 May, 2024

* Only students who have completed interviews and have a confirmed internship placement with a company are eligible to apply.

- Link : The application link and login ID will be provided after you pass the company interview.

- 1st required documents

A. Photo(jpg file): A color photo taken within last the six months(full face without a hat, front view)

B. Copy of passport

- Be sure to check the valid date.

- Make it clear so that we can see all the personal information easily.

C. Study Plan: Refer to the attached [Form 1]

D. Recommendation Letter : A recommendation letter by home institution (in English, from faculty or the International Office) with comments on why the student is recommended.

E. Copy of Official Transcript

F. Language Proficiency Certificate

- (For non-English native speaker) a TOEFL score of 72 (internet based), or an IELTS (Academic Module) score of 5.5 is required. We also accept a TOEIC score of 750 or Cambridge English Scale 160/ Global Scale of English (Pearson) 59.

- * Supporting letter on the student’s English language proficiency i.e. the student is able to follow classes conducted in English is acceptable

- (English native speaker) Students can be exempt from the language requirement.

G. **(Only Non-partner university student)** High School Diploma, University Enrollment Certificate

Payment : ~31 May, 2024

- The final admission result will be announced via the SeoulTech application system (a link will be provided). If all documents have been properly submitted, you can view the results, payment account details, and other related information through SeoulTech's online system.
- Once the payment confirmation is complete, the admission letter and other Acceptance Packages will be sent to the student's email. These documents can be used to apply for a student visa. Since the time required for student visa issuance varies by consulate, it is necessary to apply promptly.

Sending out the Acceptance Packages (Documents for applying for the visa) : 21 June, 2024

- The Acceptance Package will include the followings and be sent **by email(soft copy)**, not by post(hard copy). If you need an original file(hard copy), please let us know.
 - A. Certificate of Admission
 - B. Acceptance Letter
 - C. Certificate of Business Registration
- Contact the local Korean Embassy/Consulate to see if they require additional documents that you must provide in addition to the ones that SeoulTech provides you.

Apply for a student visa : Right after getting the Acceptance Packages from SeoulTech

- Processing time for the visa issuance : About 20 ~ 50 days
 - * It depends on each consulate. So you should be in a hurry to apply for a student visa.

Submission of the additional documents (2nd required documents) : 9 August, 2024

- Link: SeoulTech application system (a link will be provided)
 - Submission of additional required documents
 - A. Health clearance form: Refer to the attached [Form 2] * Only dormitory residents need to submit
 - B. Flight info (Fill out the itinerary information and upload the ticket on the webpage)
 - C. Copy of Korea visa (Please make it clear to see all personal information easily.)
- <Students from Non-OECD countries>**
- D. A certificate of bank statement(balance)
 - F. A certificate of enrollment(issued by home university)
- It should be notarized by the embassy of Korea or Apostilled.

Academic Calender & Orientation

- 2024 Fall Semester** : September 5 (Thursday), 2024 to December 18 (Wednesday), 2024
- Course Enrollment** : Mid-July 2024 *The exact date will be announced via email.
- Orientation** : To be announced (TBA)
- Midterm Exam** : Last week of October
- Final Exam** : Second week of December

Issuance of Academic Transcript for 1~2 courses and Internship Certification:

- 2~3 weeks after the end of the semester
- We will send the scanned transcript for 1~2 courses via email to your home university. If you require a hard copy, please inform us.
- For internships, there will be no records on the Academic Transcript. We will issue a separate certification for the internship.

Course Syllabus and Course List

Syllabus

- Website** : for-s.seoultech.ac.kr
- Access Instructions** : If you log in as a guest, you can access the syllabi for all courses.
 - “GUEST” - Year “2024” - Semester “2nd Semester” - Department - “Search”
- Course Selection for Exchange Students:** Exchange students are permitted to select courses only from the "Module list" available at <https://irt.seoultech.ac.kr/inbound/courses/>.
 - If a course is offered in English but not listed in the Module list, it is intended for degree-seeking international students at SeoulTech, and therefore, not available to exchange students.

Course Enrollment

- The list of courses taught in English for the Fall Semester 2024 will be released at the beginning of July 2024.
- In July 2024, we will send you the course list for the Fall Semester 2024 approximately 7 days before course enrollment begins. You are required to submit your course wish-list form within 2-3 days after receiving the finalized course list in July. *Please check your email regularly.

- Before receiving the updated course list for the Fall Semester 2024, you may refer to the 2023 list of courses taught in English as a temporary reference.
- Website: <https://irt.seoultech.ac.kr/inbound/courses/>

SeoulTech Grading System

1 Credit = 16 teaching hours including lectures, exam, assignments, and attendance

1 Course = 2 or 3 credits

ECTS Conversion Table	
SEOULTECH Credit	ECTS
none	0
2 credits	4
3 credits	6
4 credits	8
5 credits	10
6 credits	12

Each course lasts a semester(16 weeks).

But Each of universities has its own conversion table. Please make sure to discuss with home university about the credit conversion ratio. You should follow your university rule.

<On campus>

Dormitory Request

- SeoulTech guarantee only **Sunglim dormitory room** to exchange students.
- Please note that there is very few international hall quota and the previous residents have a priority to stay at the same room for the consequent semester. In this regard, we will only receive a waiting list for international hall from the accepted students after the application result is announced. It will be very slim chance for a new residents to be assigned to the international hall. We can guarantee Sunglim dormitory room but we do NOT guarantee the international hall. If you prefer a single room, it's better to look for accommodation off campus.
- There is no kitchen in the Sunglim dormitory room and a dormitory restaurant doesn't provide any special meal option such as religious cuisine and vegetarian cuisine.
- A dormitory will not serve you the linens, pillow, and blankets.
 - ✳ **Please Note that as the dormitory buildings are aging, mold-infested and in disrepair, especially international hall's room condition may not meet student's expectation.**

Room Assignment – How?

- Please note that the dormitory office will randomly assign a room. If there is a specific roommate with whom you want to share a room, please leave a message on the application form.

Room Assignment – When?

- The result of the Dormitory Room assignment will be released in the beginning of August, 2024.

Dormitory schedule

- Check-in Date : 2 Sep(Mon) ~ 4 Sep(Thur), 2024 (Tentitive)
 - * Tentitive! Check in date may be subject to change
- Check-in Time : 10:00 ~ 17:00 (Lunch break time: 12:00~13:00)
- Check-out Date : Before 12:00 P.M. on 19 Dec, 2024(Tuesday)

Tuberculosis test Result : Before 9 August 2024

- Online Submission * [Form 2] Health Clearance form
 - Link: SeoulTech application system (a link will be provided)
 - Submission Deadline: Before 9 August 2024
 - Only dormitory residents are required to submit
 - Only TB test result dated which performed after **June 2024** is acceptable.
- You can take any type of TB test result. (Chest X-ray test, Blood test or Skin test)
- Do not get confused with “Positive” and “Negative”
 - Please note that “Positive” means you have tuberculosis.
 - Only the students who have a **“Negative”** result can stay in the dormitory.
- Without the TB test result, you can not stay in the dormitory.
 - For the safety of all dormitory residents, those who will stay at a dormitory must submit a TB-test result before check in.
 - It doesn't matter that you are vaccinated or not. There is no exception.

Dormitory payment

- After your check-in, you will receive an invoice from the dormitory office. **You are required to pay for the dorm fee by visiting the bank on campus.**
- You can pay it by cash(or transfer) but not by credit card.
- Dormitory Fee = Housing Fee + Meal plan Fee *subject to change

- Housing Fee (As of the Spring semester 2024)

Room type		Remark	Price (for 105 days)
Female	Double Room	2 female students will share a room	KRW 896,700
Male	Triple Room	Room 1	3 male students will share a room * (Room 1) 1 male student will stay * (Room 2) 2 male students will stay
		Room 2	

- Meal plan Fee (As of the Spring semester 2024)

Options	Meal	Price (for 105 days)
No meals	-	-
1 Meal (a day)	Breakfast	KRW 464,600
	Lunch	
	Dinner	
2 Meals (a day)	Breakfast & Lunch	KRW 808,000
	Lunch & Dinner	
	Breakfast & Dinner	
3 Meals (a day)	Breakfast& Lunch& Dinner	KRW 1,151,400

○ 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.

Dormitory Room Architecture Plan(Sunglim Dormitory)

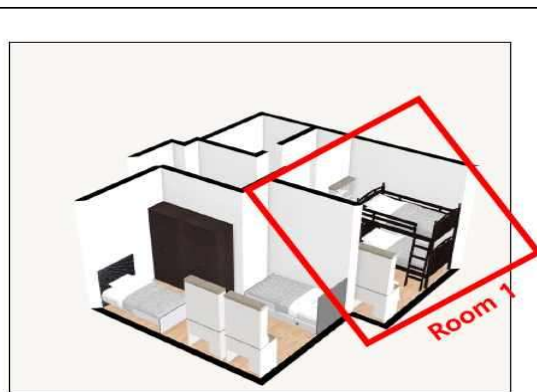
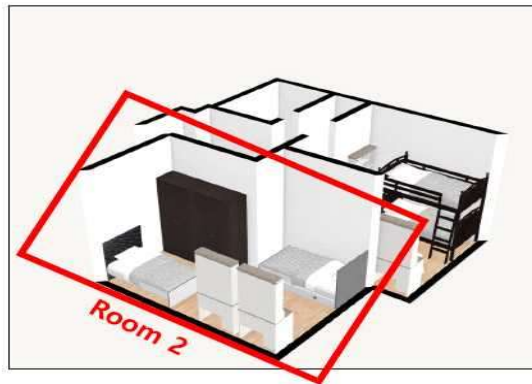
- Female students : Sunglim Women’s Dormitory
 - Double room with no kitchen
 - 2 female students share a room



○ Male students : Sungrim Men's Dormitory

- Triple room with no kitchen
- 3 male students share a room

※ Triple Room = Room 1(1 student stay at Room 1 + Room 2(2 students stay at Room 2)



<Off campus>

- **Arid** : <https://www.aird.kr>

Arid is offering several options in other parts of Seoul. "Hoegi" and "Suyu" is the closet area from SeoulTech.

Seoul is very well connected by its subway and bus systems, you can get to SeoulTech from any places in Seoul within an hour by using the transportation system.

- **goshipages** : <https://goshipages.com/ko>

- **Air B&B**

Before booking the accommodation, please make sure to ask the landlord whether he/she can provide the following documents which are required to submit as the residence proof when students apply for a residence card. If the landlord disagrees to providing the documents, it's better to find other places.

: [Confirmation of Residence form/ the landlord's ID card/ Housing contract](#)

Visa

Online Submission

- Link: SeoulTech application system (a link will be provided)
- Before 9 August 2024

Apply for a student visa

(Visa type: Partner University student: **D-2-6** visa / Non-partner University student: **D-2-8** visa)

- A student visa (D-2) is required to study in Korea if a student is not of Korean nationality.
- 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-2-6 / D-2-8)
- The ministry of justice launched a new regulations as of June, 2022 and strengthened a immigration policy. They require additional materials for exchange students from Non-OECD countries.
 - * **Students from OECD countries** : Normally the three documents(Certificate of admission, Acceptance letter, Certificate of business registration) will be sufficient to apply for a student visa (D-2-6 / D-2-8)
 - * **Students from Non-OECD countries** : The ministry of justice strengthened an immigration policy and requires additional materials even for exchange students.
 - **A certificate of bank statement(balance)** : The bank statement should cover your exchange study semester living cost.(USD 4,000 for one semester/ USD 8,000 for one academic year).
 - **A certificate of enrollment of home university** : It should be **Apostilled or notarized by the embassy of Korea** in your country.

OECD countries(38 countries)

Austria, Australia, Belgium, Canada, Chile, Colombia, Costa Rica, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea, Latvia, Lithuania, Luxembourg, Mexico, the Netherlands, New Zealand, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, the United Kingdom and the United States.

Processing time for the visa issuance

- About 20 ~ 50 days * It depends on each consulate.
- Some times, it takes more time. So please apply for the visa right after getting the Acceptance Packages SeoulTech.
 - It is recommended that students contact the Korean embassy or consulate in their residing country well ahead of time, to ask for the documents needed for student visa (D-2) application, and prepare them in advance to get the visa on time.
 - Students must obtain a student visa (D-2) before the beginning of the semester. It is impossible to change your visa type from C2(Tourist visa) to D2(Study visa) in Korea.

National Health Insurance Service (NHIS)

- International students staying in Korea are **automatically** registered for the National Health Insurance (mandatory, no separate application required) as of March 1, 2021.

- However, students (D-2) who are entering Korea for the first time are registered from the date of alien registration. (not the date of entry to Korea). When you are registered, NHIS Card and Subscription Guide are sent to your residential address in Korea.
- National Health Insurance Service (NHIS) bill will be mailed to the residential addresses that you reported to the immigration office. You must pay the insurance fee by the 25th of every month
- Insurance Fee : KRW 75,490 / per month
- To withdraw from NHIS scheme, please make a call to the service center.
 - **Insurance Benefits** : The same benefits as the Korean citizens
 - **Inquiry** : +82-33-811-2000 (English, Chinese, Vietnamese and available)

(Foreigner) Residence Card_ RC

Group Application

- We partner with a visa agency(hirevisa) that will help student to apply for ARC application and submit the documents to the immigration center on behalf of students. This service, however, costs a fee of KRW 40,000 (including 10,000 KRW application commission fee).

Individual Application

- You can, of course, also visit the Immigration Office independently. we recommend students to make a reservation at the immigration center right after entering to Korea.

Required documents for issuing the (Foreigner) Residence Card

- A. Registration Card Application form
- B. Processing fee: KRW 30,000
- C. Certificate of enrollment of SeoulTech
- D. A copy of passport
- E. Confirmation of visa Issuance
- F. 3.5 X 4.5 Photo
 - Please prepare both a high-quality digital photo and a printed-out photo
 - a. The images can't be more than six months old.
 - b. The same photo on your passport cannot be re-used.
 - c. The images must be taken on a white background.
 - d. Must directly address the camera, with both ears showing.
- G. **Confirmation of Residence**
 - (Dormitory residents) : A certificate of dormitory residency
 - **(Non-dormitory residents)**
 - a. Confirmation of Residence -Accommodation form
 - b. Documents of evidence regarding ownership of the provided property: Certified Copy of Business Register, Residential Lease Agreement, etc.
 - c. Copy of accommodation provider ID Card

Costs of living in Korea

- Living expenses for an average student in Korea are estimated at \$500-900 per month. However, expenses vary depending on your spending habits and your living situation.