

2024 Fall Semester Student Exchange Program Guideline

Thank you for being interested in the Student Exchange Program at Seoul National University of Science and Technology (SeoulTech). Please read carefully the information below before you apply.

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						
Please check with the office or person in charge of the Student Exchange Program at your university to see if you are eligible.						
<input type="checkbox"/> An exchange student who wishes to study at SeoulTech must be; <ul style="list-style-type: none"> <input type="radio"/> Completed at least two semesters at home universities <input type="radio"/> Enrolled as a full-time student at universities that have an active student exchange agreement with SeoulTech <input type="radio"/> Nominated as a candidate of exchange student by home institution <input type="radio"/> Able to study either in English or in Korean at least for one semester(4.5 months) <input type="radio"/> Should not study at other Korean universities in the previous semester <ul style="list-style-type: none"> ※ Based on the immigration regulations, a D-2-6 student visa holder cannot change a school in Korea. 						
Application Procedure						
<div style="border: 1px solid black; padding: 5px; background-color: #f9f9f9;"> <div style="background-color: #005596; color: white; padding: 2px; text-align: center; font-weight: bold;">1</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">[Home University]</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">Nomination</div> <div style="padding: 2px;">~ 15 April, 2024</div> </div>	→	<div style="border: 1px solid black; padding: 5px; background-color: #f9f9f9;"> <div style="background-color: #005596; color: white; padding: 2px; text-align: center; font-weight: bold;">2</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">[Student]</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">Online Application</div> <div style="padding: 2px;">~ 6 May, 2024</div> </div>	→	<div style="border: 1px solid black; padding: 5px; background-color: #f9f9f9;"> <div style="background-color: #005596; color: white; padding: 2px; text-align: center; font-weight: bold;">3</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">[Student]</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">Check the result of Admission</div> <div style="padding: 2px;">3 Jun, 2024</div> </div>	→	<div style="border: 1px solid black; padding: 5px; background-color: #f9f9f9;"> <div style="background-color: #005596; color: white; padding: 2px; text-align: center; font-weight: bold;">4</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">[SeoulTech]</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">Issuance of an admission letter</div> <div style="padding: 2px;">21 Jun, 2024</div> </div>
<div style="border: 1px solid black; padding: 5px; background-color: #f9f9f9;"> <div style="background-color: #005596; color: white; padding: 2px; text-align: center; font-weight: bold;">5</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">[Student]</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">Student visa applying</div> <div style="padding: 2px;">Right after getting the Acceptance Packages</div> </div>	→	<div style="border: 1px solid black; padding: 5px; background-color: #f9f9f9;"> <div style="background-color: #005596; color: white; padding: 2px; text-align: center; font-weight: bold;">6</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">[Student]</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">Submission of the 2nd required documents</div> <div style="padding: 2px;">Before 9 Aug, 2024</div> </div>	→	<div style="border: 1px solid black; padding: 5px; background-color: #f9f9f9;"> <div style="background-color: #005596; color: white; padding: 2px; text-align: center; font-weight: bold;">7</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">[Student]</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">Orientation</div> <div style="padding: 2px;">TBA</div> </div>	→	<div style="border: 1px solid black; padding: 5px; background-color: #f9f9f9;"> <div style="background-color: #005596; color: white; padding: 2px; text-align: center; font-weight: bold;">8</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">[Student]</div> <div style="background-color: #fff9c4; padding: 2px; text-align: center; font-weight: bold;">First date of 2024 Fall Semester</div> <div style="padding: 2px;">5 Sep, 2024</div> </div>
<input type="checkbox"/> Online Nomination : ~ 15 April, 2024 <ul style="list-style-type: none"> <input type="radio"/> Online Nomination : Web Address will be sent to the university coordinator directly. (The link is for the coordinator's use only. Please do not pass it to your students) 						
<input type="checkbox"/> Online Application : ~ 6 May, 2024 <ul style="list-style-type: none"> * It will not be possible to apply after this date. * The Online Application system will be open from April 1, 2024. <input type="radio"/> Link: http://for-a.seoultech.ac.kr/inbound 						

- 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.

- **Notification of Admission result : 3 June, 2024**
 - The admission result will be announced through the SeoulTech' application system.
You can check the result by online system: <http://for-a.seoultech.ac.kr/inbound>

- **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 : 9 August, 2024**
 - Link: <http://for-a.seoultech.ac.kr/inbound>
 - 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** : *5 September (Thur), 2024 ~ 18 December (Wed), 2024*
- Course Enrollment** : in the middle of July 2024 ※ The exact date will be announced via email.
- Orientation** : TBA
- Mid Exam** : Last week of October
- Final Exam** : Second week of December
- Issuance of Academic Transcript**
 - 2~3 weeks after the end of the semester
 - We will send the scanned transcript by email to your home university. If you need a hard copy, please let us know.

Course Syllabus and Course List

- Syllabus**
 - Exchange students are allowed to select a course only from “Module list” ;
<https://irt.seoultech.ac.kr/inbound/courses/>
 - You can find the course syllabus for 2023 Fall semester on google drive;
https://drive.google.com/drive/folders/11iRgj94eezntvLCrEC_whl10MNidvCbu?usp=sharing
- Course Enrollment**
 - The course list taught in English for the 2024 Fall semester will be released in the beginning of July, 2024.
 - In July 2024, we will send you the course list for the 2024 Fall semester about 7 days before the course enrollment. You are supposed to submit your course wish-list form within 2~3 days after getting an information about a finalized course list in July. * Please check your email frequently.
 - Before getting the updated course list or the 2024 Fall semester, you can refer to the 2023 English-taught course List temporarily.
 - 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

Each course lasts a semester(16 weeks).

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

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 offer 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: <http://for-a.seoultech.ac.kr/inbound>
 - 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

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	KRW 1,120,350
		Room 2	
		* (Room 1) 1 male student will stay * (Room 2) 2 male students will stay	KRW 882,000

- Meal plan Fee

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, study room, restaurant, table tennis room, seminar room, cafe.

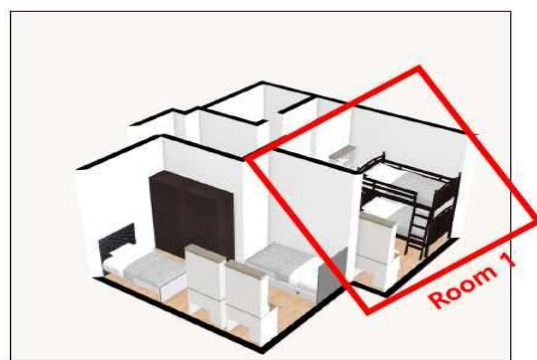
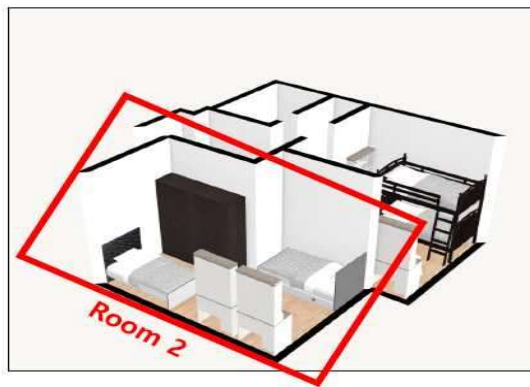
□ **Dormitory Room Architecture Plan(Sunglim Dormitory)**

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



- Male students : Sunglim 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>

- **Aird:** <https://www.aird.kr/37>

: Aird offers several room options in several parts of Seoul. For more information, please visit the website.

- **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: <http://for-a.seoultech.ac.kr/inbound>

Before 9 August 2024

Apply for a student visa (D-2-6)

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)
- The ministry of justice launched a new regulations as of June, 2022 and strengthened an 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)
 - * **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 from 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-2-6) 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 RC 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 cm 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 form: The form is available from the immigration's website.
 - b. Documents of evidence regarding ownership of the provided property
 - : Certified Copy of Business Register, Residential Lease Agreement, Housing contract 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.