2015 Student Exchange Program Guideline

Office of International Affairs
Seoul National University of Science and Technology

Room 115, Language Center (Building No. 38)
232 Gongneung-ro, Nowon-gu, Seoul, South Korea, 139-743
Tel: +82-2-970-9214   Fax: +82-2-970-9229
Email: choi_yelim@seoultech.ac.kr

Thank you for your interest in Student Exchange Program at Seoul National University of Science and Technology (SeoulTech).   Please read the information below BEFORE you fill out the *Application Form*.

1.   Eligibility

Exchange students who wish to study at SeoulTech must be;

- enrolled as a full time student at a university that has an active student exchange agreement with SeoulTech,
- able to study either in English or in Korean at least for one semester(4.5 months), and
- nominated as a candidate of Exchange Student by your home institution.

Please check with the office or person in charge of Student Exchange Program at your university to see if you are eligible.   The Application Form and all other materials should be forwarded to your university's International Office.   *Please **DO NOT** send your applications directly to SeoulTech.*

2.   Application Procedure

- Application Deadline: **November 30** for the Spring Semester 2015.

> Please note that this deadline is for SeoulTech to close applications from all partner universities. Your university may ask you to submit your application to its responsible office earlier than the above date in order to make sure all application materials are forwarded to SeoulTech before its deadline.

- Screening & Notification: December 1 ~ 15 (Spring 2015)
- Sending out Acceptance Packages: End of January (Spring 2015)
    - ※ The Acceptance Package will include followings:
        - Certificate of Admission
        - Welcome Letter
        - International Student Handbook (PDF file)
        - Other information

3. <u>**Checklist of Required Application Documents:**</u>

All documents should be submitted in scanned copies, and should be in Korean or in English. Please make sure to submit **ALL** the required application documents as follows:

    A. One completed Application Form ==(Please **type clearly your email** address since the most important announcements will be notified through email.)==

    B. An Official University Transcript

    C. A Letter of Recommendation

    D. Study Plan Essay (including list of intended courses)

    E. A Copy of Applicant's Passport

    F. A Copy of Insurance

4. <u>**Academic Calendar**</u> **(in general)**

- Spring Semester: 2nd of March ~ Mid June (16 weeks)

- Fall Semester: 1st of September ~ Mid December (16 weeks)

- Course Registration: 1st week

- Mid exam : 7~9th week

- Final exam: 14~16th week

- Issuance of Official Academic Transcripts: 6 weeks after the final exam ends.

5. <u>**Courses**</u>

Most courses are taught in Korean but each college or department offers courses conducted in English. _<u>List of courses taught in English for the new semester will be available at the beginning of February or August each year</u>_. Attached, the list of courses offered in the Spring 2014 and Fall 2014 will give you some idea on what courses are available in general. You will be fully instructed for the course enrollment during the International Student Orientation on campus.

6. <u>**Student Dormitory**</u>

◈ Once you are accepted to SeoulTech, your room will be guaranteed if you mark 'Yes' on Dormitory Request in your application form.

  ※ Please note that room will be randomly assigned by the dormitory office unless otherwise requested with very special reasons.

    Chest X-ray examination to test for _Tuberculosis_ is compulsory to stay at the dormitory. The result must be submitted before arrival at SeoulTech.

◈ Facilities

  - In Room : Desk, bookshelf, bed, chair, fan, Internet access

- Communal area : vending machine, coin-operated washing machine, public phone, cold and hot water purifier, multimedia room, fitness room, study room, front office, restaurant, pool table, seminar room, shower room, bathroom

Payment (Fall Semester, 2014)

Dormitory	Gender	Type	Cost (approximately)
Sunglim Dormitory	Male	4 bed	$548
	Female	2 bed	$678
Sunglim International Dormitory	Male/Female	1 bed	$1,473
	Male/Female	2 bed	$995
	Male/Female	4 bed	$776

※ Meal fee : Lunch & Dinner $450 / Breakfast, Lunch & Dinner $650

Sunglim International Dormitory is assigned to whom requested on the application. However, the room for Sunglim International Dormitory is not guaranteed, it depends on the availability.

Acceptance Package will give you more information.

7.   Airport Pick Up (February 28th only)

If you wish to move to SeoulTech by taking public transportation such as airport limousine bus (Bus Number: 6100 Jungnang/Surak), it will cost 16,000KRW and will take about 80 minutes. One of my ISC(International Student Club) students will be waiting for you at the waiting area of Incheon International Airport so **please let me know your flight information correctly by the middle of Feb(Spring semester)/August(Fall semester).** If your arrival time is either before 8:00 am or after 8:00 pm, ISC students' airport pickup may not be available. Therefore, arriving time from 10:00 am to 6:00 pm is recommendable.

8.   Immigration

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.

9.   Insurance

It is compulsory for all students who are participating in the SeoulTech exchange student program to have an insurance covered in Korea. Therefore, students who don't have an insurance covered in Korea must buy the insurance as soon as arriving in SeoulTech. The insurance will cost about KRW 130,000.

10.   Need More Help?

For more information, please contact the International Office at your University. Or you can directly contact Ms. Ye Lim Choi(Sarah), International Coordinator at SeoulTech.

Student Exchange Program Application Form

Office of International Affairs
Seoul National University of Science and Technology

Room 115, Language Center (Building No. 38)
232 Gongneung-ro, Nowon-gu, Seoul, South Korea, 139-743
Tel: +82-2-970-9214   Fax: +82-2-970-9229
Email: choi_yelim@seoultech.ac.kr

Please attach your most recent photo here

*Before you fill out this form, please read the Guideline for the Student Exchange Program. Please type or print in block letters **in English**. Your name should be indicated as it appears in your passport.*

I. Application Detail

Proposed Study Period:	☐ **Spring semester** (Mar. - Jun.) ☐ **Fall semester** (Sep. - Dec.) ☐ **One academic year** (Mar. - Dec.) ☐ **One academic year** (Sep. - Jun.) Year:
Preferred Field of Study:	※Please refer to **List of departments** for details and choose a related one.
Dormitory Request:	☐ Yes ☐ No Please state any special request :
Meal Plan:	☐ Three meals ☐ Lunch&Dinner only ☐ No meal ※ Please read Section 6 in the Guideline
Korean Language Course:	☐ Elective (3 credits, 3 hours per week) ☐ Intensive Learning (Non-credit, please read KLCP guideline for more) ☐ No, I won't take it
Current Level of Korean Language Ability (Choose one)	☐ Beginner 1 ☐ Beginner 2 (TOPIK level 2) ☐ Intermediate 1 (TOPIK level 3) ☐ Intermediate 2 (TOPIK level 4) ☐ Advanced 1 (TOPIK level 5) ☐ Advanced 2 (TOPIK level 6)
Current Level of English Language Ability (Choose one)	☐ Basic ☐ Intermediate ☐ Advanced Certified English Proficiency Test Score, if any. ☐ TOEIC (Score:) ☐ TOEFL (Score:) ☐ IELTS (Score:) ☐ etc. (Score:)

II. Personal Information

Home Institute:	
Major:	Overall GPA: ( ) out of ( )
Please Choose one	☐ Bachelor course ☐ Master course
Years and Units(Credits) completed:	
Years and Units(Credits) remaining:	

Name in Full:	Last Name First Name ,	YY / MM / DD Date of Birth:
Passport No.:	Gender: ☐ Male ☐ Female	
Country of Citizenship:	Country of Birth:	
Mailing Address:		
E-mail (most frequently used):		
Alternative E-mail:		
Telephone: (Home)	(Cell)	
Emergency Contact	Name:	Relationship:
	Mailing Address:	
	Telephone:	
	Email:	

III. Statement of Understanding, Information Release Agreement

I certify that the information provided on this application is complete and correct. If there is any falsity in the submitted materials, I will take a full responsibility. In the event of admission, I agreed to abide by all the rules, regulations, and requirements of Seoul National University of Science and Technology and the laws of the Republic of Korea. I hereby authorize Seoul National University of Technology to release the information on this application to Korean government agencies and the embassy of my country as required.

_____

Applicant's Signature

_____

Date of Application (mmm/dd/yyyy)