

2011 Student Exchange Program Guideline

Center for International Exchanges
Seoul National University of Science and Technology
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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 Office for Student Exchange Programs. Please **DO NOT** send your applications directly to SeoulTech.

2. Application Procedure

- Application Deadline: **October 31** for the Spring Admission 2011, **May 15** for the Fall admission 2011.

※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: November 1 ~ 30 (Spring), May 16 ~ June 15 (Fall)
- Sending out Acceptance Packages: Middle of December (Spring), End of June (Fall)
 - ※ The Acceptance Package will include followings:
 - Certificate of Admission
 - Welcome Letter
 - International Student Handbook
 - Other information

3. Checklist of Required Application Documents:

All documents should be submitted in **ORIGINAL** or verified as an official copy, and should be in Korean or in English. Application documents are non-returnable once they have been submitted to SeouTech. Please make sure to submit **ALL** the required application documents as follows:

- A. One completed Application Form (Please **type clearly your email** address since 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. Two photographs (3.5cmX4.5cm) ; including one attached to this form
- G. Financial Certificate

4. Academic Calendar (in general)

- Spring Semester: 2nd of March ~ Mid June (16 weeks)
- Fall Semester: 1st of September ~ Mid December (16weeks)
- Mid exam : 7~9th week
- Final exam: 14~16th week
- Issuance of Official Academic Transcripts: 6 weeks after the final exam ends.

5. Courses

Most courses are taught in Korean but each college or department offers number of courses conducted in English. List of courses taught in English for the new semester will be available at the beginning of February or August each year. Attached, the list of courses offered in the and Spring 2010 and Fall 2010 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. Student Dormitory

◆ SeoulTech has 3 dormitories located on campus. Once you are accepted to SeoulTech, your room will be guaranteed if you mark 'Yes' on Dormitory Request in your application form.

Bu-ram-hak-sa: 69 rooms for 138 people (2-bed room, Male only)

KB Dormitory: 135 rooms for 282 people (2-bed room, Female only)

3rd Dormitory: 427 rooms for 1,210 people (4-bed room for Male, 2-bed room for Female)

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

◆ 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

◆ Fee for **Male : 1,192,000 Won,** for **Female: 1,328,000 Won**

※ This fee includes;

- 3 Meals a day (lunch, breakfast, and dinner within serving hours)
- Taxes on electricity, water, gas
- Internet access

Please be aware that the fee won't be changed even without meals. Acceptance Package will give you more information.

7. Airport Pick Up

If you wish to move to SeoulTech by taking public transportation such as airport limousine bus (Bus Number: Nowon/Surak), it will cost 14,000KRW and will take about 80 minutes. One of my buddy 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.

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. Need More Help?

For more information, please contact the Office for Student Exchange Programs at your University.

※ This document is downloadable from our department's webpage as follows:

<http://global.snut.ac.kr> → 'Internation Students' from menu bar on top → Programs → Exchange Program → Procedures → Look at the 'Application' section and download a form

Student Exchange Program Application Form

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Telephone: +82-2-970-6028
Fax: +82-2-948-7714
Email: helen@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: <input type="checkbox"/> Spring (Mar. - Jun.) <input type="checkbox"/> Fall (Sep. - Dec.)	Year:
Preferred Field of Study:	
Dormitory Request: <input type="checkbox"/> Yes <input type="checkbox"/> No ※ Please read Section 5 in the Guideline	
<input type="checkbox"/> Elective (3 credits, 3 hours per week)	
Korean Language Course: <input type="checkbox"/> Intensive Learning (Non-credit, please read KLCP guideline for more)	
<input type="checkbox"/> No, I won't take it	

II. Personal Information

Home Institute:		
Major:	Overall GPA: () out of ()	
Years and Units(Credits) completed:		
Years and Units(Credits) remaining:		

<u>Last Name</u>	<u>First Name</u>	<u>YY / MM / DD</u>
Name in Full:		Date of Birth:
Passport No.:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> 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. Financial Sponsor

Please indicate the person or organization that will be responsible for tuition fee and living expenses.

Name in Full:		Relationship:	
Mailing Address:			
Telephone:			
Email:			
Average Account Balance for the last 6 month:		\$	※An Official Bank Statement or Scholarship (Financial Aid) Certificate is required.

IV. 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)