

## 2019 Fall Semester Student Exchange Program Guideline

Thank you for your interest in Student Exchange Program at Seoul National University of Science and Technology (SeoulTech). Please read the information below before your application.

0. General information	
Institute	Seoul National University of Science and Technology (SeoulTech) Office of International Education
Mailing Address	Room 115, Language Center (Building No. 38) 232 Gongneung-ro, Nowon-gu, Seoul, Republic of Korea, 01811
Telephone	+82-2-970-9215
Fax	+82-2-970-9229
E-mail	hsy0219@seoultech.ac.kr

1. Eligibility	
<input type="checkbox"/>	An exchange student who wishes to study at SeoulTech must be; <ul style="list-style-type: none"> <li><input type="radio"/> Completed at least two semesters at his/her home universities</li> <li><input type="radio"/> Enrolled as a full time student at a university that has an active student exchange agreement with SeoulTech</li> <li><input type="radio"/> Nominated as a candidate of exchange student by your home institution</li> <li><input type="radio"/> Able to study either in English or in Korean at least for one semester(4.5 months)</li> </ul>
* Please check with the office or person in charge of Student Exchange Program at your university to see if you are eligible.	

2. Application Procedure							
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- Nomination Due date : 13 April 2019.**
  - Online Nomination (If you don't have any ID in here, sign up is needed)  
: Address will be sent university coordinator's email directly. (not be opened to students)
- Submit an Application : 15. ~ 30. April 2019.**
  - \* Once the application due date has passed, it will no longer be possible to apply
  - Online Application and Submitting documents : <http://for-a.seoultech.ac.kr/exchange>
  - Submit required documents
- 1. A copy of passport** (be sure to **check the valid date** and **make it clearly so that we can see** all personal information easily.)
- 2. Study Plan(Attachment)
- 3. Recommendation Letter
- 4. Official transcript
- Notification: 18 May 2019** \*You can check the result in <http://for-a.seoultech.ac.kr/exchange>

- Sending out the Acceptance Packages** (Documents for applying for the visa) : **28 May ~ 5 June 2019**
  - \* The Acceptance Package will include followings and will be sent **by email(soft copy)** not by post(hard copy).  
So if you need a original file(hard copy), please ask me.
  - 1. Certificate of Admission 2. Welcome Letter 3. Certificate of Business Registration of SeoulTech
- Apply for a student visa : After getting the Acceptance Packages from SeoulTech**
- Submit an additional documents : ~ 29 June 2019**
  - Submitting additional documents: <http://for-a.seoultech.ac.kr/exchange>
  - Submit required documents are follow:
    1. Health clearance form
    2. Flight info (write down the itinerary information and upload the ticket on the webpage)
    3. Copy of Korea visa (Please **make it clearly so that we can see** all personal information easily.)
    4. Course wish list
    5. Insurance waiver and Certificate of Insurance (Only for the students who don't want to buy the SeoulTech Insurance)
- Enter Korea : 28 August 2019** \* Airport pick up service is only available on 28 August 2019. (10am ~ 6pm)

3. Academic Calender	
<input type="checkbox"/>	2019 Fall Semester : 2 September 2019 ~ 20 December 2019
<input type="checkbox"/>	[Orientation] Prepare One (1) passport-sized photo and 30,000 KRW <ul style="list-style-type: none"> <li>- Orientation Date is on <b>30 August</b>. One (1) passport-sized photo and the amount of 30,000 KRW are needed for the application of an Alien Registration Card. Students who do not have passport-sized photo, please prepare them.</li> </ul>
<input type="checkbox"/>	Course Modification: 1st week of September
<input type="checkbox"/>	Mid Exam: 7~9th week (During October)
<input type="checkbox"/>	Final Exam: 14~16th week (During December)
<input type="checkbox"/>	Issuance of an official academic transcript: 3~4 weeks after the end of semester
* The transcript will be sent by email to your home university. If you need a original file(hard copy), please ask me.	

4. Course	
<input type="checkbox"/>	Syllabus : <a href="http://for-s.seoultech.ac.kr">for-s.seoultech.ac.kr</a>
- If you log on as a guest, you can access to all courses information.	
<input type="checkbox"/>	The <b>final</b> list of courses taught in English for 2019 Fall semester will be released during middle of July 2019. I will ask you the course wish list(the courses you want to take during the semester). After getting the course wish list from you, I will register the courses on our web system behalf of you. So please check your email frequently.

- 5. Dormitory**
  - Once you are accepted to SeoulTech, your room will be guaranteed if you mark 'Yes' on Dormitory Request in your application.
    - Please note that room will be randomly assigned by the dormitory office. Although they take your request into consideration and will try to accommodate your request to the best of their abilities, **it is not always possible to assign your choice of room type.**
    - A dormitory will not serve you the linens, pillow and blankets
    - You can check-in the dormitory from **28 August 2019**
      - Officially all students should leave the dormitory until **20 December 2019**. But if you want to stay a few more days, you can ask your stay to the dormitory office directly.
    - Dormitory payment
      - After check-in, you will receive a bill from the dormitory office. You should pay the fees at NH Bank, which is located on our campus.
      - You can pay in cash but not by a credit card.
      - Dorm payments should be made in a lump sum at the beginning of each semester.
    - Tuberculosis Result - Health clearance form (Attachment)
      - For the safety of all residents of the dormitory, SeoulTech requires students to do tuberculosis test (you can get any

types of TB test among X-ray, blood test and skin test) and submit the result through

<http://for-a.seoultech.ac.kr/exchange> **by 29 June**

- Please note that "Positive" means you have tuberculosis. Do not get confused with "positive" and "negative".
- Korean National Law states that all students that dorm in Korea must submit TB test results for every period that they plan to reside in the dorm. No exceptions can be made as it is National Law.
- Only test results dated after 1st. January 2019 are valid. Without the TB test result, you can not stay in the dormitory.
- It does not matter the type of test(Blood test, Skin test, X-ray test). Anything is possible.

Payment \* The price is subject to change

- Housing Fee

Dormitory Building and Room Type		Total Price for Whole semester
Sunglim Men's Dormitory (4-bed)		KRW 619,000
Sunglim Women's Dormitory (2-bed)		KRW 765,500
Sunglim International Dormitory	Single Room	KRW 1,664,800
	Double Room	KRW 1,124,900
	Quad Room	KRW 876,500
Nuri Dormitory (Single Room for Female)		KRW 1,44,100

- Meal Fee

Options	Meal	Total Price for Whole semester
<b>No meals</b>	-	-
<b>1 Meal (a day)</b>	Breakfast	KRW 385,000
	Lunch	
	Dinner	
<b>2 Meals (a day)</b>	Breakfast & Lunch	KRW 638,000
	Lunch & Dinner	
	Breakfast & Dinner	
<b>3 Meals (a day)</b>	Breakfast& Lunch& Dinner	KRW 891,000

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

## 6. Airport pick up

**Airport pick up service is only available on 28 August 2019. (10am ~ 6pm)**

- One of the ISC(International Student Club) students will be waiting for you at the waiting area of Incheon International Airport so please submit your flight information correctly by **29 June 2019** through <http://for-a.seoultech.ac.kr/exchange>
- If your arrival time is either before 10am or after 7pm, ISC students' airport pickup may not be available. Therefore, arriving time from 10am to 7pm is recommendable.

**How to get to the SeoulTech yourself**

- If you wish to move to SeoulTech by taking public transportation such as airport limousine bus (Bus Number: 6100 Jungnang/Surak), it will cost KRW16,000 and take about 80 minutes.

## 7. Visa

Please upload your copy of Visa until **29 June 2019**

Apply for a student visa (D-2)

- 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.
- Be aware that students cannot change their visitor visa to a student visa in Korea. You should apply for a student visa (D-2).

[ Example of copy of Korea Visa ]



## 8. Insurance

Insurance is Mandatory !

- Non-local students are required to have suitable and adequate insurance for the entire period of their study at SeoulTech. The insurance should cover but not limited to travel, personal accidents, medical expenses (accident and non-accident), hospitalization and emergency evacuation/repatriation.
- If you don't submit the insurance waiver form by **29 June 2019**, you will be automatically enrolled into SeoulTech insurance plan.
- It provides relatively basic coverage such as personal accident and medical benefits. The SeoulTech insurance plan begins on the first day of your studying period.
- Payment should be done on the start date of the semester. The cost will be about USD 90 per semester.
  - Insurance terms, conditions and premium of the insurance plan are subject to annual review without prior notice.

Insurance Wavier Form (Attachment)

- If you have private insurance coverage comparable to the university plan (Your need to make sure your insurance covers you outside the home country), then you are eligible to request a waiver of the student insurance. Please submit a certificate of insurance **29 June 2019** through <http://for-a.seoultech.ac.kr/exchange> Otherwise you will be automatically enrolled in the SeoulTech health insurance plan.

## 9. Costs of living in Korea

- Below you can find an estimate of what life in Korea costs. Of course this all depend on what you are planning to do, but in general you can be able to live from KRW 600,000(USD 520/EUR 470) per month.

Expenditure	Monthly cost
<b>Food and meals</b>	KRW 400,000 / a month
<b>Korean health insurance</b>	KRW 25,000 / a month
<b>Public transportation</b>	KRW 80,000 / a month
<b>Leisure</b>	KRW 150,000 / a month
<b>Miscellaneous</b>	KRW 45,000 / a month
<b>Total</b>	KRW 610,000 / a month

## 10. Need more help?

For more information, please contact the International Office at your university.

Or you can directly contact Julie, International Coordinator of SeoulTech, at [hsy0219@seoultech.ac.kr](mailto:hsy0219@seoultech.ac.kr)