

2020 Fall Semester Student Exchange Program Guideline

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

General information							
Name of The Institution	Seoul National University of Science and Technology (SeoulTech) Office of International Education						
Address	Room 115, Language Center (Building No. 38) SeoulTech, 232 Gongneung-ro, Nowon-gu, 01811, Seoul, Republic of Korea						
Contact	Name: Julie Sunyeong Hwang (Ms.) * Exchange Program Coordinator						
	Tel: +82-2-970-9215 (Fax: +82-2-970-9229)						
	E-mail: hsy0219@seoultech.ac.kr						
Eligibility							
<p>※ Please check with the office or person in charge of the Student Exchange Program at your university to see if you are eligible.</p> <p><input type="checkbox"/> An exchange student who wishes to study at SeoulTech must be;</p> <ul style="list-style-type: none"> <input type="radio"/> Completed at least two semesters at his/her home universities <input type="radio"/> Enrolled as a full-time student at a university that has an active student exchange agreement with SeoulTech <input type="radio"/> Nominated as a candidate of exchange student by your home institution <input type="radio"/> Able to study either in English or in Korean at least for one semester(4.5 months) 							
Application Procedure							
<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">1 [University Coordinator] Nomination from home university 20 February ~ 13 April 2020</td> <td style="width: 33%;">2 [Student] Online application with submission of 1st required documents 14 April 2020 ~ 30 April 2020</td> <td style="width: 33%;">3 [Student] Check the result of Admission 30 May 2020</td> </tr> <tr> <td>4 [Student] Apply for a student visa Right after getting the Acceptance Packages</td> <td>5 [Student] Submission of the additional documents Until 10 July 2020</td> <td>6 [Student] Entry into Korea(Airport Pick-up) 27 Aug. 2020 *tentative</td> </tr> </table> <p><input type="checkbox"/> Nomination Due date : 13 April 2020</p> <ul style="list-style-type: none"> <input type="radio"/> Online Nomination : Web Address will be sent to the university coordinator directly. (not be opened to students) <p><input type="checkbox"/> Online application with submission of 1st required documents : 14 April 2020 ~ 30 April 2020</p> <p>* It will not be possible to apply after this date.</p> <ul style="list-style-type: none"> <input type="radio"/> Website : http://for-a.seoultech.ac.kr/exchange <input type="radio"/> Submission of 1st required documents <ul style="list-style-type: none"> A. Photo(jpg file): A color photo taken within last 6 months(full face without hat, front view) B. Copy of passport <ul style="list-style-type: none"> - 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 : You can get it from your professor or International office staff. E. Copy of Transcript 		1 [University Coordinator] Nomination from home university 20 February ~ 13 April 2020	2 [Student] Online application with submission of 1 st required documents 14 April 2020 ~ 30 April 2020	3 [Student] Check the result of Admission 30 May 2020	4 [Student] Apply for a student visa Right after getting the Acceptance Packages	5 [Student] Submission of the additional documents Until 10 July 2020	6 [Student] Entry into Korea(Airport Pick-up) 27 Aug. 2020 *tentative
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- Announcement of Admissions Decision : 30 May 2020**
 - You can check the result of admission here : <http://for-a.seoultech.ac.kr/exchange>
- Sending out the Acceptance Packages (Documents for applying for the visa) : 1 June ~ 5 June**
 - 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.
 - A. Certificate of Admission
 - B. Letter of Acceptance
 - C. Certificate of Business Registration
- Apply for a student visa : Right after getting the Acceptance Packages from SeoulTech**
 - Processing time for the visa issuance : About 30 ~ 45days * It depends on each consulate.
- Submission of additional documents: Until 10 July 2020**
 - Website: <http://for-a.seoultech.ac.kr/exchange>
 - Submission of additional required documents
 - A. Health clearance form: Refer to the attached [Form 2]
 - B. Flight info (Fill out the itinerary information and upload the ticket on the webpage)
 - C. Copy of Korea visa (Please make it clear so that we can see all personal information easily.)
 - D. Insurance waiver and Certificate of Insurance
 - If you want to buy SeoulTech Insurance, you don't need to submit anything.
 - If you don't want to buy SeoulTech insurance, you should submit below a and b.
 - a. Insurance Waiver: Refer to the attached [Form 3]
 - b. Certificate of Insurance: It should include the coverage period and coverage list
- Entry into Korea : 27 August 2020 * tentative**
 - Airport pick up service is only available on the above date (10 am ~ 6 pm), but the schedule is tentative and subject to change. We will inform you of the final schedule by email.

Academic Calender & Orientation

- 2020 Fall Semester** : 1 September 2020 ~ 21 December 2020
- Course Modification**: 1. September ~ 7. September 2020
- Mid Exam**: 7~9th week (During October)
- Final Exam**: 14~16th week (During December)
- Issuance of an Transcript of Record**
 - 1~2 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.
- Orientation**
 - When: 28 August (9:30 ~ 15:00)
 - Where: Conference Hall, Language Center (Building No. 38) *It is tentative and subject to change.
 - Things that you will need: * For more detail, please see the last page of this guideline.
 - A. ARC(Alien Registration Card) Application with passport-sized photo
 - B. Processing fee KRW 30,000

Course Syllabus and Course List

Syllabus

- Website: for-s.seoultech.ac.kr
- If you log on as a guest, you can access to all courses information.

Course Enrollment

- The course list taught in English for the 2020 Fall semester will be released the **during middle of July 2020**.
 - We will send you the course list of the 2020 Fall semester by email.
 - Before July, you can refer to the 2019 English-taught course List (Module course) *Attachment
- During July, I will send you the format of course **wish-list**(the courses you want to take during the semester). You can fill out the course **wish-list** refer to the course list and send it to me. After getting the course wish list from you, I will register the courses on our web system. So please check your email frequently.

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	1
2 credits	2 - 3.9
3 credits	4 - 5.9
4 credits	6 - 7.9
5 credits	8 - 9.9
6 credits	10

But as always it is the SeoulTech system. You should follow your university rule.

Dormitory

Dormitory Request

- Once you are accepted to SeoulTech, your room will be guaranteed if you mark 'Yes' on Dormitory Request in your online application.
- A dormitory will not serve you the linens, pillow and blankets

Room Assignment - How?

- 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.

Room Assignment - When?

- The result of the Dormitory Room assignment will be released during the middle of August.

Dormitory schedule

- Check-in Date : From **27 August 2020** (Only Weekday) *tentative
- Check-in Time: 9:00 ~ 18:00
- Check-out Date
 - Officially all students should leave the dormitory before **22 December 2020**.
 - If you want to stay a few more days, you can ask your stay extension to the dormitory office directly during your stay.

Tuberculosis test Result

- Online Submission * [Form 2] Health Clearance form
 - Website: <http://for-a.seoultech.ac.kr/exchange>
 - Due date: 10 July 2020
 - Only test results dated after 1st. January 2020 is valid.
- You can get any type of TB test result. (Chest X-ray test, Blood test, 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 residents of the dormitory, those who will stay at a dormitory must submit a TB-test result.
 - 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.

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 it by cash but not by a credit card.
- Dorm payments should be made in a lump sum at the beginning of each semester.
 - Most students have daily(or monthly) limit on their card to withdraw money and can not get enough cash to pay the fee in full. So please withdraw the money in your country in advance.
- Payment (as for 2020 Spring semester) * 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 605,670	
Sunglim Women's Dormitory (2-bed)	KRW 752,170	
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 1,444,100	

- Meal Fee

Options	Meal	Total Price for Whole semester
No meals	-	-
1 Meal (a day)	Breakfast	KRW 407,000
	Lunch	
	Dinner	
2 Meals (a day)	Breakfast & Lunch	KRW 660,000
	Lunch & Dinner	
	Breakfast & Dinner	
3 Meals (a day)	Breakfast& Lunch& Dinner	KRW 924,000

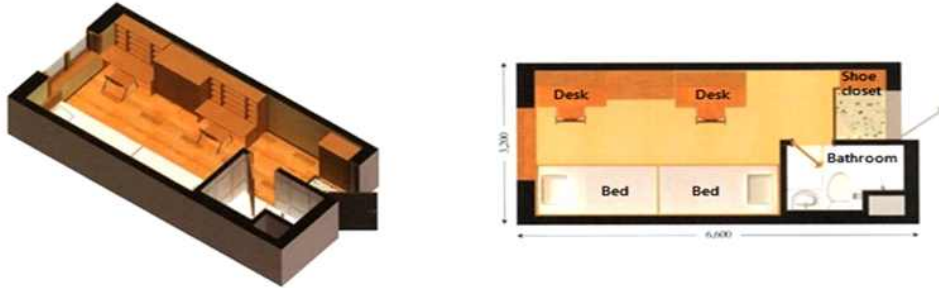
Facilities

- 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

[Room Choice for **Female**- Nuri Dormitory] Detail: **Single room with Kitchen**



[Room Choice for **Female**- Sunglim Women's Dormitory] Detail: **Double room with No Kitchen**

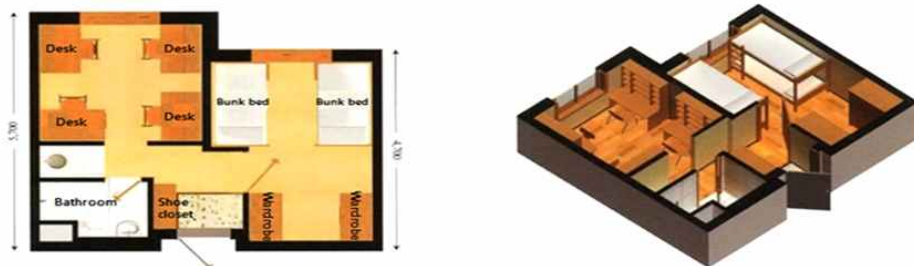


[Room Choice for **Male**- Sunglim International Dormitory Single room] Detail: **Single room with Kitchen**



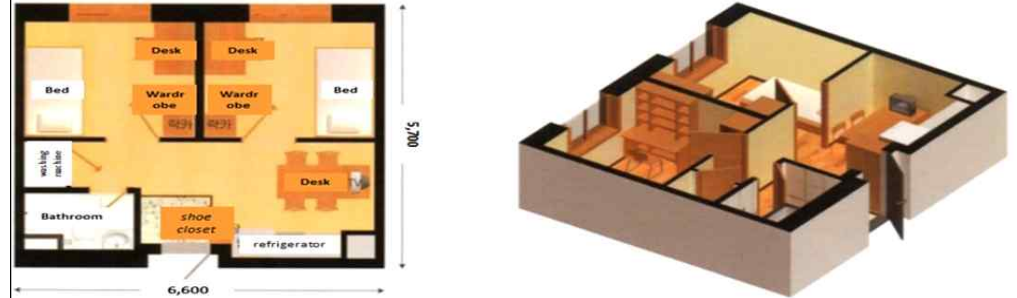
[Room Choice for **Male**- Sunglim Men's Dormitory] Detail: **Quad room with No Kitchen**

* Sometimes the dormitory office assign just two(2) students for using like double room. In this case students should pay KRW765,500(same as Sunglim Women's Dormitory)



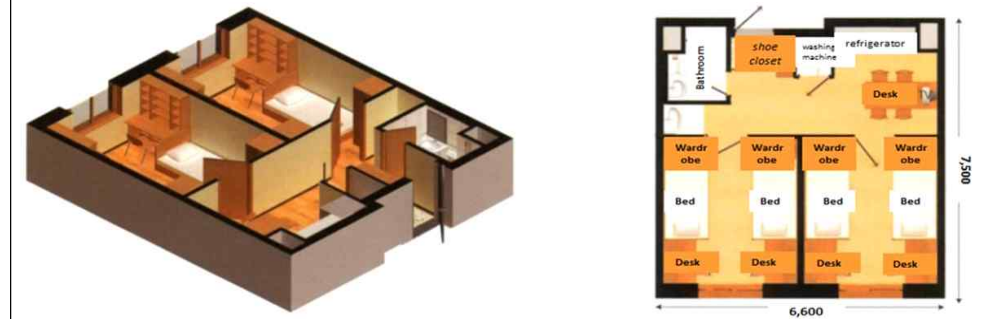
[Room Choice for **Female or Male** - Sunglim International Dormitory double room] Detail: **Double room with Kitchen**

* It is really hard to be assigned this room because of the current tenants. Usually there are no vacancies.



[Room Choice for **Female or Male** - Sunglim International Dormitory quad room] Detail: **Quad room with Kitchen**

* It is really hard to be assigned this room because of the current tenants. Usually there are no vacancies.



Airport pick up

Airport pick up service- When?

- Date: 27 August 2020 (10 am ~ 6 pm),
- The schedule is tentative and subject to change. We will inform you of the final schedule by email.

Airport pick up service- How?

- ISC(International Student Club) students will be waiting for you at the waiting area of Incheon Airport.
- Please submit your flight information correctly by **10 July 2020** through <http://for-a.seoultech.ac.kr/exchange>
- If your arrival time is either before 10am or after 6pm, airport pickup may not be available.

How to get to the SeoulTech?

- 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.
- You can refer to the attached [Getting to SeoulTech Dormitory]

Visa

Online Submission

- Website: <http://for-a.seoultech.ac.kr/exchange>
- Due date: 10 July 2020

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.
- 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 student visa (D-2)

Processing time for the visa issuance

- About 30 ~ 45days * It depends on each consulate.
- Some times, it takes more time. So please apply for the visa right after getting the Acceptance Packages SeoulTech.

[Example of copy of Korea Visa]



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 **10 July 2020**, 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 waiver and Certificate of Insurance

- If you want to buy SeoulTech Insurance, you don't need to submit anything.
- If you don't want to buy SeoulTech insurance, you should submit below a and b.
 - Insurance Waiver: Refer to the attached [Form 3]
 - Certificate of Insurance: It should include the coverage period and coverage list

ARC (Alien Registration Card)

Below is the all required documents for issuing the ARC(Alien Registration Card).

Be sure to submit them on the orientation day

- ARC Application** [Form 4] * You can refer to the [Form 4-1]
 - Fill out the form with a passport-sized photo in advance. Do not fill out the form on the orientation day. You don't have much time to fill out it on the OT day. So please do it in advance.
- Processing fee:** KRW 30,000
- (Only Non-dormitory tenants)**
 - Confirmation of Residence -Accommodation*attached
 - Documents of evidence regarding ownership of the provided property: Certified Copy of Register, Residential Lease Agreement, etc.
 - Copy of accommodation provider ID Card

Costs of living in Korea

- Living expenses for an average student in Korea are estimated at \$300-700 per month. However, expenses vary depending on your own spending habits and your living situation.

Need more help?

- Most information you want to know is in this guideline.**
- Please look over the guideline before your question.**
- For more information, send me an email (Julie, hsy0219@seoultech.ac.kr)

Attachment

- [Form 1] Study Plan
- [Form 2] Health Clearance form
- [Form 3] Insurance Waiver
- [Form 4] ARC APPLICATION
- [Form 4-1] For instance- ARC APPLICATION
- [Form 5] Confirmation of Residence -Accommodation
- 2019 English-taught course List (Module course)
- Getting to SeoulTech Dormitory