

2021 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

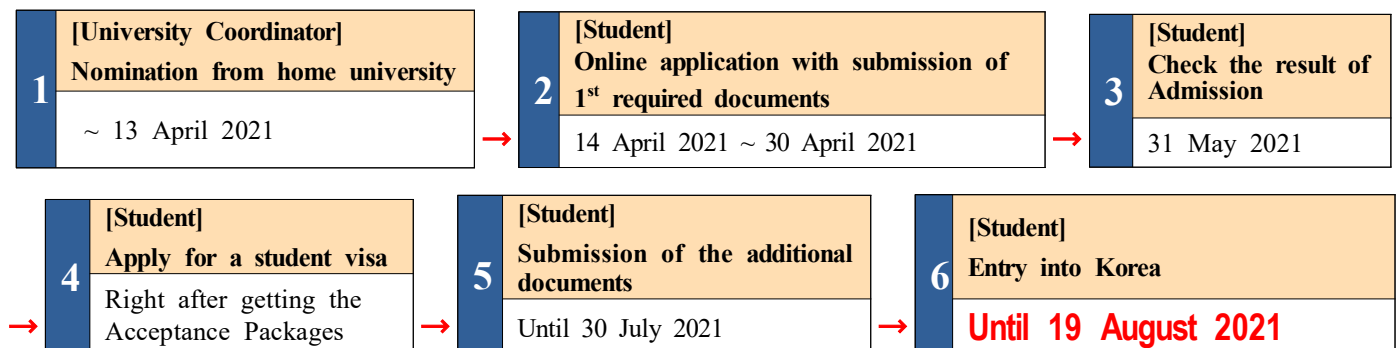
Name of The Institution	Seoul National University of Science and Technology (SeoulTech) Office of International Education
Address	Room 115, Language Center (Building No. 38) SeoulTech, 232 Gongneung-ro, Nowon-gu, 01811, Seoul, Republic of Korea

Eligibility

※ Please check with the office or person in charge of the Student Exchange Program at your university to see if you are eligible.

- An exchange student who wishes to study at SeoulTech must be;
- Completed at least two semesters at your home universities
 - Enrolled as a full-time student at a university that has an active student exchange agreement with SeoulTech
 - Nominated as a candidate of exchange student by your home institution
 - Able to study either in English or in Korean at least for one semester(4.5 months)

Application Procedure



- Nomination Due date : 13 April 2021**

- 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)

- Online application with submission of 1st required documents : 14 April 2021 ~ 30 April 2021**

*** It will not be possible to apply after this date.**

- Website : <http://for-a.seoultech.ac.kr/exchange>
- Submission of 1st required documents
 - A. Photo(jpg file): A color photo taken within last 6 months(full face without a hat, front view)
 - B. Copy of passport * **If you cannot submit it by the due date, we cannot accept you.**
 - 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

Announcement of Admissions Decision : 31 May 2021

- 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) : Before 15 June

- 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 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 20 ~ 50days * It depends on each consulate. So you should be in a hurry to apply for a student visa. * **If you cannot submit it by the due date, your application will be canceled.**

Submission of additional documents: Until 30 July 2021

- 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 to see all personal information easily.)

Entry into Korea : Until 19 August 2021

Academic Calender & Orientation

2021 Fall Semester : 6 September 2021 ~ 17 December 2021

- Course Enrollment:** Late July 2021 (or Early August 2021) * We will notify you later.

- Mid Exam:** TBD

- Final Exam:** TBD

Issuance of an Transcript of Record

- 1~2 weeks after the end of semester
- We will send the transcript by email to your home university. If you need an original file(hard copy), please ask me.

- Orientation** : As of now, we are not sure that there will be an orientation or not. We will notify you later.

Course Syllabus and Course List

* **Our classes will likely be conducted both ways of online and face-to-face.**

Syllabus

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

Course Enrollment

- The course list taught in English for the 2021 Fall semester will be released during the middle of July 2021.
 - We will send you the course list for the 2021 Fall semester by email about 7days before the course enrollment.
 - Before getting the course list for the 2021 Fall semester, you can refer to the 2020 English-taught course List (Module course) *Attachment

- In July 2021, I will send you the course wish-list format (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 for our web system courses. 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 the dormitory office will randomly assign a room.
- Although the dormitory office will consider your request and try to accommodate your request to the best of their abilities, it is not always possible to assign it as your room type choice.

Room Assignment – When?

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

Dormitory schedule *tentative! We will notify you later.

- Check-in Date : **2nd - 3rd September 2021**
- Check-in Time : 9:00 ~ 18:00
- Check-out Date : Until 18th December 11:50 am

Tuberculosis test Result

- Online Submission * [Form 2] Health Clearance form
 - Website: <http://for-a.seoultech.ac.kr/exchange>
 - Due date: 30th July 2021
 - Only test result dated after 1st January 2021 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 dormitory residents, those who will stay at a dormitory must submit a TB-test result.

Dormitory payment

- After check-in, you will receive an invoice from the dormitory office. You should pay the fees at NH Bank, which is located on our campus.
- You can pay it by cash(or transfer) but not by credit card.
- Dorm payments should be made in a lump sum at the beginning of each semester.
- Payment (as for 2021 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 441,000
	Lunch	
	Dinner	
2 Meals (a day)	Breakfast & Lunch	KRW 693,000
	Lunch & Dinner	
	Breakfast & Dinner	
3 Meals (a day)	Breakfast& Lunch& Dinner	KRW 976,500

- 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.

Visa

Online Submission

- Website: <http://for-a.seoultech.ac.kr/exchange>
- Due date: 30 July 2021

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 20 ~ 50days * It depends on each consulate.
- Some times, it takes more time. So please apply for the visa right after getting the Acceptance Packages SeoulTech. * **If you cannot submit it by the due date, your application will be canceled.**

[Example of copy of Korea Visa]



Insurance

You can refer to the attached guideline in regards to the National Health Insurance.

- Inquiry : +82-1577-1000 (Dial 7 for information foreign languages)
- consultation : +82-33-811-2000

[Attachment] Guide for International students subscribing to National Health Insurance
The guidance of health screening program

(Foreigner) Registration Card

Below are all the required documents for issuing the (Foreigner)Registration Card. Be sure to submit them after your 14 days quarantine.

A. **Registration Card Application [Form 3]** * You can refer to the [Form 3-1]

- Fill out the form with a passport-sized photo. And submit to me after your 14 days quarantine.
* Electrical Photo is impossible. We need an original one.

B. **Processing fee:** KRW 30,000

C. **(Only Non-dormitory tenants)**

- Confirmation of Residence -Accommodation [Form 4]
- 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 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.**