



SEJONG UNIVERSITY

Exchange Student Application Guidelines

Fall 2017

**Please read the entire Guideline carefully and follow the checklist
(as instructed)**

For more details and information, call the Center for International Students and Scholars (CISS) at +82-2-3408-3973. You may also email to the regional coordinator.

Checklist

- **STEP 1:** Fill out the online application form and submit all the materials required
*An overseas health insurance plan **must cover medical treatments and accidents during your stay in Korea.**
- **STEP 2:** Apply for a D-2 Visa at the Korean Embassy (Consulate) in your country. You will need the Certificate of Admission & Business Registration Certificate from Sejong University, which will be mailed to you via e-mail and express mail as well. You may have to submit a Letter of Financial Sponsorship and other documents with your application as required by the embassy (consulate).
- **STEP 3:** Upon receiving a follow-up email regarding course registration from Sejong University, select your academic courses and send your course requests to your regional coordinator. Courses become full quickly, so the earlier you apply the better chance you will have to be able to sign up for courses you want to take.

Contact Person

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I. Application Procedure

- The online application system for Spring 2017 will be open from **April 18 through May 5, 2017**. The required materials, such as academic transcript, passport copy, and overseas insurance, must be submitted through the online application system.

※**Online Application Website:** <http://oia.sejong.ac.kr/contents/oia/cor/onlineas.html>

Tentative Upcoming Schedule

Step	What to Do	By When
1	Submit the application form	April 18 – May 5, 2017
2	Receive Certificate of Admission	June 2017
3	Apply for visa	June 2017
4	Pick up visa and Book plane ticket	July 2017
5	Notify arrival time (send you flight details thorough website)	July 2017
6	Arrival in South Korea (Official arrival [dorm check-in] date for exchange students)	August 24, 2017
7	Arrival (welcome) orientation	August 25, 2017

- **IMPORTANT: You must apply for a Student Visa in your home country.**

Required Documents (scanned copy):

1. Official transcript in English;
2. A photocopy of your passport;
3. A copy of your overseas health insurance policy in English.
 - A. \$100,000 Medical Expenses by Accident (Outside of your home country)
 - B. \$50,000 Medical Expenses by Disease (Outside of your home country)
 - C. \$25,000 Medical Evacuation Coverage
 - D. \$25,000 Repatriation of Remains Coverage

Required Documents (original copy):

1. Two passport-sized photos (upon your arrival).

- **IMPORTANT: All documents must be in English or Korean.**

II. Academic Information

Academic Calendar for 2017

Year	Month	Date	Schedule
2017	2	1 - 3	Course Registration Period for Exchange Students(Prospective)
		17	Commencement Ceremony
		20 - 24	Enrollment for Spring Semester
	3	2	Spring Semester Begins
		3 - 9	Course Add/Drop & Course Registration Confirmation
		21 - 24	Course Withdrawal Period
	4	20 - 26	Midterm Examination Period
	5	2 - 8	Spring Semester Midterm Examination Grades Check
		12 15 - 24	Foundation Day Application for Major, Dual Major, Minor
	6	8 - 26	Spring Semester Course Evaluation
		16 - 22	Final Examination Period
		23	Summer Vacation Begins / Summer Session Begins
28 - 7. 3		Spring Semester Final Examination Grades Check	
7	31 – 8. 4	Application for Leave of/Return from Absence	
8	14 - 21	Course Registration for Fall Semester	
	18	Commencement Ceremony	
	21 - 25	Enrollment for Fall Semester	
	28	Fall Semester Begins	
	29 - 9. 1	Course Add/Drop & Course Registration Confirmation	
9	19 - 22	Course Withdrawal Period	
10	16 - 20	Midterm Examination Period	
	26 - 30	Fall Semester Midterm Examination Grades Check	
11	6 - 15	Application for Major, Dual Major, Minor	
12	4 - 20	Fall Semester Course Evaluation	
	11 - 15	Final Examination Period	
	18	Winter Vacation / Winter Session Begins	
	21 - 26	Fall Semester Final Examination Grades Check	
2018	1	29 – 2. 2	Application for Leave of/Return from Absence
	2	6 - 8	Course Registration Period for Exchange Students(Prospective)
23		Commencement Ceremony	
22 - 28		Enrollment for Spring Semester	

* Holiday : May 3(Buddha's Birthday), May 5(Children's Day), May 12(Foundation Day), June 6(Memorial Day), October 3(National foundation Day of Korea), October 4-6(Chuseok), October 9(Hangul Day)

Course Offerings

Most of courses are open to exchange students, including the courses taught in English as well as the regular courses taught in Korean.

- All exchange students should work closely with their advisor from their home institution to ensure that the courses they take in Korea are approved for credit by their advisor.
- Exchange students will be fully enrolled in each course they take and will be held to the same requirements and grading system as full time matriculating students. Therefore, it is important to choose courses at the appropriate level. Students may receive an official transcript from Sejong University upon completion of their program or have an official transcript sent to their school.

Registration Schedule

1. Course Offerings Announcement

: Course offerings will be announced about a month before each semester begins, in late January for the spring semester, and late July for the fall semester.

2. Course registration process

A. Until previous semester, university supported the individual students to register their courses manually.

B. However, unlike previous semester, students will add their courses on their own through school academic portal site with the help of Students ID number.

C. The courses can be added through first apply first serve basis as each courses have 10 seats for exchange students only. Students will not be able to add courses if the seats in that specific course are full.

D. Detailed information regarding Student's ID number, course list & course registration process will be informed one month prior to the commencement of semester.

3. Course Registration

: Courses can be added or dropped during the "Course Registration Period" at the beginning of each semester by submitting the "Course Registration Form" in person by the due date.

4. Course Add & Drop Period

: Students may change their registered courses during 'Course Add & Drop Period' which usually works on the 1st week of the semester.

Courses to be taught in English for Fall 2017 semester

Please refer to the attached spread sheet, "English Classes for fall 2017" and "English Classes for spring 2017" for your reference only. The Course Schedule for fall 2017 will be available about a month before a semester begins.

※Courses offered in English are subject to change every semester.

III. Pre-departure Information

Way to Sejong:

1. Airport Bus:

Bus Number: 6013

Fare: 10,000 KRW

Bus tickets may be purchased outside of the arrival gates. The bus departs from Platform Nos. 5 and 12. Inform the bus driver of your destination: Children's Grand Park / Sejong University; sit close to the driver; and, listen very closely to the recorded announcements on the bus loudspeaker indicating each stop. The Children's Grand Park / Sejong University stop is about an hour from the airport, four or five stops after the bus turns off of the expressway. As you get off the bus, you will see Sejong University across the street, with a colorful traditional-style gate. Enter through this gate and proceed to the tall building on the right hand side of the Main Gate known as the "Student Union Building", the Center for International Students and Scholars office is located in Room 209 of this building.

2. Taxi: A taxi ride from the airport to Sejong University can cost between 80,000 KRW to 100,000 KRW.

3. Train/Subway: Although this could be an option, we do not recommend that students come to the campus using this option. It tends to be very confusing and time-consuming, especially to those who are new to South Korea and must be pretty tired after long flight.

It must be noted that students arriving earlier than the scheduled program date will not be allowed to move in early at the Sejong University International Students Dormitory.

Currency Exchange

The national currency of South Korea is the South Korean Won (KRW). This is the only currency accepted in commercial transactions. Students have the option of obtaining KRW in their home country or in South Korea, although we have found that currency exchange rates in South Korea tend to be lower than those outside of the country. Banks with currency exchange desks are plentiful in Seoul; and Sejong University has a bank on campus where students are able to exchange their foreign currency into KRW. You need your passport and visa for all such transactions.

Personal Spending Money

We recommend that students have 500,000 to 700,000 KRW available per month for personal expenses. In general, prices in Seoul are comparable to those in North America, Australia, and the U.K. Students will be responsible for all meal costs. International ATMs are available on the campus, but dispense only KRW.

Personal Computers

Students have the option of bringing their own personal computers, though they do so at their own risk of theft or damage due to travel. The electrical voltage in South Korea is 220, with a two-pronged plug; so, students should provide their own electrical adaptors. The International Student Dormitory has Internet LAN line service available, though students must provide their own cord. Our campus is equipped with Wi-Fi service, but computers purchased outside of South Korea tend not to be able to log onto this system; therefore, we strongly recommend use of the LAN service with a cord.

Telephones

Sejong university International office will assist you to get a free local SIM card. If you bring your mobile phone with you, we will give you the prepaid local SIM card free of charge. Those SIM cards can be used for local calls and text messages as well as data and can be easily recharged using a mobile application.

- If you want to get local SIM cards, you should send us a scanned copy of your student visa and national passport before you depart. We will register your sim card upon your arrival.
- Please send the scanned copy of passport and Korean visa to this email (ktmsim77@gmail.com). Please don't forget to scan you Korean visa as well, it is important to register a SIM.

Some mobile devices purchased outside of Korea may not be compatible with Korean cellular system. Please make sure that your device is not country locked.

IV. Visa/Post-Arrival Information

Student Visa (D-2)

- In order to study in South Korea, you will need a student visa (type: D-2), which must be obtained from the Korean Embassy or Consulate abroad.
- Sejong University will issue the Certificate of Admission, which is one of the required documents for visa application at the Korean Embassy or Consulate in your country. You will also need to present a valid passport, evidence of financial support and any other documents required by the embassy or consulate. (Please check with the Korean Embassy or Consulate in your country to determine what documents are required for D-2 visa application.)

■ **IMPORTANT: Student must apply for a Student Visa in their home country.**

Orientation

Orientation is held just before the start of each semester. The Center for International Students and Scholars offers housing services and a campus tour to help exchange students settle in and become familiar with important university locations. You will have an opportunity to get acquainted with the campus, as well as meet many of your future classmates and faculty.

After Arrival

■ Certificate of Alien Registration



Within 90 days of your arrival in South Korea, you must apply for a Certificate of Alien Registration at the Immigration Service Office. The required documents include: a certificate application form; passport; 2 photos (3x4cm, white background only); application fee (30,000 KRW); and University-issued certificate of student status.

The foreigner ID card will be used under a variety of circumstances during your stay in South Korea. Many places with a minimum age restriction will ask to see your foreigner ID card.

You will be required to present your foreigner ID card when creating a mobile phone account under your name (meaning, the faster you create your foreigner ID, the sooner you will be able to create a mobile phone account).

■ **IMPORTANT: Applying for your foreigner ID card should be your first priority upon your arrival.**

* To apply for an alien registration card, medical check-up by the health care center and biometrics at the Immigration service office are mandatory procedures.

The Immigration Service Office (ISO)

- The Mok-dong office
- Tel: +82-2-2650-6212
- Located near the *Omokyo* Station of Subway Line 5

Student Identification Card

Students will be provided with a Sejong University student ID card early in the semester. This card will allow daily admittance into the university library, university computer rooms, as well as other Sejong University facilities. In order to get it, you must bring a photo (3x4cm).

V. Housing

Living on Campus

- Generally, exchange students are assigned to live in the International Student Dormitory- because of the length of their stay. It is very difficult to find short term, furnished housing options in South Korea. Exchange students will be placed in the International Student Dormitory, depending on availability.
- In the International Student Dormitory (the *Gwang Gae To* Building) on the 13th and 14th floor, students share a kitchen and a laundry room located on the same floor as their accommodation. Every student gets a bed, a desk, a dresser and some closet space. Items you will need to bring are linens, a pillow, bedspread, towels, clothes hangers, and seasonal clothing.



- All University housing facilities are drug-, alcohol- and smoke-free.

Campus facilities:

- The Global Lounge
- Convenience Store and Coffee Shop
- University Library
- *Gunja* Building Bookstore
- Student Union Building
- Athletics Field

■ Dormitory

(Unit: KRW)

Room Type	Monthly Rates	Semester Rates (4 months)	Deposit (refundable)	Total Amount
3 bed room	238,000	952,000	200,000	1,152,000
4 bed room	195,000	780,000	200,000	980,000

- ※ Your deposit will be refunded to your **Korean bank account** at the time of check-out
- ※ Your deposit will be deducted if your room is not clean or damaged at the time of check-out
- Has a curfew: 24:00 - 05:00; access is restricted.
- Microwave ovens are available in a small kitchenette.
- Washing machines are available for a fee of 1,000 won per load.



Desk, chair and locker



Bunker bed



Bathroom



Laundry Room



Kitchenette



Meeting Room