



SEJONG UNIVERSITY

Exchange Student Application Guideline

Spring 2020



Please read the entire Guideline carefully and follow the checklist as provided.

For more details and information, please contact the Office of international Affairs (OIA)

Tel: +82-2-3408-3659, E-mail: exchange@sejong.ac.kr

Check list

- ✓ 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 home country. You will be required to submit the Certificate of Admission & Business Registration Certificate from Sejong University. (Those will be sent to you via e-mail and express mail).
You may also be required 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 the courses you wish to take and send your registration request to your regional coordinator.
***Courses become full very quickly, so the earlier you apply the better chance you will have registering the courses you wish to take.**



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I. Application Procedure

- The online application system for Spring 2020 will be open from. 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>

Important Dates (Tentative)

Step	What to do	By when
1	Fill out Application Form	October 14 ~ November 8 2019
2	Receive Certificate of Admission	December 2019
3	Apply for VISA	December 2019
4	Pick up VISA and Book flight ticket	January 2020
5	Arrival (Incheon Intl Airport) (Official arrival date for exchange students.)	February 27, 2020
6	Welcome Orientation	February 28, 2020

**Important!!: VISA Application must be done in your home country.

Required Documents (Scanned Copy)

1. Official Transcript from Home University (English Version)
2. Passport Copy
3. Overseas Health Insurance Certificate Copy (English Version)

The Insurance must cover the following Expenses.

1. \$100,000 Medical Expense by Accident (Outside of Home Country)
2. \$50,000 Medical Expense by Disease (Outside of Home Country)
3. \$25,000 Medical Evacuation Coverage
4. \$25,000 Repatriation of Remains Coverage

Required Documents (Original Copy)

1. Two Passport-sized photos (Submitted upon your arrival)

**** Important: All documents must be in English or Korean**

II. Academic Information

Academic Calender for 2020

Year	Month	Date	Schedule
2020	2	17 - 20 21 21 - 27	Course Registration Period for Exchange Students Commencement Ceremony Enrollment for Spring Semester
	3	2 3 - 6 25 - 27	Spring Semester Begins Course Add/Drop & Course Registration Confirmation Course Withdrawal Period
	4	20 - 24	Midterm Examination Period
	5	7 - 12 18 - 27	Spring Semester Midterm Examination Grades Check Application for Major, Dual Major, Minor
	6	8 - 24 22 - 26 29 29 - 7.3	Spring Semester Course Evaluation Final Examination Period Summer Vacation / Summer Session Spring Semester Final Examination Grades Check
	7	27 - 8.7	Application for Leave of / Return from Absense
	8	17 - 21 21 14 - 28	Course Registration for Fall Semester Commencement Ceremony Enrollment for Fall Semester
	9	1 2 - 4 23 - 25	Fall Semester Begins Course Add/Drop & Course Registration Confirmation Course Withdrawal Period
	10	19 - 23 30 - 11.4	Midterm Examination Period Fall Semester Midterm Examination Grades Check
	11	2 - 11	Application for Major, Dual Major, Minor
	12	8 - 25 14 - 18 21 28 - 31	Fall Semester Course Evaluation Final Examination Period Winter Vacation / Winter Session Begins Fall Semester Final Examination Grades Check
	2021	1	26 - 2.5
2		15 - 19 22 22 - 26	Course Registration Period for Exchange Students(Prospective) Commencement Ceremony Enrollment for Spring Semester

*Public Holiday (Year 2020): May 3 (Foundation Day), May 5 (Children's Day), June 6 (Memorial Day), August 15 (National Liberation Day), September 30 ~ October 2 (Korean Thanksgiving holiday), October 3 (National Foundation Day), October 9 (Hangeul Day), December 25 (Christmas)

Course Offerings

Most of the courses provided at Sejong University (courses taught in English as well as regular courses taught in Korean) are open to exchange students.

1. All exchange students should work closely with their advisor from their home institution to ensure that the courses taken at Sejong University are approved for credit transfer.
2. 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 Sejong University students. Therefore, students are advised to select the appropriate level courses. Students may receive an official transcript from Sejong University upon the successful completion of their program. (The transcripts may be given to the students directly or send via e-mail or express mail.)
3. Course selection is done through a first come first served system through the online form provided to the students via e-mail. (Each course has a limit of 5 exchange students.)

Registration Guide

1. Course offerings Announcement

: Course offerings will be announced about a month prior to the beginning of each semester. (Late January for the spring semester, and late July for the fall semester.)

2. Course registration process

- A. Until previous semester, university will support the individual students to register their courses manually.
- B. The courses can be added through first-come-first-serve system as each courses only have five slots available for exchange students. Students will not be able to add courses if the slots in that specific course are full.
- C. Detailed information regarding Student's ID number, course list & course registration process will be informed one month prior to the commencement of each 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 the 'Course Add & Drop Period' which is usually on the 1st week from the beginning of each semester.

Courses to be taught in English for the Spring 2020 Semester.

Please refer to the attached spread sheet, "English Classes for fall 2018" and "English Classes for spring 2019" for your reference only. The Course Schedule for fall 2019 will be available about a month before a semester begins.

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

III. Pre-departure Information.

Finding your way to Sejong University.

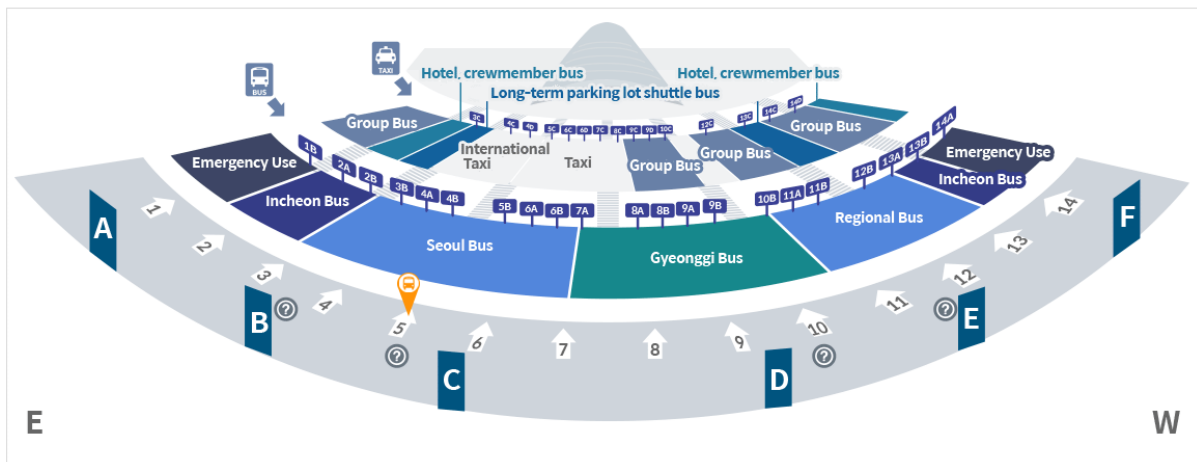
1. Airport Bus

Bus Number: 6013

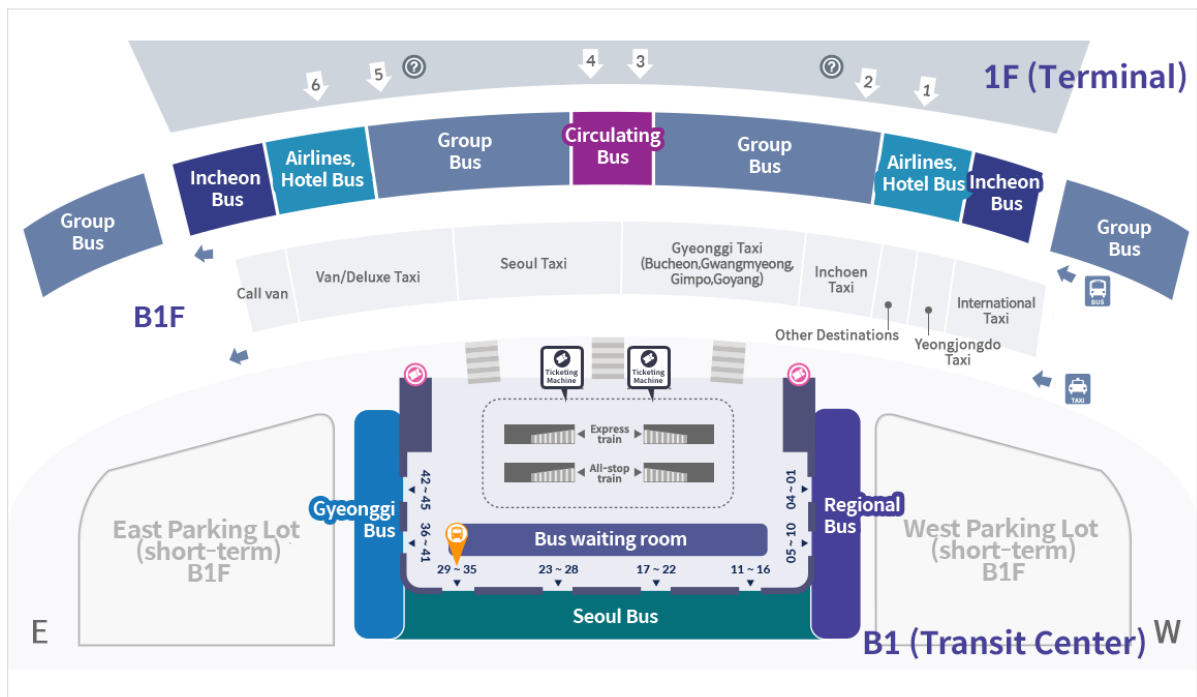
Fare: 10,000 KRW

The bus ticket can be purchased outside of the arrival gates. The bus departs from **platform No. 5 at terminal 1 and No. 31 at terminal 2 (refer to image)**. Inform the bus driver of your destination: Children's Grand Park / Sejong University

Terminal 1 Bus stop location (1Floor No. 5)



Terminal 2 Bus stop location (Transportation center Basement 1 No. 31)



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.

Link to the subway map of Seoul: <http://www.seoulmetro.co.kr/en/cyberStation.do?menuldx=337>

Subway Station closest to Sejong University is **Children's Grand Park**.

**** Please note that students arriving earlier than the scheduled program date will not be allowed to move in early at the Sejong University International Students Dormitory. So please arrive on the designated date we provide you.**

Currency Exchange

The National currency of South Korea is called 'Won' (KRW). This is the only currency accepted in commercial transactions. 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.

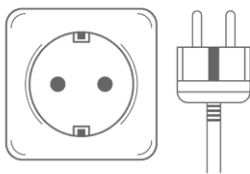
Personal Spending Money

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.



Example of South Electrical Outlets & Plug

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. **SIM cards only work when your mobile phones are not country locked.**

****Before you depart from your home country, make sure your mobile / smartphone is not country locked. (Smartphones purchased outside of Korea may be country locked, this can only be unlocked at the country of purchase)**

- If you wish to get a local SIM card, please send us a copy of your student visa and national passport before your departure. We will register your SIM cards upon your arrival.
- Send the scanned copy of passport and Korean VISA to ktmsim77@gmail.com.

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.
- **Student VISA must be applied in their home country**

(Please check with the Korean Embassy or Consulate in your country to determine what documents are required for D-2 visa application.)

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:

1. a certificate application form; passport
2. 2 photos (3x4cm, white background only)
3. application fee (30,000 KRW)
4. 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

* 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. Accommodation.

Living on Campus

- **All exchange students will be 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. However, the dormitory is not compulsory. (If the students manage to get accommodation off campus, that is also okay)
- **There is no separate application for Dormitory.** Just check the dormitory box on the exchange program online application form. (If you don't require a dormitory leave it blank)

▫ PERSONAL INFORMATION

Name <small>Click</small>	Sur Name	-----		Photo	photo file upload
	Given Name	-----			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female				
Date of Birth (yyyy/mm/dd)	-----				
Exchange period selection (yyyy/mm)	2019 ▼	08 ▼	~ 2020 ▼		
※ Spring semester: March to August, Fall semester: September to February					
Country of Citizenship	SELECT ▼		Passport No	-----	
E-mail	-----				
Address	-----				
Do you want to apply for International students' dormitory? (Room type will be randomly assigned by Dormitory Division)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Religion <small>*Religion will be used only for the reference in assigning rooms.</small>	Buddhist ▼				

- 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 accommodation facilities are drugs, Alcohol and smoke free. (If you are caught with any of the stated items, your accommodation will be suspended.)

➤ Campus facilities:

1. The Global Lounge
2. Convenience Store and Coffee Shop
3. University Library
4. Gunja Building Bookstore
5. Student Union Building
6. Athletics Field

➤ Dormitory Types and Fees

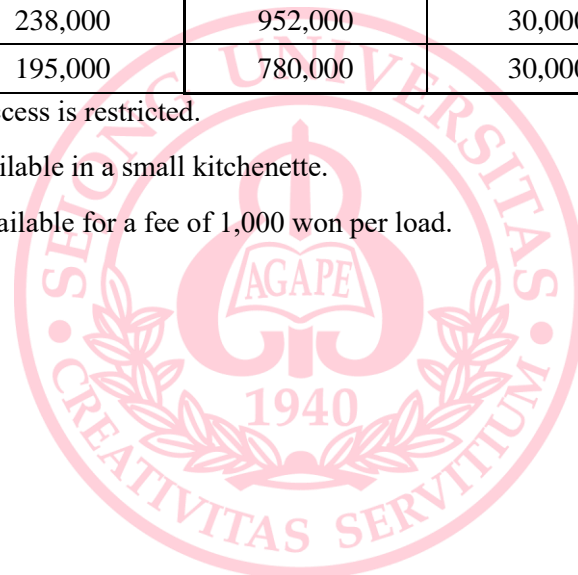
(Unit: KRW)

Room Type	Monthly Rates	Semester Rates (4 Months)	Maintenance Fee	Total Amount
3 Bedroom	238,000	952,000	30,000	982,000
4 Bedroom	195,000	780,000	30,000	810,000

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.



Campus Dormitory



Desk, chair and locker



Bunker bed



Bathroom



Laundry Room



Kitchenette



Meeting Room