



# SEJONG UNIVERSITY

## Exchange Program Information

Spring 2022

**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](mailto: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.**

## Contact Details

Name	Title	Contact
David KWAK	International Inbound Coordinator	Email: <a href="mailto:davidkwak@sejong.ac.kr">davidkwak@sejong.ac.kr</a> Tel: +82-2-6935-2413
Jaeil PARK	International Outbound Coordinator	Email: <a href="mailto:jaeilpark@sejong.ac.kr">jaeilpark@sejong.ac.kr</a> Tel: +82-2-3408-3823
International Office	If you are an exchange student (or candidate), please contact <a href="mailto:exchange@sejong.ac.kr">exchange@sejong.ac.kr</a> for general inquiries.	Email: <a href="mailto:exchange@sejong.ac.kr">exchange@sejong.ac.kr</a> Tel: +82-3408-3659

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## I. Application Procedure

- The online application system for Spring 2022 will be open from October 16<sup>th</sup>, 2021. The required materials, such as **academic transcript**, **valid passport copy**, and **overseas insurance** must be submitted through the online application system.
- Link to the online application website will be provided upon nomination.

### **Important Dates (Tentative)**

Step	What to do	By when
1	Nominations <b><u>(Nominations must be done by a staff member via google form)</u></b>	Sep 16 - Oct 15, 2021
2	Fill out Application Form	Oct 16 - Nov 15, 2021
3	Receive Certificate of Admission	Dec 2021 - Jan 2022
4	Apply for VISA	Jan 2022 - Feb 2022
5	Pick up VISA and Book flight ticket	Feb 2022
6	Arrival (Incheon Intl Airport) (Official arrival date for exchange students.)	Feb 10 - 14, 2022 (Expected to change)
7	Alien Registration	Mar 2021

**\*\* 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

\* The amount stated above is the minimum coverage amount. If you cannot find a coverage plan with the exact amount, you can purchase one with the closest amount.

### **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 Calendar for 2021

2021 Academics Calendar			
Year	Month	Date	Schedule
2021	1	25 - 2. 5	Application for Leave of/Return from Absence
	2	15 - 18	Course Registration for Spring Semester
		19	Commencement Ceremony
		22	Freshman Convocation Ceremony
		22 - 26	Enrollment for Spring Semester
	3	2	Spring Semester Begins
		3 - 8	Course Add/Drop & Course Registration Confirmation
		24 - 26	Course Withdrawal Period
	4	19 - 23	Midterm Examination Period
	5	4.29 - 4	Spring Semester Midterm Examination Grades Check
		3 - 12 7	Application & Withdrawal for Double Major, Minor <b>Foundation Day</b>
	6	7 - 23	Spring Semester Course Evaluation
14 - 18		Final Examination Period	
21		Summer Vacation Begins / Summer Session Begins	
24 - 28		Spring Semester Final Examination Grades Check	
7	26 - 8. 1	Application for Leave of/Return from Absence	
8	16 - 20	Course Registration for Fall Semester	
	20	Commencement Ceremony	
	23 - 27	Enrollment for Fall Semester	
	30	Fall Semester Begins	
9	8.31 - 3 23 - 27	Course Add/Drop & Course Registration Confirmation Course Withdrawal Period	
10	18 - 22	Midterm Examination Period	
	28 - 11. 1	Fall Semester Midterm Examination Grades Check	
11	1 - 10	Application & Withdrawal for Double Major, Minor Application for Major	
12	6 - 22	Fall Semester Course Evaluation	
	13 - 17	Final Examination Period	
	20	Winter Vacation / Winter Session Begins	
	23 - 27	Fall Semester Final Examination Grades Check	
2022	1	24 - 30	Application for Leave of/Return from Absence
	2	14 - 17	Course Registration for Spring Semester
18		Commencement Ceremony	
21		Freshman Convocation Ceremony	
21 - 25		Enrollment for Spring Semester	

\* Holiday : May 5(Children's Day), May 7(Foundation Day,) May 19(Buddha's Birthday) September 20-22 (Chuseok)

## **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 of 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. The 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 (Preliminary Course Selection Period)

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

### 4. Final Course Selection Period (Course Add & Drop Period)

: Students may change their registered courses during the 'Final Course Selection Period (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 Fall 2021 Semester.**

Please refer to the attached spreadsheet. The Course Schedule for Spring 2022 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.

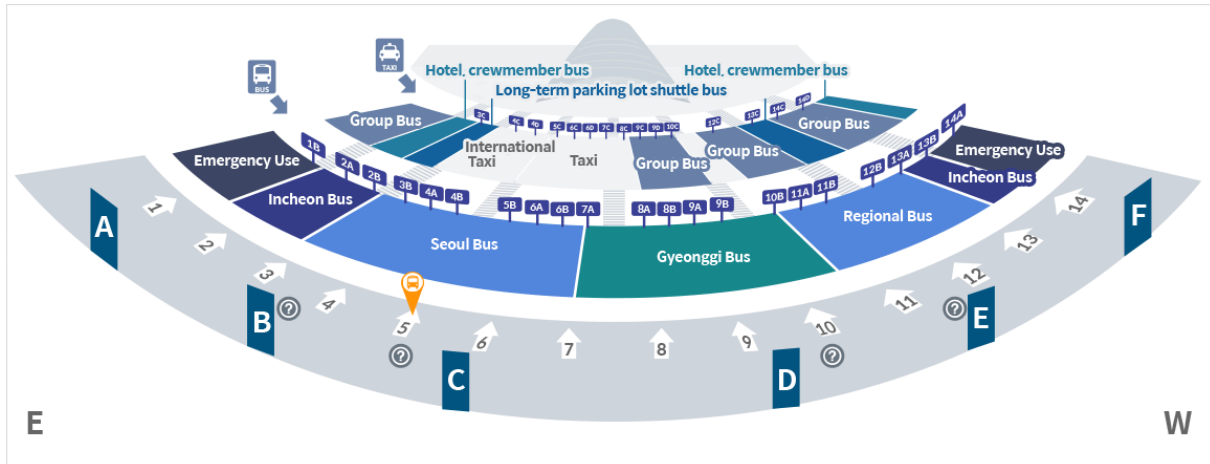
##### 1. Airport Bus

Bus Number: 6013

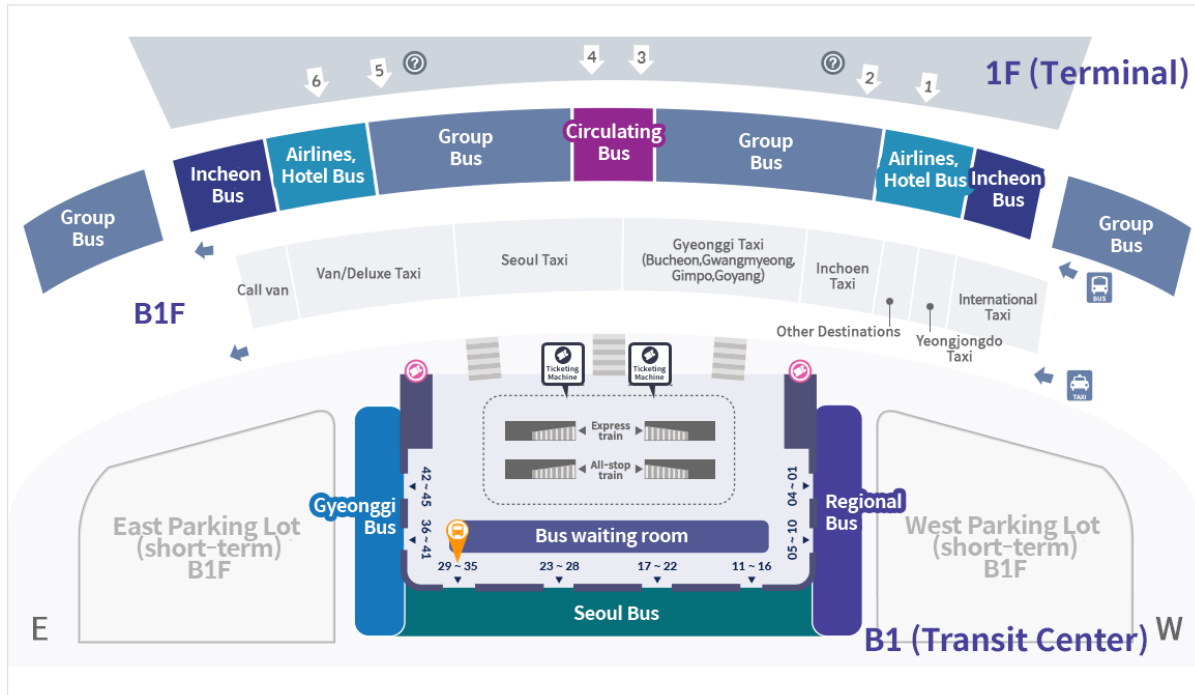
Fare: 10,000 KRW

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.

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

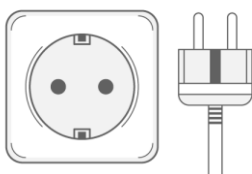
## **Personal Spending Money**

We recommend that students have 500,000 to 700,000 KRW (approximately 600 US dollars) 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 220V, 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



## **Mobile SIM cards**

Free Wi-Fi is provided in all the buildings within the Sejong University campus. **However, because of the COVID-19 situation, we highly recommend for you to purchase SIM card before your arrival.** When you enter Korea, you should must undergo mandatory self-quarantine for 14 days. During the quarantine, you will be contacting with an officer from the local clinic with your Korean number. Also, even when you order a food delivery during the quarantine, your local number will be required. If you purchase a SIM card, you can purchase them online beforehand and pick them up at the airport, or you can purchase them directly after you arrive at the airport.

### 1. Online purchase (pick up at airport terminal)

There's a variety of SIM card providers online. I have found a blogpost that might help you with purchasing the best pre-paid SIM card plan that suits your requirements. (Link to blog [CLICK HERE](#))

After you purchase your SIM card online, you can choose the pick-up point. (Terminal 1 or 2). Before you select the terminal number, please check which terminal you land. (Terminal 1 and 2 is far apart)

**\*\*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)**

## **IV. VISA / Post-Arrival Information.**

### **Student VISA (D-2)**

- In order to study in South Korea, you will need a student visa (type: D-2-6), 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**

Offline orientation is not planned under the current COVID-19 situation. All the important announcements will be directed by email. **Please be sure to submit correct email address when applying, also please check your email regularly to not to miss any important notices.** Also, we have found that some university emails are blocking [exchange@sejong.ac.kr](mailto:exchange@sejong.ac.kr) as its own spam blocking system. Please be sure to include [exchange@sejong.ac.kr](mailto:exchange@sejong.ac.kr) on your whitelist. If you are not able to receive emails from [exchange@sejong.ac.kr](mailto:exchange@sejong.ac.kr), you can change your default email address when you have entered during your application.

## 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. This procedure will be guided by our partner, KISF(The Korea Immigration Service Foundation) Visa Agency.

\*\* Failure to do so may result in compulsory eviction from the Republic of Korea, subject to imprisonment for up to one year or fines of up to 10 million won (Article 46 Paragraph 1 Subparagraph 12 and Article 95 Subparagraph 7 of the Immigration Act. This would be the one of most important thing you should do after your arrival, so please carefully check your email when there is notice for Alien Registration.

The required documents include:

1. 2 photos (3x4cm, white background only)
2. Passport Copy
3. Korean Visa
4. Certificate of Enrollment (printable in B1 of Student Union Building)
5. Proof of Residence (will be issued by the Dormitory Department)
6. Application fee (41,000 KRW)

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

**\* You should also register your fingerprint after the application to complete alien registration process.**

Inquiries: KISF(The Korea Immigration Service Foundation)

- Tel: +82-2-2643-0810

- E-mail: kisfvisa@naver.com

## 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). Also, you can use your android smartphone as your student ID card using NFC tag. In this case, you won't need physical student ID card.

## V. National Health Insurance

International students staying in Korea are subject to a mandatory subscription to National health insurance as of March 1<sup>st</sup>, 2021

### Insurance Benefits

- (The same benefits as the Korean citizens) Various benefits are available, including dental and oriental medical treatment, health checkups, and pregnancy and childbirth-related medical expenses (National Haengbok Card)
- ※ The above is inapplicable to non-covered items, such as treatment for diseases that do not affect work or daily life (example: plastic surgery).

※ (Co-payment Rate) A person who receives medical care benefits bears part of the medical expenses as below.

- Outpatient Medical Services: 30%–60% of the NHI, covering expenses (varies by medical care institution type and area)
- Hospitalization Expenses: 20%

- ※ (General Health Checkups) For office worker, general health checkups are available biannually depending on your year of birth(Annually for non-office worker). For example, those born in an odd year can receive a general health checkup in 2021.

### Monthly Installment

- Monthly installment for international students for 2021: KRW 39,540
- (Due Date) Installment for each month is due by the 25<sup>th</sup> of the current month (prepayment)
- Installment for April 2021 -> payable by March 25, 2021 (billed around the 10<sup>th</sup> of each month)
- Method: Automatic transfer (from your bank account or credit card), website, NHIS branch office, bank
- You can apply for electronic billing, Automatic Transfer or Registering a Refund Account by calling or visiting the website for NHIS branch office.

## **Enrollment Procedure**

- No action is required from students, as they are automatically subscribed to health insurance by the NHIS.
- An NHI Card and Subscription Guide are sent to your residential address in Korea.


※ Nevertheless, if you fall under the following case, you must visit the nearest NHIS branch office.

(Visit the designated NHIS Center for Foreign Residents having jurisdiction over your residential address if you reside in Seoul, Gyeonggi-do, or Incheon and you:)

- Wish to pay contributions for your family as a group (including your spouse and minor children);
- Are an overseas Korean or international student (F-4 Visa holder) studying in Korea; or,
- Wish to report changes, such as the place of residence, passport number, or visa.

※ If you receive medical coverage equivalent to medical care benefits (Article 41 of the National Health Insurance Act) by foreign laws, from foreign insurance, or under the contract with your employer, you may apply for exemption from the subscription.

- **(Services available)** Eligibility management, such as acquiring or changing entitlement as a self-employed insured or a dependent of an employee insured, insurance contributions payment.
- **(Target Users)** Foreigners and overseas Koreans residing in the following areas shall contact the corresponding center as below.

Center Name	Jurisdiction Area	Center Information
Seoul Center	Seoul	
Ansan Center	Ansan, Siheung, Gunpo	
Suwon Center	Suwon, Yongin, Hwaseong, Osan, Seongnam	
Incheon Center	Incheon, Bucheon, Gimpo, Gwangmyeong	
Uijeongbu Center	Uijeongbu, Namyangju, Gapyeong, Pocheon, Dongducheon, Yeoncheon, Yangju, Guri, Goyang, Paju	

※ Visit your nearest NHIS branch office if you reside outside the above areas.

Inquiries: National Health Insurance Service

- Tel: 1577-1000 or 033-811-2000 (Service hours: 9:00 am to 6:00 pm on weekdays)

## VI. Accommodation.

### Living on Campus

- **All exchange students can 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 Click	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 ▼ 02 ▼				
※ 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 *Religion will be used only for the reference in assigning rooms.	Buddhist ▼				

- In the International Student Dormitory (*the Gwang Gae To Building* on the 13<sup>th</sup> and 14<sup>th</sup> 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

➤ Campus map (Click image for detailed map)



➤ 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 (approx 1 US dollar) per load.

Please be advised that due to the dormitory operation policy, dormitory fees will not be adjusted according to your actual length of stay. (You will be requested to pay the same fees when you check in late after the semester begins).

## Campus Dormitory



Desk, chair and locker



Bunk bed



Bathroom



Laundry Room



Kitchenette



Meeting Room