

# **KU EXCHANGE STUDENT PROGRAM APPLICATION GUIDELINES SPRING 2015**



**CENTER FOR INT'L FACULTY AND STUDENT SERVICES  
OFFICE OF INTERNATIONAL AFFAIRS  
KONKUK UNIVERSITY  
SEOUL KOREA**

## I. PROGRAM OUTLINE

CATEGORY	NOTES
HOST INSTITUTION	Konkuk University, Seoul Korea
NAME OF PROGRAM	KU Exchange Student Program (Undergraduate)
PROGRAM OPERATION	Center for Int'l Faculty and Student Services, Office of International Affairs
PROGRAM LENGTH	One Semester or One Academic Year (depending on mutual agreement)
ACCEPTANCE CONDITION	Only upon nomination by KU Partners
PARTICIPANT BENEFIT	100% KU Tuition Waiver Acquisition of Academic Course Credits up to 17~18 per semester Korean Language Class for Beginners Korean Cultural Programs Korean Movie Night KU Buddy Support
PROGRAM MANAGEMENT	Mr. Minyoung HAN (KU Exchange Student Program Coordinator) e-Mail Address: <a href="mailto:myhan81@konkuk.ac.kr">myhan81@konkuk.ac.kr</a> Office Number: +82-2-2049-6201

## II. PROGRAM SCHEDULE

DATE	SCHEDULE
OCT 13 <sup>th</sup> ~ NOV 14 <sup>th</sup> , 2014	『Program Application and Required Documents』 Submission
NOV 17 <sup>th</sup> ~ NOV 28 <sup>th</sup> , 2014	Application Screening Process
~ DEC 01 <sup>st</sup> , 2014	Successful Applicants Announcement
~ DEC 12 <sup>th</sup> , 2014	『Program Acceptance Letter Packet』 Receiving
~ JAN 23 <sup>rd</sup> , 2015	Korean Study Abroad VISA(D-2-6) Application and Issuance Flight Schedule Arrangement
TBA	『Early Course Registration Form』 Submission
FEB 23 <sup>rd</sup> ~ FEB 25 <sup>th</sup> , 2015	Arrival at Konkuk University, Seoul Korea (Dormitory Check-in)
FEB 26 <sup>th</sup> , 2015	Welcome Orientation Session
FEB 27 <sup>th</sup> , 2015	Course Registration
MAR 02 <sup>nd</sup> ~ JUN 19 <sup>th</sup> , 2015	Spring Semester 2015 (16 weeks)
JUN 20 <sup>th</sup> ~ JUN 21 <sup>st</sup> , 2015	Dormitory Check-out

\*TBA=To Be Announced

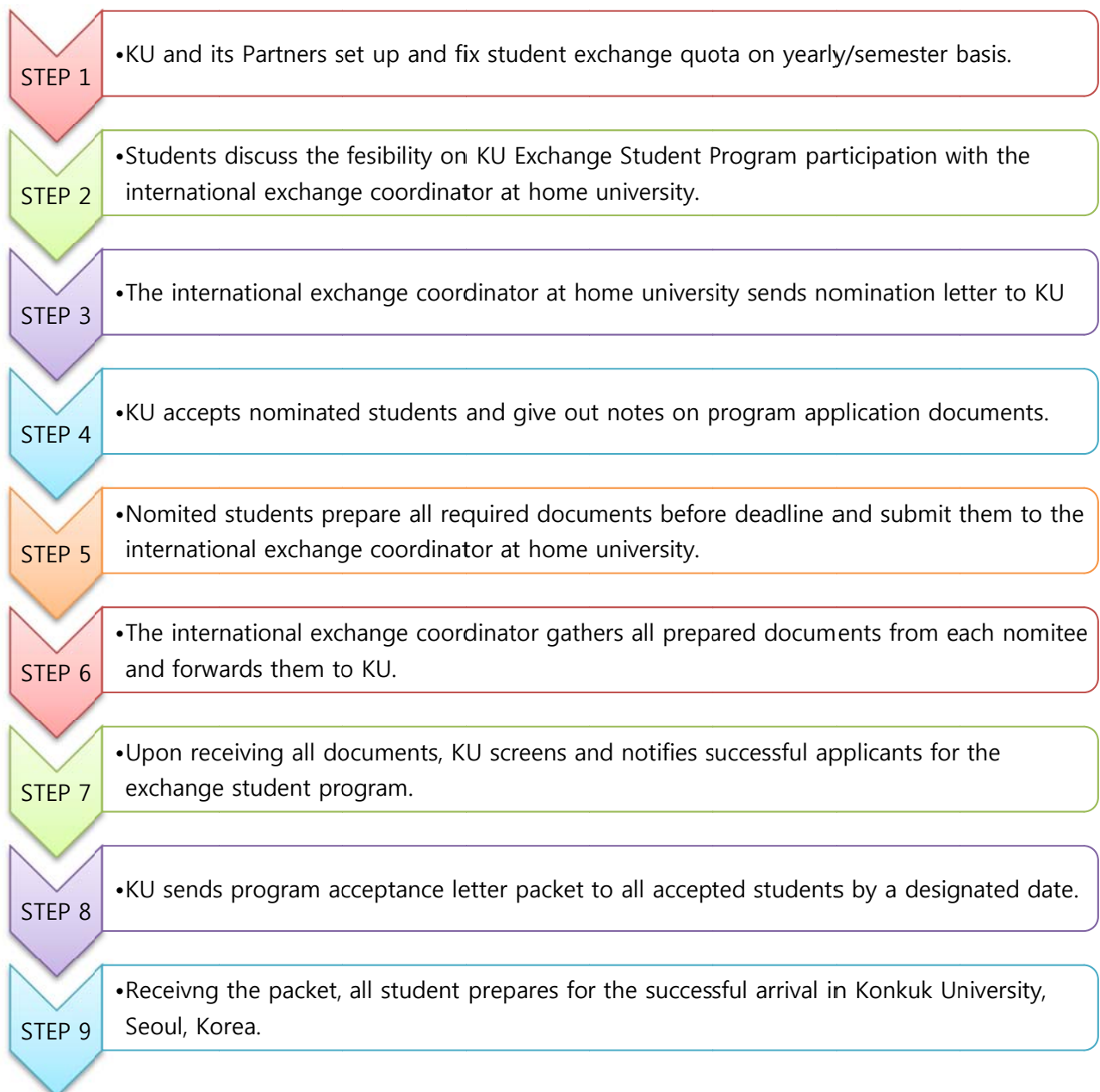
\*This schedule is fixed and may subject to change upon prior notice in writing.

### III. QUALIFICATIONS

KU Exchange Student Program participant must meet all following qualifications:

- A. foreign national who does not possess Korean citizenship
- B. full-time enrolled student officially selected and nominated by KU Partner
- C. successful completion of at least one semester at home university
- D. certain level of English or Korean language proficiencies enough to survive in the program
- E. passport holder who can obtain Korean VISA without any limitations or restrictions
- F. physically healthy with no serious illness or injury

### IV. APPLICATION PROCEDURES



## V. ACADEMIC AREAS AND MAJORS

COLLEGE		DEPARTMENT(MAJOR)	SPECIALIZATION
Liberal Arts	LA	Korean Language and Literature	
		English Language and Literature	
		Chinese Language and Literature	
		Philosophy	
		History	
		Media and Communication	
		Digital Culture and Contents	
Sciences	SC	Mathematics	
		Physics	Physics, Quantum Phases and Devices
		Chemistry	
		Geography	
Architecture	AR	Architecture	Architectural Design, Architectural Engineering, Housing Environment
Engineering	EN	Civil Engineering	
		Environmental Engineering	
		Mechanical Engineering	Mechanical Engineering, Mechanical Design and Production Engineering
		Aerospace Information Engineering	
		Electrical Engineering	
		Materials Chemistry and Engineering	
		Chemical Engineering	
		Biological Engineering	
		Organic and Nano System Engineering	
		Industrial Engineering	
Information and Communications	IC	Internet and Multimedia Engineering	Internet, Multimedia
		Computer Science and Engineering	Computer System, Software
		Electronics Engineering	
Political Science	PS	Political Science and Public Administration	Political Science, Public Administration, Real Estate Studies
Commerce and Economics	CE	Commerce and Economics	Economics, International Trade, Consumer Information Science, Applied Statistics
Business Administration	BA	Business Administration	Business Administration, Management Information Systems
		Management of Technology	
Animal Bioscience and Technology	AB	Animal Biotechnology	
		Food Science and Biotechnology of Animal Resources	
		Animal Science and Technology	
		Bioindustrial Technologies	
Life and Environmental Sciences	LE	Applied Bioscience	
		Bioresources and Food Science	
		Civil and Environmental System Engineering	
		Environmental Health Science	
		Environmental Planning	
Bioscience and Biotechnology	BB	Biological Sciences	Biological Sciences
		Specialized Studies	Systems Biotechnology, Convergence Biotechnology
Art and Design	AD	Design	Communication Design
			Industrial Design
			Apparel Design
			Textile Design
		Art	Contemporary Arts
			Moving Image

## VI. REQUIRED DOCUMENTS

NO.	NAME OF DOCUMENT	PREPARATION FORM	
1	<b>Signed</b> Application Form (with a photo attached)	KU ESP FORM 101	REQUIRED
2	Statement of Purpose	KU ESP FORM 102	
3	Academic Transcript officially issued by Home University	1 Original in English	
4	Certificate of Enrollment officially issued by Home University	1 Original in English	
5	Personal profile page of your Passport	1 Copy	
6	Recent color photo (3.5cm x 4.5cm) <b>on white background</b>	2 Original Photos	
7	Dormitory Application Form (dorm applicants only)	KU ESP FORM 103A	OPTIONAL
8	Health Examination Form (dorm applicants only)	KU ESP FORM 103B	

## VII. FURTHER PREPARATION GUIDANCE

NO.	DIRECTIONS AND IMPORTANT NOTES
1	Type in and complete all required section on the application form. Handwriting is not permitted. Fill in the Desired List of Courses section upon referring to KU Courses in English Spring 2014. Upon completion, print out the application form, attach your recent photo, and sign it afterwards.
2	Briefly state on your personal history and your study plan at Konkuk University. Handwriting is not permitted. Upon completion, print out the statement of purpose form and sign it afterwards.
3	Prepare Academic Transcript in English issued by Academic Division at your Home University
4	Prepare Certificate of Enrollment in English issued by Academic Division at your Home University
5	Prepare one photocopy of your passport on the personal profile page. From now, there must be at least 18 months of remaining days before the passport expiration date. KU cannot authorize Exchange Student Program participation for the invalid passport holders.
6	The color photo must be of your face, front view, on white background taken within 6 months. The size of the photo should be exactly 3.5cm by 4.5cm, otherwise it will not be considered valid. The photos are important and will be used for Alien Registration and Student ID Card issuance. On the back of each photo, attach a Post-it with your name stated as shown on your passport.
7	Type in and complete all required sections on the application form. Handwriting is not permitted. Carefully read through the conditions of the contract and payment. Upon agreement and completion, print out the application form and sign it afterwards.
8	This is a new requirement for all dormitory applicants, effective from Spring Semester 2015. All dormitory applicants must complete the form with the help of a clinician in your home country. If the deadline is too tight, this document can be submitted later upon prior arrangement in writing.

## VIII. WHEN DOCUMENTS ARE READY

CATEGORY	WHAT TO DO	DEADLINE
Applicants without dormitory application	Submit required documents NO.1~6 to your international exchange coordinator at home university.	NOV 14 <sup>th</sup> , 2014
Applicants with dormitory application	Submit required documents NO.1~8 to your international exchange coordinator at home university.	

\*All documents should be prepared and organized in order and submitted to your international exchange coordinator in one single packet to avoid any disorganization of your documents.

\*It is strongly recommended to submit documents as early as possible. (e-mail application not accepted)

## IX. SUCCESSFUL APPLICANTS

### All successful applicants for KU Exchange Student Program:

- A. will receive program acceptance letter packet that KU forwards through the international exchange coordinator which will help prepare for successful arrival in KU.
- B. have to apply for Korean Study Abroad VISA(D-2-6) through nearest Korean Embassy or Korean Consulate General in home country.

#### **[IMPORTANT]**

\*Korean Study Abroad VISA is simply coded as D-2 and depending the type of student status, it is further categorized as, for instance, D-2-2(Undergraduate Program), D-2-3(Graduate Program, MA/MSc), D-2-4(Graduate Program, Ph.D.), and D-2-6(Exchange Student Program).

\*It is really important to know what type of Korean Study Abroad VISA is required and how to prepare for relevant supporting documents for that specific type of visa application.

\*Korean Study Abroad VISA application and issuance may take weeks and it is strongly advised to proceed with the visa application in the earliest manner possible.

\*KU does not guarantee 100% visa issuance for the program participants since the authority to issue such visa is solely on the Korean Embassy or Korean Consulate General located overseas.

\*Please contact the nearest Korean Embassy or Korean Consulate General in advance to avoid any confusion before proceeding with the visa application.

- C. have to arrange flight schedules to Seoul, Korea.

#### **[NOTES]**

\*It is recommended to book a flight after receiving program acceptance letter packet from KU and make the payment upon successfully receiving Korean Study Abroad VISA.

\*Arrival dates may differ by students, however all program participants are strongly recommended to arrange flight schedules not to miss the Welcome Orientation Session on FEB 26th, 2015.

\*All dormitory applicants must arrange their arrival on FEB 23<sup>rd</sup> ~ FEB 25<sup>th</sup>, 2015, preferably during daytime, since the dormitory check-in dates are fixed.

- D. will have the opportunity for Early Course Registration.

#### **[NOTES]**

\*Early Course Registration will likely take place in the last week of JAN 2015 and details on how to proceed with it will be released around that time.

\*Full list of courses for Spring Semester 2015 will also be introduced.

- E. have to submit Arrival Information Form before departure.

**[NOTES]**

- \*After fine-tuning the flight schedules, all exchange students have to submit arrival information form to Konkuk University at [ku-exchange@konkuk.ac.kr](mailto:ku-exchange@konkuk.ac.kr) by JAN 23<sup>rd</sup>, 2015.
- \*The above information will be used to prepare for the welcome orientation session, dormitory settlement, a set of aid programs on the first day of arrival, so please make sure not to miss it.
- \*Starting from Spring Semester 2015, KU will not provide free airport pick-up assistance and exchange students have to arrange their way to Konkuk University by themselves.
- \*Instead, KU will introduce a professional airport pick-up service provider and send the related information to all exchange students sometime in JAN 2015.

- F. have to purchase Overseas Health Insurance that covers the whole exchange student program participation period.

**[NOTES]**

- \*It is recommended to buy overseas health insurance in home country before departure since it covers the whole period including flights, however exchange students can buy health insurance at KU after arrival. (costs about KRW 70,000 for 6 months/may vary depending on age)
- \*All exchange students are required to submit a copy of overseas health insurance to KU at the welcome orientation session.

## X. WELCOME ORIENTATION SESSION

DATE AND TIME	VENUE	CONTENTS
FEB 26 <sup>th</sup> , 2015 13:00 ~ 17:00 (tentative)	TBA	About Konkuk University and Office of International Affairs KU Exchange Student Program Overview Academic Regulations Course Registration Life on Campus and Living in Korea Some Important Paperwork Campus Tour

## XI. KU BUDDY PROGRAM

Not all exchange students are matched up with KU Buddies:

- A. Buddy Program is an exclusive addition to KU Exchange Student Program and is designed for new exchange students to ensure smooth settlement on campus.
- B. Basically one exchange student will be matched up with one local undergraduate student at Konkuk University and from academic to non-academic to culture experience to language exchange, students can build camaraderie amongst themselves throughout the semester.
- C. Depending on the number applicants on both sides and the preferences of applicants, KU Buddy match-up can be, at times, limited.
- D. When all match-up process is completed, the assigned buddy will contact each exchange students via e-mail in FEB 2015 expectedly.

## XII. WEB RESOURCES

KU is currently reorganizing its web resources to add more convenience, but in the meantime please use the following links to familiarize with KU and its program:

CATEGORY	WEB LINKS
KU English Homepage	<a href="http://eng.konkuk.ac.kr">http://eng.konkuk.ac.kr</a>
KU HANDBOOK 2014	<a href="http://www.konkuk.ac.kr/eng/files/KU_HANDBOOK(13th_Edition).pdf">http://www.konkuk.ac.kr/eng/files/KU_HANDBOOK(13th_Edition).pdf</a>
FACEBOOK (new)	To be launched in the year 2015
WORDPRESS (new)	To be launched in the year 2015

## XIII. POINT OF CONTACT

CATEGORY	NOTES
GENERAL INQUIRIES	<a href="mailto:ku-exchange@konkuk.ac.kr">ku-exchange@konkuk.ac.kr</a> (Undergraduate)
OFFICE CONTACTS	Center for International Faculty and Student Services Office of International Affairs Konkuk University 120 Neungdong-ro, Gwangjin-gu Seoul 143-701, Korea TEL: +82-2-2049-6201 FAX: +82-2-2049-6214

\*Please contact the Office of Graduate School for more details on graduate school student exchanges.