

Exchange Student Admissions Guidelines (Undergraduate)

(Fall Semester 2014)

交换生入学指南(本科)

(2014年秋季学期)



Center for International Faculty and Student Services

Office of International Affairs (OIA)

Konkuk University

Seoul, South Korea

韩国 建国大学

首尔校区

国际处 国际文化交流中心

[Notes] [注意]

These guidelines apply to the foreign students who desire to study as exchange students during the fall semester of 2014 at the undergraduate level of the Seoul Campus of Konkuk University, Seoul, South Korea.

本指南的内容仅适用于2014年秋季学期来建国大学（首尔校区）学习的外国本科交换生。
负责交换生项目的老师须要仔细阅读本入学指南，
并将此指南转发给学生以便学生也可熟知这些内容。

In these guidelines, “Konkuk” refers to Konkuk University, and “Korea” refers to South Korea unless specified otherwise.

※ Reminders for Chinese Students (请中国大陆学生特别留意)

韩国相关法律有所修改：自2010年3月1日起，以交换生的身份来韩国的中国大陆学生，不再需要申请返签号。因此，不需要提交 户口本、亲属关系证明、银行存款证明等有关申请返签号的材料。

想必各位同学也知道，大家将申请的就是 2014 年秋季学期交换生项目，而不是韩国语语言研修课程。

1. 所谓的交换生是指，在建国大学学习的一或两个学期中学习与本专业相关的课程；并可在原学校认定在建大取得的学分的学生。
2. 由于各位是交换生，所以来建大之前，在中国当地无需向建国大学缴纳任何费用。
 - 交换生，在建国大学不需缴纳任何学费；
 - 建国大学绝对不要求中国大学缴纳任何手续费；
 - 交换生仅需承担宿舍费、生活费、教材费等， 韩国入境之前不需要向建大缴纳任何费用。
3. 请勿通过任何留学中介办理出国手续。
(须交材料一律提交给中国所属大学里负责交换生项目的老师。)
4. 各位同学在原中国大学缴纳学费后，将在建国大学完成2014年秋季学期或者2014年秋·2015年春季学期的正规课程且取得学分。等学生回到原中国大学，中国大学会认定学生在建大取得的学分。
5. 建国大学的交换生必须要上1~2门的正规课程（包括已经修满毕业学分的学生）。
 - 所有交换生可以选择自己所要的任何课程。
 - 即便修满毕业学分，所有交换生必须要选1~2门以上的课程。之所以设这样的规定，是因为建大有义务将各位同学所取得的学分提交给首尔出入境管理处，而且这正是进行交换生项目的宗旨所在。
另外，建大为了外国交换生开设了晚间韩国语课程(一周两次)。该课程是3学分的正规课程。
6. 如有不遵守以上事项的交换生，有可能被取消交换生的资格。建大对由此发生的后果负任何责任。

更详细的信息请参照入学指南和KU HANDBOOK,
http://www.konkuk.ac.kr/eng/jsp/Admissions/admi_031100.jsp
将在本校新生说明会上会再次详细的说明。

I. Qualifications (报名资格)

You must meet the following criteria to apply for the exchange student program with Konkuk.

1. You are a foreign national (of foreign nationality).
2. You were officially selected by your home university for this program.
3. You must have a decent command of English or Korean.
4. You finished at least one semester at your home university.
5. You must be a full-time regular student enrolled at your home university and remain so during your exchange study at Konkuk.
6. You have not broken any laws of Korea before, including illegal stay.
7. You do not have any serious illness or injury.
8. Students from mainland China must meet the following criteria as well.
(除1、2、3、4、5、6、7外, 中国大陆学生还必须满足以下两个条件:)
 - 必须为中国教育部认证的4年制正规大学在读生。
 - 必须为4年制的本科生(专科学校学生不可申请)。

II. Upcoming Schedule (日程安排)

Order	What to Do	When	Where
1	Apply (send application documents)	By 23 May '14	OIA
2	Receive Certificate of Admission	Early Jun. '14	OIA
3	Apply for visa	Early Jun. '14	Korean consulate
4	Pick up visa	Mid Jun. '14	Korean consulate
5	Reserve (purchase) plane ticket	Mid Jun. '14	Travel agency
6	Notify arrival date and time (send Flight Information Form)	Mid~late Jul. '14	OIA
7	Arrival in Korea (Official arrival [airport pick-up, dormitory check-in] dates)	25~26 Aug. '14	Airport pick-up 09:00 a.m.~16:00 p.m.
8	Thereafter	27 Aug. '14~	Dormitory check-in Not available
9	Arrival (welcome) orientation	10:00 a.m., 27 Aug. '14	Mandatory Details TBA
10	Class registration	28~29 Aug. '14 & 1~5 Sept. '14	Mandatory Details TBA
11	Start of Fall Semester '14	01 Sept. '14	
12	Mid-term exams	20~24 Oct. '14	
13	Final exams	15~19 Dec. '14	
14	Regular dormitory check-out	20~21 Dec. '14	
15	Winter vacation	20 Dec. '14~01 Mar. '15	
16	End of Fall Semester '14	01 Mar. '15	
17	Start of Spring Semester '15	02 Mar. '15	

[Notes]

- This schedule will apply to everyone who applies for the exchange student program.
- The undecided details in this schedule will be finalized and disseminated in due course.

III. Required Documents (须交材料)

1. One original of the Exchange Student Program Application Form (with a photo)
交换生项目申请表 (附照片) (原件, 一份)
2. One original of your certificate of enrollment
在读证明 (原件, 一份)
3. One original of your academic transcript (in English or Korean only)
成绩单 (英文版或韩文版) (原件, 一份)
4. One original of your statement of purpose
学习计划书 (原件, 一份)
5. One original of the letter of recommendation
教授推荐书 (原件, 一份)
6. One original of the statement of insurance
海外保险参保确认书 (原件, 一份)
7. One copy of your passport
护照首页 (复印件, 一份)
8. One copy of your Chinese citizen ID card (Chinese students only)
居民身份证 (复印件, 一份)
9. Two original color head-shot photos (3.5x4.5cm)
彩色免冠证明照2张 (3.5x4.5cm)
10. One original of the Flight Information Form (to be submitted in July)
航班信息表 (原件, 一份) (办好签证以后, 将在七月份通过E-Mail提交)

IV. Guide to the Required Documents (提交材料时注意事项)

1. Exchange Student Program Application Form (mandatory)

- If you want a Korean student mentor or to live in the dormitory, you must fill the check box in the form.
- See p. 125 in the KU HANDBOOK for more details on the mentoring program.
- See pp. 175~183 in the KU HANDBOOK for more details on the dormitory.

2. Certificate of enrollment (mandatory)

- A certificate issued by your home university coordinator proving that you are currently enrolled at your home university, and will remain so during your study at Konkuk.

3. Academic transcript (mandatory)

- The latest version of your official academic transcript issued by your home university.

4. Statement of purpose (mandatory)

- A brief statement on your study plan, objective etc.

5. Letter of recommendation (mandatory)

- A letter that your professor wrote and signed.

6. Statement of insurance (mandatory)

- A statement issued by your home university coordinator proving that you bought valid overseas health insurance covering the full period of your exchange study at Konkuk.

7. Passport (mandatory)

- A copy of the first page of your passport containing your personal information.
- Your passport must have at least one and a half years left until the expiry (expiration) date.
- If you do not have a valid passport now, apply for it immediately. Without valid passport information, the Korean government's online system does not allow the OIA to issue a certificate of admission. 如果没有护照请立即申请。若护照有效期已过请立即申请新的护照。如果韩国政府的电脑系统里无法查询你的有效的护照信息, 将不能发行入学许可书。

8. Chinese citizen ID card (Chinese students only)

- A copy of your valid Chinese citizen ID card.

9. Photos (mandatory)

- Two original color head-shot photos recently taken at a photo studio (3.5x4.5cm).
(中国学生: 绝对不能使用红色, 蓝色背景。)
- Do not submit black-and-white / home computer-printed / photo booth versions.
- On the back of the photos, attach a **Post-it** indicating your passport name in English.

10. Flight Information Form (mandatory) (to be submitted in July)

- Send this form after obtaining an exchange student visa and reserving a plane ticket.
- This form is posted on the English website of Konkuk. You should submit this form by mid July 2014.
- Whether or not you want airport pick-up, will live in the dormitory or off campus, and regardless of when you arrive in Korea, you must submit this form.

[Notes for students] (学生注意事项)

Upon being selected by your home university, please:

1. Go to http://www.konkuk.ac.kr/eng/jsp/Admissions/admi_030800.jsp to learn about the exchange student program, and to read the sub-menus particularly the HANDBOOK 2014 (13th Edition).
2. Download the required forms at http://www.konkuk.ac.kr/eng/jsp/Admissions/admi_030909.jsp.
3. Computer type (Do not handwrite) the forms in English, print them and handwrite your signature where necessary. (Fill out all relevant boxes on the forms. Do not delete any boxes on the forms.)
4. Send the application documents—through your home university’s international coordinator—via postal mail or an express courier like *DHL* to the following address by no later than **23 May 2014:**

Mr. Jung Woo-young
Center for International Faculty and Student Services
Office of International Affairs (OIA)
Room # 103, International House
Konkuk University
120 Neungdong-ro, Gwangjin-gu, Seoul, South Korea (Zip code: 143-701)
Tel: 82-2-2049-6201

5. Do not fax the documents and the materials to the OIA.

[Notes for international coordinators] (负责老师注意事项)

Upon selecting qualified students, international coordinators of partner universities are kindly asked to:

1. Fill out the Exchange Student Nomination Form (available at http://www.konkuk.ac.kr/eng/jsp/Admissions/admi_030909.jsp) and e-mail it to OIA at ku-exchange@konkuk.ac.kr before submitting the application documents via postal mail or courier.
2. Collect the application documents of their students and review them before sending them in a single package with a cover letter signed by the coordinators themselves.
3. Send the already prepared documents first, if a certain document is not prepared. Then, send—by the deadline—the unprepared document immediately after it is prepared. The longer you hold on to the documents, the longer the whole process will take.

V. Proficiency in English or Korean (英语或韩语能力要求)

Even if you learn Korean at Konkuk, your Korean proficiency will not improve drastically enough for you to understand classes taught in Korean. You are to attend either classes taught in English, or those taught in Korean if you speak Korean as fluently as native Koreans do.

Although you are not required to submit a copy of your English test score to Konkuk, you must

have a decent command of English or Korean, before you come to Konkuk. Otherwise, you will experience extreme difficulty here at Konkuk.

Please be aware of that all the important notices and instructions—oral and written—from the OIA will be given only in English before and throughout your study at Konkuk. 外国交换生来建国大学之前和在建国大学学习期间国际处所有口头及书面通知全部用英文。

An exchange student is not a Korean language trainee. Korean language training should not be your top priority—it is something you learn additionally.

VI. KU HANDBOOK (建国大学师生手册)

The KU HANDBOOK 2014 (13th Edition) contains information about daily life at Konkuk. It explains about campus facilities, the dormitory, how to register for classes, and more.

Please be sure to read the handbook cover to cover before you fill out any forms and while you prepare to leave for Konkuk. The OIA will not be held accountable for any trouble resulting from your failure to read the handbook and instructions included therein.

If there are any differences between the admissions guidelines and the KU HANDBOOK, please follow the guidelines, until the next edition of the handbook becomes available. But such differences should be very slight.

VII. If You Are a Senior at Home Univ. (原所属大学4年级生须知)

You are advised not to spend your graduation semester (last semester before graduation from your home university) at Konkuk, because;

- You have to leave Konkuk in the middle of your study to attend to personal matters (a graduation thesis etc.) back home, stay there for several weeks and return to Konkuk.
- At Konkuk, you attend no classes whatsoever, and focus on your personal interests on and off campus. This is because before coming to Konkuk, you usually obtained all the credits you need to graduate from your home university.

This is not advisable not only from an academic standpoint, but also from the visa and immigration standpoint. Please make sure that you spend your graduation semester at your home university—not at Konkuk.

VIII. If You Are a Graduate Student at Home Univ. (原所属大学研究生须知)

If you are a graduate student at your home university, you should study at the graduate level at Konkuk as an exchange student. Likewise, if you are an undergraduate at home, you should study at the undergraduate level at Konkuk.

For information on the exchange student admissions at the graduate level, please contact **Ms. Cho Ju-yon at juyoncho@konkuk.ac.kr (+82-2-450-3263) of the Graduate School Office.**

(The OIA has nothing to do with the admissions process of the graduate schools of Konkuk. 建国大学研究生院交换学生入学相关事宜与建国大学国际处无关。)

At this point, however, studying at the graduate schools of Konkuk as an exchange student can be extremely challenging, as the classes taught in English at the graduate level are few.

Even if you are a graduate student at home, you may study at the undergraduate level at Konkuk as an exchange student—if your home university officially approves of this arrangement (for example, transfer of the credits that you obtain at Konkuk), and you agree. While studying (belonging to) at the undergraduate level of Konkuk, you can attend only undergraduate classes.

You can choose to attend any undergraduate classes offered for any school year—freshmen, sophomores, juniors and seniors—if your home university and you are okay with them, and the Konkuk instructors of these classes allow you to attend them. But undergraduate classes should be relatively easy (irrelevant) for you. This means that some undergraduate classes will not be as academically fulfilling as you might expect them to be.

While studying at the undergraduate level, you can explore the possibility of auditing graduate classes, if your home university officially approves of this arrangement, and the Konkuk instructors of those graduate classes agree. But your performance in such classes will not be indicated on your Konkuk transcript, which will only show your grades for your undergraduate classes. In this case, you may ask your graduate instructors of Konkuk to write a special letter indicating specifically your class performances and their evaluation of your performances.

IX. Certificate of Admission (入学许可书)

Submitted application documents will be screened by the OIA. (Submission does not automatically mean admission, however.) In the process, the OIA could ask you questions via e-mail, or ask you to submit additional documents.

Upon screening your application documents, the OIA will issue an original certificate of admission through the Korean government's online system, and an original copy of Konkuk's certificate for business registration (营业执照). Then, it will send these certificates to the international coordinator of your home university (not to you)—sometime in early or mid June 2014—by the fastest means of delivery, such as *DHL* and *UPS*.

Unless there are really extraordinary circumstances, a certificate of admission will be issued, as Konkuk respects the student selection decisions made by its partner universities. (Without valid passport information, the Korean government's online system does not allow the OIA to issue a certificate of admission. 如果没有护照请立即申请。若护照有效期已过请立即申请新的护照。如果韩国政府的电脑系统里无法查询你的有效的护照信息，将不能发行入学许可书。)

The OIA will send the certificates to the international coordinators of its partner universities at the same time—in early or mid June 2014. Please understand that it is very difficult for the OIA to send the certificates individually to different partners at different times—due to its internal approval procedure, and the number of its partners, which reaches nearly 70.

Still, the OIA will do its best to send the certificates asap—earlier than beginning or mid June 2014. Your patience is highly appreciated. Your certificate of admission will be issued only once.

X. Visa (签证)

Upon obtaining your certificate of admission and an original copy of Konkuk's certificate for business registration (Even without a red stamp, this copy is regarded as original.) from your international coordinator, you must visit—at the earliest date possible—the nearest Korean consulate with the certificate of admission and other documents required by the consulate to obtain a student visa (a D-2-6 visa, which is for foreign exchange students).

As the business registration certificate indicates, the business registration number of Konkuk is **207-82-00062**. You might need this number to apply for a visa.

When it comes to the issuance of visas, Konkuk cannot make a 100%-guarantee. Also, exchange students do not need visa issuance approval numbers (返签号).

After you receive a visa, open the visa page of your passport and make sure that the status is D26. Otherwise, ask the consulate to revise. Once you obtained a visa, you do not need the original certificate of admission any longer.

For more details on visa matters, inquire the nearest Korean consulate, or see pp. 32~35 in the KU HANDBOOK.

XI. Arrival in Korea & Airport Pick-up (入境及接机)

Upon obtaining the visa, you must reserve a plane ticket to fly to Korea. Due to the high prices of a plane ticket and other reasons, you might be desperate to buy a plane ticket asap. **But please do not buy a plane ticket until you receive your certificate of admission and an exchange student visa.** 在没有收到入学许可书及签证的情况下，不要先买飞机票。

Technically speaking, there is no guarantee that a visa will be issued. (In reality, though,

exchange students are rarely denied a visa.)

Please send this form after obtaining an exchange student visa and reserving a plane ticket by the designated date in mid or late June 2014.

1) If you will live in the dormitory (如果你想居住在学校宿舍)

If you will live in the dormitory, you must arrive at the airport **between 09:00 a.m.~ 16:00 p.m. on the official arrival dates designated by the OIA**, to be picked up at the airport. Outside this time range, airport pick-up will not be provided.

You are strongly advised to be picked up at the airport. You will be picked up at Incheon International Airport by Konkuk students, and escorted to the dormitory for check-in. Unless you speak perfect Korean or have a Korean friend, please get picked up at the airport. (The airport pick-up will be available at Incheon International Airport only—not at Gimpo International Airport.)

The official arrival (airport pick-up) dates designated by the OIA are the dormitory check-in dates set by the dormitory office. (Check-in is not allowed before and after these dates.)

The Flight Information Form you submit will be used to prepare airport pick-up. It is best to arrive on the same airplane as your friends from the same university.

If you have friends or relatives living in Korea who can pick you up at the airport, you can choose to arrive in the country before or after the official arrival dates designated by the OIA. But you must arrive in the country in time to attend the mandatory arrival orientation for new foreign exchange students.

2) If you will live off campus (如果你想在校外住宿)

If you will live off campus, you do not have to arrive at the airport on the official arrival dates designated by the OIA. Of course, if you want airport pick-up, you can receive it. But in this case, you must arrive on the official arrival dates.

As you will not live in the dormitory, you can arrive in Korea any time after you obtain a student visa. I suggest that you arrive in the country asap, so that you can have enough time to look for housing off campus. Still, you must arrive in the country in time to attend the mandatory arrival orientation for new foreign exchange students.

XII. Insurance (保險)

You must purchase overseas health insurance before coming to Korea. Contact (or ask your international coordinator to contact) a reliable insurance company that sells overseas study health insurance. 请联系(或者让你的国际处负责交换生项目的老师联系) 可靠的保险公司, 申请一个海外健康保险。Be sure to check your insurance policy for coverage in Korea. It should cover the entire period of your study at Konkuk.

Please make sure that the effective period meets the following criteria. In any case, make sure that your insurance period is long enough, and there are no missing (uninsured) days.

Study Period	Insurance Effective Period	Remarks
One Semester (Fall 2014)	20 Aug. '14 (or earlier, if you arrive in Korea earlier)~ last date of Dec. '14	If you will leave the country right after your final exams
	20 Aug. '14 (or earlier, if you arrive in Korea earlier)~ last date Jan.(Feb.) '15	If you will leave the country after spending some time personally in the country
Two Semesters (Fall 2014 & Spring 2015)	20 Aug. '14 (or earlier, if you arrive in Korea earlier)~ last date of Jun. '15	If you will leave the country right after your final exams
	20 Aug. '14 (or earlier, if you arrive in Korea earlier)~ last date of Jul. (Aug.) '15	If you will leave the country after spending some time personally in the country

If extraordinary circumstances prevent you from buying overseas insurance before leaving your home country, you can buy one after arrival at Konkuk—during the orientation.

During this uninsured in-between period (at least one week), anything can happen, and if you get sick and treated at a hospital during this period, you will not be reimbursed for the money you pay for this treatment even if you buy insurance later.

Even after purchasing overseas insurance before leaving your home country, you can still buy additional one after your arrival at Konkuk—during the orientation.

For more details on insurance, see pp. 85~87 in the KU HANDBOOK.

XIII. Arrival (Welcome) Orientation (新生说明会)

The OIA will hold an arrival (welcome) orientation for new foreign exchange students. This orientation is mandatory for all new foreign exchange students. More related details (location etc.) will be e-mailed to you in due course before or upon your arrival in Korea. Everything you need to know about life at Konkuk will be explained and taken care of during the orientation (i.e. class registration, opening a new Korean bank account etc.).

Thus, even if you arrive in Korea earlier than the official arrival dates, please do not try to do these things by yourself or through your Korean friend.

It can only make things more complicated.

For more details on the orientation, see p. 98 in the KU HANDBOOK

XIV. Mentoring Program

The mentoring program is to help new exchange students by Konkuk students. Foreign exchange students will be able to expect language exchange, culture experience, assistance regarding academic and non-academic matters. It is useful for new coming international students to start at Konkuk University.

For more details on the orientation, see p. 125 in the KU HANDBOOK

XV. Dormitory (宿舍)

Foreign exchange students have first priority in getting rooms in the student dormitory of Konkuk. If you submit the Housing Application Form by the designated date, you are guaranteed to get a dormitory room.

Rooms.

- Only double rooms are available
- Male students and female students live in separate buildings
- No cooking is allowed in the dormitory room.
- The typical foods served at the dormitory are Korean foods, and usually contain pork

Fee

- Rent Fee: ₩ 1,539,000/ 1 person (Deposit ₩ 100,000 included)
 - Meal charge (Optional): ₩296,400 (78 meals)
- ☞ Additional meals application will be acceptable after checking into the dormitory

For other details on the dormitory, see pp. 175~183 in the KU HANDBOOK.

XVI. Majors at Konkuk (建国大学的院系与专业)

In the “Intended Major at Konkuk” box on the Exchange Student Program Application Form, please indicate the Konkuk major that is closest to your major at your home university.

If you major in law at your home university, please note that law classes at the undergraduate

level—taught both in Korean and English—are being phased out, seriously limiting your class choices. This is because in 2009, Konkuk launched a law school at the graduate level.

For more details, see pp. 17~19, 90~91 in the KU HANDBOOK.

XVII. Classes (课程)

1) Classes Conducted in Foreign Languages (外语课程)

A large number of classes are conducted in English by foreign and Korean instructors at Konkuk, while a very small number of them are delivered in Chinese by Chinese instructors.

The classes that will be taught in English for the fall semester of 2014 will be quite similar to (not 100% same as) those delivered in English during the fall semester of 2013.

Yet the English course lists for the fall semester of 2013 are for reference only—to give you a rough picture of what awaits in the fall semester of 2014.

Just because certain courses were included in the lists for the fall semester of 2013, does not necessarily mean they will be included in the lists for the fall semester of 2014 as well.

These lists will be revised for the fall semester of 2014. The revised versions will be posted on the English website of Konkuk before your arrival at Konkuk—sometime in mid August 2014. The lists of English classes for the previous semesters are available at

http://www.konkuk.ac.kr/eng/jsp/Admissions/admi_030500.jsp

For more details, see pp. 101~107 in the KU HANDBOOK.

2) Regular Korean Language Class (韩国语正规课程)

A regular Korean language class is available for foreign exchange students. The class details such as the number of subclasses and class time might be revised for the fall semester of 2014, but the basic framework will remain the same.

For more details, see p. 105 in the KU HANDBOOK or visit

http://www.konkuk.ac.kr/eng/jsp/Admissions/admi_030511.jsp

3) Class Registration (申请课程)

Foreign exchange students are allowed to attend all classes offered at Konkuk regardless of their majors at their home universities and their majors at Konkuk, provided that some conditions are met. For more details, see p. 101 in the KU HANDBOOK.

4) If You Major in Korean (韩国语专业学生)

If you major in Korean at your home university, see p. 94 in the KU HANDBOOK.

XVIII. Expenses (费用)

Exchange students pay the tuition of their home universities, while they do not pay the tuition of their host university—that is, Konkuk.

At Konkuk, you have to pay dormitory expenses (rent, deposit and meal charge), class textbooks and other living expenses. The amount of your living expenses depends mainly on your lifestyle.

For more details on expenses, see p. 57 in the KU HANDBOOK.

XIX. Rules of Konkuk (建国大学规定)

Foreign exchange students studying at Konkuk should follow the rules and regulations of Konkuk, as well as the instructions—oral and written—from its faculty and staff members—before and throughout their study at Konkuk.

XX. Website of Konkuk (建国大学网站)

The best source of up-to-date information for now is the admissions guidelines, the KU HANDBOOK, the information which the OIA sends you via e-mail and the following sections of the English website of the university.

Exchange Student Program http://www.konkuk.ac.kr/eng/jsp/Admissions/admi_030800.jsp

News & Events http://www.konkuk.ac.kr/eng/jsp/News/news_010000.jsp (Notice)

http://www.konkuk.ac.kr/eng/jsp/News/news_020000.jsp (KU Bulletin)

XXI. Others (其他注意事项)

After submitting the application documents, check your e-mail (the same e-mail address you indicated on the Exchange Student Program Application Form) on a daily basis. If anything important comes up, the OIA will inform you of it immediately via e-mail. This will continue until the day you get on the plane leaving for Korea.

Everything will be done according to the schedule on p. 2 of the admissions guidelines. Even if there are no e-mails from OIA for some time, do not worry. Until you receive e-mails from OIA, please check the English website of Konkuk regularly—particularly the KU HANDBOOK. If there is any change in your application (i.e. your e-mail address) or if you have questions, please inform OIA immediately at ku-exchange@konkuk.ac.kr.