

Seoul National University

Student Exchange/Visiting Program

Guideline for Spring 2019



Exchange Student Program

SNU Exchange Program is for students from SNU's partner universities who wish to study at SNU for one or two semesters and transfer credits to their home institution. The first official student exchange program was launched in 1995 with the University of Tokyo, and the number of institutions that have agreed to the student exchange program has increased to 237 institutions (university-wide) all over the world (as of July 2018). To be an exchange student, candidates must be officially nominated by their home institution and pay the tuition fees to their home institution.

Visiting Student Program

Visiting Student Program is offered to students who are from non-partner universities but want to study at SNU for one or two semesters. Students should pay the tuition fee to SNU and may request for credit transfer at their home institution. Visiting students cannot apply for SNU dormitory. To apply for a visiting student program, students must apply directly to the Office of International Affairs, SNU.

"Exchange Students" vs "Visiting Students"

	Exchange Students	Visiting Students
Courses	Students are free to choose their courses <i>even outside their major</i> *Note: Some courses may have restrictions	
Document Submission	Online application ONLY	Both online application & postal submission (All enclosed transcripts should be official and sealed)
Tuition Fee	Should be paid at home institution	Pay at SNU
Application	Apply through home institution	Apply directly at SNU Pay the application fee (82,000 KRW)
Credits	Will be transferred	Ask home institution before applying
Official Transcript	Will be sent to home institution	Should ask at the SNU Registrar's Office to request for an issuance
Dormitory Application	Possible (but not guaranteed)	Impossible
Korean Language Course	Full or partial financial support will be provided *To students with Korean studies major, 100% tuition fee waiver is applied.	No financial subsidy available



Application Criteria & Process

1. Eligibility

1) Qualification

- Must be enrolled at least 2 semesters at home university program
 - * We cannot accept graduate students who are enrolled in the first semester of the Master's program after finishing the Bachelor's program.
- Have a GPA 3.0 or above / 4.0
 - * **To apply for the College of Business Administration, GPA more than 83 out of total score 100 is required. If the score, more than 83, is not written in the official transcript clearly, applicants' home universities should submit a letter to us to prove the equivalent.**
- Language proficiency of either English or Korean is highly recommended, but not compulsory

English	TOEFL	IBT 88 or above
	IELTS TEPS	6.0 or above 560 or above
Korean	KLPT	Level 5 or above
	TOPIC	Level 5 or above

2) Restriction

- * **Please note that applicants from the faculty/department-level partner universities must choose the specific faculty/department. Please advise students to apply for the right department.**
- **College of Business Administration** is restricted to students who are currently majoring in business or economics at their home university. Also, candidates are required to have GPA more than 83 out of 100.
- Applicants who apply for the **Korean History/ Psychology/Statistics** major must provide proof of Korean language ability. A satisfactory level of Korean language ability should be either (1) Level 5 or above of official Korean Language Proficiency Test or (2) Level 5 or above of the Korean Test conducted at the SNU Language Institute.
- **College of Law** is NOT open to undergraduate level students from Spring 2018.
 - * **School of Law, a specialized law school for graduate level students, however, will be open to undergraduate level students from Fall 2018. Please note that these undergraduate students will be enrolled as graduate (Master's) students in SNU law school during their study.**
- **Applicants who want to study in the discipline of Medicine, Pharmacy, Dentistry, Nursing, Music, and MBA must, in advance, be advised of the eligibility by SNU coordinators.**
- **College of Medicine** is restricted to students who are currently studying medicine at their home university.
- **College of Dentistry** is open ONLY to masters level students currently enrolled in a master program at School of Dentistry or equivalent at their home university. The student exchange program is NOT available at the undergraduate level for the College of Dentistry.
- **Vocal Music** major is restricted to students who are currently studying vocal music at their home university.
- **Graduate School of Business (MBA program)** is restricted to current full-time MBA candidates in our respective partner schools. Candidates must be aware that the academic system of MBA program differs from that of other programs (Details to be individually announced from the MBA coordinator). For further information about MBA courses, please visit SNU GSB website at gsb.snu.ac.kr or contact MBA Office at mba@snu.ac.kr.



2. Application Procedure

Semester	Application Deadline	Screening Procedure	Notification of Acceptance	Acceptance Packages sent by
Spring Semester	Sep 20	Sep-Oct	Late Oct	Nov
Fall Semester	March 20	March-April	Late April	May

3. Document Submission

- **Important Notes:** Exchange program candidates can complete the application **by online submission**. However, visiting program candidates must complete Both Online Application and Postal Submission of the documents.
- All documents should be submitted in ORIGINAL or verified as an official copy, and should be in Korean or in English. If your documents are not in Korean or in English, please have your document translated in Korean or in English and have confirmed and sealed by an authorized body.
- Application documents are non-returnable once they have been submitted to the OIA.
- Please be aware that we will be unable to continue processing your application if you do not submit ALL the required application documents.

The required documents for applicants are as follows:

	List of Required Documents	Notes
A	Online Application **In order to start the on-line application, exchange candidates must be officially nominated by their home institution by e-mail. The nominated students will receive detailed information on how to log in and apply online by the designated SNU coordinator.	Exchange program candidates should attach the scanned copies of the documents below to the application system.
B	Certificate of Enrollment from the current university you are attending	
C	Official University Transcript	
D	Letter of Recommendation from a professor at the current university (Please use the SNU's template.)	- SNU template available - Exchange program candidates should submit the sealed letter to their exchange coordinator.
E	A Statement of Purpose (a free essay in English or Korean)	
F	A Copy of Applicant's Passport (Personal Information Page)	The passport must be valid during the prospective stay in Korea.
G	Only for Fine Arts, Music, and Physical Education applicants: Photographs of works/recording of performances	

*The sealed letter of recommendation must be obtained by the applicant and submitted to the exchange program coordinator. The coordinator can open the letter, scan it, and send it to the designated SNU coordinator via e-mail.



4. Screening Procedure

The OIA receives applications and reviews that all application requirements have been met. The application packet is then forwarded to the screening committee of each college for assessment. Not all candidates nominated by partner universities will be successful. Some may fail to be accepted if the requirements do not meet the committee's expectation. When the acceptance is confirmed, the OIA notifies the result through students' home institution. *The OIA is not responsible for the selection process and its results since the decision is made by each college.*

5. Acceptance Package

The acceptance package will include Certificate of Admission (not for Korean national), Letter of Acceptance, and other necessary information.

Academics & Students Life

1. Academic Calendar

Academic transcripts will be sent to the home institution of exchange students for credit transfer in mid-July and in mid-January. Academic transcripts for visiting students will not be sent to the home institution from the OIA and visiting students must request for an issuance of academic transcript at the Division of Educational Affairs of SNU.

Semester	Date	Grade Submission	Official Transcript Issuance
Spring Semester	Mar 1 – Jun 14 (Final exams can be seated afterwards.)	End of June	Mid-July
Fall Semester	Sep 1 – Dec 14 (Final exams can be seated afterwards.)	End of December	Mid-January

2. Courses

The majority of courses are taught in Korean but each college or department offers a number of courses in English. The course catalog for the new semester is available at the beginning of January or July each year. Undergraduate students can take courses up to 18 credits and graduate students can take up to 12 credits.

3. Housing

- **On-Campus Housing:** The Gwanak campus is the main campus of SNU. Most colleges and schools are located at the Gwanak campus except for the College of Medicine, which is located at the *Yeongun* campus in the northern part of Seoul. Exchange students have a right to apply for the Gwanak Residence Halls (Gwanak campus dormitory), but room assignment is not guaranteed to every student.

- **Off-Campus Housing:** Off-campus housing is available around the campus. It is students' own responsibility to find accommodation outside the campus. (http://oia.snu.ac.kr/page/c_housing_off.php)

4. Student Activities

- SNU Buddy Program

SNU Buddy was established to help international exchange and visiting students and to build a real friendship by multilateral ways of communication. Students will do all the fun, student-oriented activities together with SNU domestic students during their whole stay. Sign-up notice will be sent before the semester starts.

- Student Club

SNU offers a variety of student activities and sports clubs. Student clubs include musical bands, choir, orchestra, dance, painting, photography, student newspaper, traditional Korean music, travel clubs and SNU International Students Association. Sports clubs are available in fencing, golf, basketball, rugby, scuba-diving, snowboard, ski, horse riding, baseball, yacht, judo, kendo, soccer, taekwondo, tennis, etc. The most popular student clubs amongst these are taekwondo, judo, kendo and traveling clubs.

5. Estimated Budget to Study at SNU

Tuition Fee (for Visiting Students ONLY)	Tuition fee varies depending on your major and year of your enrollment
Housing	300,000 KRW – 700,000 KRW / month
Local Transportation	100,000 KRW / month (A bus/subway ride costs 1,200 KRW and transfer within 30 minutes is free.)
Meals	300,000 KRW / month (On-campus meal costs 2,500 – 3,000 KRW)
Books/School Supplies	200,000 KRW / semester
Telecommunication	20,000 KRW - 100,000 KRW / month
Personal Expenses	300,000 KRW / month

**Note: Above is only estimation and it may vary depending on personal budget*

6. Insurance & Health Care

Travel Insurance

It is mandatory for every exchange/visiting student to obtain travel medical insurance. Students should comply with the following guidelines:

- Students are required to have an insurance that is valid both in home country and in Korea.
- The insurance policy should cover sickness, accident and death during your study in SNU
- Students can register for courses after submitting the copy of the insurance policy which states the above conditions
- Insurance policies in languages other than Korean or English should be notarized before submission
- In case the insurance expires before the exchange period ends, students are required to resubmit the insurance policy copy or the notarized document after renewal or reapplication of the insurance policy
- It is the responsibility of students that they are insured with an appropriate insurance and no assistance can be provided by SNU.



7. Visa

A student visa (D-2) is required for every non-Korean student who will be studying in Korea. In most cases, exchange students can acquire their D-2 visa easily when they present their Certificates of Admission issued by SNU to the relevant passport officials in their home country. For more detailed information on the visa application process, please contact your nearest Korean Embassy or consulate.

8. Contact Information

General information on student exchange program: http://oia.snu.ac.kr/page/exchange_program.php

General information on visiting (non-partner) program: http://oia.snu.ac.kr/page/visiting_program_faq.php

Contact persons for university-wide agreements:

Asia, America, Oceania: Ms. Go oon BAE (hindoo1@snu.ac.kr)

Europe: Ms. Jaeyeon SHIN (colormysoul@snu.ac.kr)

*The list of the university-wide partners can be found at http://oia.snu.ac.kr/bbs/board.php?bo_table=op_partner_univ

Contact persons for faculty or department-level agreements: Please contact the designated coordinator of each SNU faculty/department.