****

**Seoul National University Student Exchange/Visiting Program Guideline for Spring 2017**

**Exchange Student Program**

SNU Exchange Program is for students in 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 221 institutions all over the world. 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 fees 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 \* Note: Some courses may have restrictions |
| **Document 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 | Impossible |
| **Korean Language Course** | Full or partial financial support will be provided | No financial subsidy available |

**Application Criteria & Process**

**1. Eligibility**

1) Qualification

- Must be enrolled at least 2 semesters at home institute

- 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.

- Language proficiency of either English or Korean is highly recommended, but not compulsory

|  |  |  |
| --- | --- | --- |
| **English** | **TOEFL** | IBT 88 or above |
| **IELTS****TEPS** | 6.0 or above560 or above |
| **Korean** | **KLPT** | Level 5 or above |
| **TOPIC** | Level 5 or above |

2) Restriction

**- The College of Medicine** is restricted to students who are currently studying medicine at their home university.

**- The 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.

- Applicants who apply for the **Korean History** 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.

- **The College of Business Administration** is restricted to students who are currently studying business or economics at their home university.

- **Vocal Music** major is restricted to students who are currently studying vocal music at their home university.

**- The Graduate School of Business (MBA program)** is restricted to current full-time MBA candidates in our respective partner schools. 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** | **ApplicationDeadline** | **ScreeningProcedure** | **Notification of Acceptance** | **AcceptancePackages sent by** |
| --- | --- | --- | --- | --- |
| Spring Semester | Oct 20 | Oct-Nov | Early Dec | Mid Dec |
| Fall Semester | April 20 | May-June | Early June | Mid June |

**3. Document Submission**

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** | **SNU form** |
| --- | --- | --- |
| **A** | **On-line Application:**<http://goo.gl/U8j8lg>\*On-line Attachment: A Statement of Purpose, Two Letters of Recommendation, Official University Transcript, A Certificate of Enrollment from the current university you are attending, A copy of applicant's passport**\*\*In order to start the on-line application, 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.** |  |
| **B** | A Statement of Purpose (Please use letter size paper 8½″ x 11″) (in English or in Korean) |  |
| **C** | A Letter of Recommendation from two of your professors.  Please use the SNU letter of recommendation form.  One letter of the Recommendation must be written by a university professor at the current school which the applicant is attending. | Attachment |
| **D** | Official University Transcript |  |
| **E** | A Certificate of Enrollment from the current university you are attending |  |
| **F** | A copy of applicant's passport |  |
| **G** | Only for Fine Arts, Music, and Physical Education applicants:  Photographs of works/recording of performances |  |

**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 are successful. Some may fail to have an admission 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-August and in mid-February. 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 Registrar’s Office of SNU.

| **Semester** | **Date** | **Grade Submission** | **Official Transcript Issuance** |
| --- | --- | --- | --- |
| **Spring Semester** | 2 March ~ Mid-June | End of June | 1st Week of August |
| **Fall Semester** | 1 September~ Mid-December | End of December | 1st Week of February |

**2. Courses**

Majority of courses are taught in Korean but each college or department offers a number of courses in English.  List of courses for a 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 it is not guaranteed to eventually get a room.

**- Off-Campus Housing:** Off-campus housing is available around the campus. SNU does not provide an assistance to find off-campus housing, and it is students’ own responsibility to find accommodation outside campus.

**4. Student Activities**

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** | **200,000 KRW / month** |
| **Meals** | **500,000 KRW / month** |
| **Books/School Supplies** | **600,000 KRW / semester** |
| **Telecommunication** | **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 to study in Korea if a student is not of Korean nationality.  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.  Please contact your nearest Korean Embassy or consulate for more detailed information on the visa application process. SNU Business certificate can be provided upon request.