

Seoul National University

Student Exchange/Visiting Program

Guideline for Spring 2018



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. 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. 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	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	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 institution
- 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

- **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/ Psychology/ Statistics** department 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.

- **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 .

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

- **The College of Law** is NOT open to undergraduate level students from Spring 2018.

****The School of Law, a specialized law school for graduate level students, will be open to undergraduate level students from Fall 2018.***

2. Application Procedure

Semester	Application Deadline	Screening Procedure	Notification of Acceptance	Acceptance Packages sent by
Spring Semester	Oct 20	Oct-Nov	End of Nov	Early Dec
Fall Semester	April 20	May-June	End of May	Early June

3. Document Submission

- **Important Notes:** Both Online Application and Postal Submission of the documents below are required to complete the application.
- 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	<p>On-line Application Form (printable after completing online application)</p> <p>http://goo.gl/U8j8lg</p> <p>*Documents required to be attached: 1) Statement of Purpose, 2) Two Letters of Recommendation, 3) Official University Transcripts, 4) Certificate of Enrollment from the current university you are attending, 5) A photocopy of the passport (personal information page)</p> <p>**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.</p>	
B	A Statement of Purpose (Please use letter size paper 8½" x 11") (in English or in Korean)	
C	Two Letters of Recommendation from two of your professors. (Please use the SNU letter of recommendation form. One letter 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	Mid-July
Fall Semester	1 Sep ~ Mid-Dec	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. 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 can apply for the Gwanak Residence Halls (Gwanak campus dormitory), but room assignment is not guaranteed to every student. Visiting students cannot apply for SNU dormitory.**
- **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.