

# Korea University

## 2025 Exchange Program

\* If you are applying as a visiting student (fee-paying student),  
please refer to the factsheet for the Visiting Program.

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### Contact Information

#### General Inquiries for Exchange Students (from your university to KU)

Global Services Center

Korea University, #201 Dongwon Global Leadership Hall, 145 Anam-ro, Seongbuk-gu, Seoul 02841

Tel: +82-2-3290-5177, 5119

E-mail: [studyabroad@korea.ac.kr](mailto:studyabroad@korea.ac.kr)

#### Inbound Exchanges (from your university to KU)

- Ms. Ju Yeon Ha (the Americas): [elijerose@korea.ac.kr](mailto:elijerose@korea.ac.kr)
- Ms. Gawoon Yoon (Europe): [ineurope@korea.ac.kr](mailto:ineurope@korea.ac.kr)
- Ms. Heeyeon Jo (Asia and Oceania): [inasia.oceania@korea.ac.kr](mailto:inasia.oceania@korea.ac.kr)
- Ms. Heeyeon Jo (China): [kuchinaincoming@naver.com](mailto:kuchinaincoming@naver.com)

\* Information for Outbound (from KU to your university) can be found on page 6.

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### Applying to KU

| Academic Term                                                  | Online Nomination/Application Period  |
|----------------------------------------------------------------|---------------------------------------|
| <b>2025 Fall (semester 2)</b><br><b>* September – December</b> | <b>April 1, 2025 ~ April 30, 2025</b> |
| 2026 Spring (semester 1)<br>March – June                       | October 1, 2025 ~ October 31, 2025    |

\* KU accepts online Nominations/Applications only without any exceptions.

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## <Steps to NOMINATE students for the Exchange Program>

### **For outbound exchange program coordinators (KU's inbound)**

#### **Step 1. Discuss the Exchange quota with Outbound Exchange & Balance coordinator team**

Each exchange program coordinator must discuss the exchange quota with our outbound team in advance. Coordinators will receive a survey from the Outbound Exchange & Balance coordinator in specific period of time.

*\* Information for Outbound (from KU to your university) can be found on page 6.*

#### **Step 2. Check student entry requirements\***

##### <Entry Requirements>

- Must be a currently enrolled student
- A minimum GPA of 2.5 on a 4.0 scale **(GPA by US standard)**
- Undergraduates must have completed a minimum of 2 full semesters at their home institution before the Nomination/Application starts (Transferred undergraduates / graduates: 1 semester).
- \* Transcripts including the second semester issued during or after the application period are not acceptable.**
- Fluency either in Korean or English (evidence of language proficiency not required)
- GPA conversion certificate or certification letter signed by the home university coordinator (only for universities using other than US 4.0 scale)

#### **Step 3. Nominate student(s) on online nomination system**

**An automated email including instructions for nomination will *only* be sent to partners who have confirmed the exchange quota in advance.**

\* We request you to enter your student's **Gmail** address *without any dots in username* such as [abc@gmail.com](mailto:abc@gmail.com) (not [a.bc@gmail.com](mailto:a.bc@gmail.com)) which works best with our system, as there is a high possibility that the university account such as **\*\*@\*\*.edu** will block our automated email including the online application link or filter it as spam.

*\* Please do not send any reply to the auto-generated nomination email address, [master@gsc.korea.ac.kr](mailto:master@gsc.korea.ac.kr). Any replies to this automatic email will not be forwarded to Global Services Center. For any inquiries regarding the nomination, please contact the staff directly.*

#### **Step 4. Inform student(s) to check their mail box (including spam folder)**

As soon as coordinators complete the online nomination, an email including the application link will be sent to students.

#### **Step 5. Discuss with KU Global Services Center Staff**

Staff at the Global Services Center will contact you if there are any inquiries regarding the nomination.

#### **Step 6. Check the acceptance package (file)**

If your students are accepted, Global Services Center will send the acceptance package to the coordinator via email. Please forward the package to your students.

**※All supporting documents MUST be uploaded online in English or with English translations.**



Global Services Center (GSC)



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## <Steps to APPLY for the Exchange Program>

### For students (to KU)

#### Step 1. Nomination from home university coordinator

In order to apply for the exchange program, students must be nominated by home university.

##### <Entry Requirements>

- Must be a currently enrolled student
- A minimum GPA of 2.5 on a 4.0 scale **(GPA by US standard)**
- Undergraduates must have completed a minimum of 2 semesters at their home institution before the Nomination/Application starts (Transferred undergraduates / graduates: 1 semester).
- \* **Transcripts including the second semester that are issued during or after the application period is not acceptable).**
- Fluency in either Korean or English (evidence of language proficiency not required)

#### Step 2. Receive Application email from the KU Global Services Center

Once the university coordinator completes the online nomination, students will receive an automatic email which includes the application link. Students are strongly advised to inform the home university exchange coordinator of their private email addresses.

\* Please do not send any reply to the auto-generated nomination email address, master@gsc.korea.ac.kr. Any replies to this automatic email will not be forwarded to Global Services Center. For any inquiries regarding the nomination, please contact the staff directly.

#### Step 3. Complete the Application

Students are responsible for both fulfilling the entry requirements and preparing all the required documents.

##### < Required Documents> \* each file size must be under 1MB

- **Transcript:** Current transcript in English with grading scale demonstrating the equivalent to 2.5 (out of 4.0) and including grades for at least 2 full semesters (Transfer/Graduates: 1 semester)
- **GPA conversion certificate** (the form can be downloaded from the application page)  
: (OR) Certification letter signed by the home university coordinator
- **Admissions Essay** (no longer than 1 page)  
: Students should write the reason why they chose KU as a study abroad destination and also what they hope to achieve.
- **Copy of Passport** (If you plan to apply for a new passport, you should inform us in advance)
- **Health Certificate** (the form can be downloaded from the application page)  
: Only the examination taken in August to October for Spring semester (next year) and February to April for Fall semester is acceptable.
- **Student Oath** (the form can be downloaded from the application page)
- **One Passport-sized photo (JPG file only)** (3.5cm x 4.5cm)  
: **This photo will also be used to issue your student ID card, so please do not upload inappropriate photos.**  
: No student ID card will be issued to those who fail to upload a proper photo.
- **Health Insurance – Must cover the entire study abroad period, can be uploaded after submission**  
: Students will be automatically registered for the NHI (National Health Insurance in Korea) when they create an alien registration card at the immigration office after their arrival in Korea.  
However, all international students are required to have private insurance that takes effect throughout their study period apart from NHI as the coverage of NHI may not be enough to cover all medical expenses for serious illness and injury which may cause a serious financial hardship.  
: Can be uploaded to the application page even after submission of the online application as students usually enroll right before their departure.  
: Submission deadline: Spring semester : January 31 / Fall semester : July 31
- **Application fee of USD 50** (non-refundable)  
: should be paid by wire transfer to Korea University

※ All supporting documents **MUST** be uploaded online in English or with English translations.

※ **Additional documents required for NON-OECD country nationals:** NON-OECD country nationals must submit an **official Certificate of Enrollment of the current home university with APOSTILLE (recommended) or consular confirmation** from the Korean embassy or consulate in the country where the university is located to the GSC office **by POST** before May 15 for Fall semester and Nov 15 for Spring semester to complete the application.

※ **Additional documents required for students from a university in China :** Submit an official Certificate of Enrollment (English version) of the current home university issued from CHSI(学信网) by post before May 15 for Fall semester and Nov 15 for Spring semester to complete the application.

**Office address :** Exchange Program Manager, Global Services Center, #201 Dongwon Global Leadership Hall, 145 Anam-Ro, Seongbuk-Gu, Seoul, Republic of Korea(02841)

#### Step 4. Prepare a bank statement only upon receiving an email notification from KU

Students will be asked to submit a bank statement by email after the GSC completes reviewing application. Upon submission of a valid bank statement to studyabroad@korea.ac.kr, the GSC will prepare acceptance documents.

※ **For NON-OECD country nationals:** NON-OECD country nationals are required to send the **original bank statement to the GSC office by POST only. Details will be sent by email.**

#### Step 5. Receive the admission package from home university coordinator

The KU Global Services Center will send the admission package including Letter of Admission and Certificate of Admission to the coordinators.

\* Applications will be reviewed only after the deadline and may take around 6-8 weeks to process.  
The admission documents will be sent to your coordinator by email.

## Academics

### Course Information

- Course List: <http://sugang.korea.ac.kr> (click on *English* then click *Search Course more+*. No need to log in.)
- Undergraduates may refer to the course list under “Major” and “General Studies.”
- Courses conducted in English will be indicated in brackets (e.g. Marketing Management (English)).
- Courses marked under the X) tab are open to exchange students.
- The Course List for the upcoming semester will be released in mid-July and mid-January.
- \* Students may refer to the course list from the corresponding semester of the previous year as it will remain similar. However, courses are subject to change every semester and we cannot guarantee all the courses will be available. Students are responsible for making a back-up plan for their course registration.
- \* Course list can be also found at <http://oia.korea.ac.kr> > Exchange/Visiting Program > Board > Notice.

### Credit Requirements

| Undergraduate                                                                                                    | Graduate                                                                                   |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Max. 19</b> credits per semester<br>- Undergraduate students are <u>NOT allowed</u> to take graduate courses. | <b>Max. 12</b> credits per semester<br>- Graduate students can take undergraduate courses. |

\* Even if you take just one course, you will be recognized as a full time student at KU. However, you should also check the minimum number of credits to be taken with your home university coordinator.

### Academic Workload

| Major       | Electives   | Workload                                             |
|-------------|-------------|------------------------------------------------------|
| 2-3 credits | 1-3 credits | (1 credit = 1 teaching hour) / 1 semester : 16 weeks |

### Course Restrictions (Undergraduate and Graduate)

Medicine, Nursing, Pharmacy, Law, Teacher Education, Cyber Defense, Art & Design, Smart Mobility, Communications Engineering and all courses at Sejong Campus are not open to exchange students.

- ※ Please be aware that there is a high demand for courses from Business School, Media & Communications, International Studies and Psychology (courses that start with BUSS, JMCO, DISS, PSYC).
- ※ It is highly recommended that you fulfill the graduation requirements of your home university at your home university as KU's course registration system is based on a first come first serve system and registration is not guaranteed at all.
- ※ Our office cannot guarantee any courses for exchange students. Therefore, we request students to be very flexible with their course selections and also be ready with a plan B.
- ※ Some practice and lab courses may have a teaching assistant (TA) who teaches in Korean, so please contact the professor in advance to confirm.

#### **\* Important Notice for graduate students**

**Only the departments under the <Graduate School> category and courses under the <International Studies> are available to exchange students except for Medicine, Nursing, Pharmacy, Law, Teacher Education, School of Cybersecurity (Department of Cyber Defense), Art & Design, Independent Study, Thesis Research, Tutorial Research After Completion of Course Work and also graduate level Business courses (graduate courses that start with INT) and all courses at Sejong Campus**

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## Course Registration

▪ Students will be notified via email about the instructions for course registration in mid-July (for Fall semester) and mid-January (for Spring semester). Students should do the following steps after receiving the email.

Step 1. Read the course registration instructions very carefully.

Step 2. Make a preferred course listing during the 'Preferred Course Listing' period.

Step 3. Check the results.

Step 4. Apply for courses during the 'Course Registration' period.

Step 5. Try to add courses during the 'Add/Drop' period.

Step 6. Drop the courses during the 'Withdrawal' period.

\*\*\* No changes can be made after the Withdrawal Period.

\*\*\* 'Preferred Course Listing (Step 2&3)' and 'Withdrawal (Step 6)' are not available to graduate level courses.

\* At Korea University, every course has limited openings not only for exchange/visiting students but also for regular KU students. While the number of vacancies for regular KU students depends on their enrolled year (e.g. sophomore), exchange/visiting students are counted separately.

If the number of exchange/visiting students who have selected a specific course (e.g. WORLD ECONOMY AND BUSINESS) during the 'Preferred Course Listing' period is equal to or below the number of quota available to exchange/visiting students, the course will be automatically registered (The quota for exchange/visiting students is usually 25% of total enrollment in each class).

Students may refer to the course list from the corresponding semester of the previous year as it will remain similar. However, courses are subject to change every semester and we cannot guarantee its availability. Students are responsible to make a back-up plan for their course plan. KU cannot recommend or find a course for individual students in principle of fairness. It is student's responsibility to make a backup plan (plan B) when they make their course plan.

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## Visa

### Visa Requirements

Students are required to obtain a D-2-6 visa (exchange student visa) prior to their arrival in Korea.

You should submit your Certificate of Admission issued by KU for visa application.

If you plan to apply for a new passport, you should inform us in advance as your Certificate of Admission should have the same passport number of the passport that you are going to enter Korea with.

Please read more about the student visa [here](#).

\* Students with Korean heritage MUST check the dual citizenship status before or during the application process. If Korean nationality is still active, you must apply using your Korean passport.

\* Students are not allowed to enter Korea with K-ETA (without a D-2-6 visa) to study at KU. Also, entering Korea with K-ETA while your visa issuance process is ongoing at the Korean embassy in your country is not allowed. You must complete the process, obtain a student visa (D-2-6) to enter Korea to study at KU.

\* After arrival in Korea, you must apply for a Registration Card within 90 days upon arrival. Students must not leave the country before the Card is issued. If you do, the D-2 visa will automatically expire and you will not be allowed to enter Korea again unless you obtain a new student visa at the Korean embassy in your country.

※ Extra documents may be required depending on students nationality.

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## Accommodations

\* On-campus housing is **not** guaranteed so please be prudent before applying if your major concern in choosing a study abroad destination is on-campus accommodation.

### On-Campus Housing

Exchange students are eligible to apply for on-campus housing (**Frontier, CJ/Anam International House**).

Students are required to apply for housing online at <http://dorm.korea.ac.kr> (First come first serve basis).

Applications past the deadline will not be considered for placement.

Students who are assigned a room at the on-campus dormitory will be required to take a tuberculosis test (x-ray, blood test or skin test) dating after July 1<sup>st</sup> for Fall semester and January 1<sup>st</sup> for Spring semester. The certificate must be issued in Korean or English only. The TB test result should be submitted to the dormitory, not to the GSC.

### Off-Campus Housing

For those who are not assigned a room at the on-campus dormitory, please refer to the off-campus accommodation information at <http://oia.korea.ac.kr> > Undergraduate/Graduate > Accommodation.

\* If you have any queries about the off-campus housing options, please send an email to [studyabroad@korea.ac.kr](mailto:studyabroad@korea.ac.kr).

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## Contacts for Office of International Affairs

### Outbound Exchanges (from KU to your university) & Balances

- Ms. Suyeon Park (the Americas): [outamericas@korea.ac.kr](mailto:outamericas@korea.ac.kr)
  - Ms. Hyunjoo Cho (Europe): [outeurope@korea.ac.kr](mailto:outeurope@korea.ac.kr)
  - Ms. Myung-Hua Jeon 田明花 (China): [mhjeon77@korea.ac.kr](mailto:mhjeon77@korea.ac.kr)
  - Ms. Heejin Hong (Asia & Oceania) : [outasia.oceania@korea.ac.kr](mailto:outasia.oceania@korea.ac.kr)
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### International Summer Campus (ISC) & International Winter Campus (IWC)

- Ms. JJ Park (ISC/IWC Senior Manager): [jypark1219@korea.ac.kr](mailto:jypark1219@korea.ac.kr)
  - Ms. Minnjoo Kim & Ms. Yujin Kim (ISC Manager): [isc@korea.ac.kr](mailto:isc@korea.ac.kr) (<http://summer.korea.ac.kr>)
  - Ms. Minnjoo Kim & Ms. Yujin Kim (IWC Manager): [kuwinter@korea.ac.kr](mailto:kuwinter@korea.ac.kr) (<http://winter2.korea.ac.kr>)
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## Academic Calendar

| 2025 Academic Calendar |             |                                                                                       |
|------------------------|-------------|---------------------------------------------------------------------------------------|
| Month                  | Date        | Events                                                                                |
| August                 | 4-6         | [UNDERGRADUATE]<br>Preferred Course Listing Period for Spring Semester                |
|                        | 11-15       | [UNDERGRADUATE]<br>Course Registration for Spring Semester                            |
|                        | 13-15       | [GRADUATE]<br>Course Registration for Fall Semester                                   |
|                        | 15          | Liberation Day (National Holiday)                                                     |
|                        | 26<br>(TBC) | Orientation for Exchange/Visiting Students (Fall)<br>(TBC)                            |
| September              | 1           | Fall Semester 2025 Begins                                                             |
|                        | 3-5         | [UNDERGRADUATE/GRADUATE]<br>Course Add/Drop & Course Registration Confirmation Period |
|                        | 22-24       | [UNDERGRADUATE]<br>Course Withdrawal Period                                           |
|                        | 26-27       | Korea - Yonsei Annual Sports Competition                                              |
| October                | 3           | National Foundation Day (National Holiday)                                            |
|                        | 5-7         | Thanksgiving Day (Chuseok, National Holiday)                                          |
|                        | 8           | Alternative Holiday (Chuseok)                                                         |
|                        | 9           | Hangul Proclamation Day (National Holiday)                                            |
|                        | 20-24       | Mid-term Examination Period                                                           |
| December               | 15-19       | Final Examination Period                                                              |
|                        | 22          | Winter Vacation begins                                                                |
|                        | 25          | Christmas (National Holiday)                                                          |

\* KU runs on a semester system, Spring and Fall. Each semester is 16 weeks long.

\* The Academic Calendar is subject to change. Please check your email regularly for updates.

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