

Indisputable leader of
advanced education in Korea

Road to SNU Gateway to the World

A guideline for short-term students

Office of International Affairs
Seoul National University



Student Exchange/Visiting Program Guideline Seoul National University (SNU)

(2008 Spring & Fall)

Office of International Affairs (OIA)
Seoul National University
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About SNU

Seoul National University (SNU) is and has been the indisputable leader of advanced education in Korea since its establishment in 1946. SNU has earned this reputation by maintaining the highest standards in both teaching and research. Kwanak Campus, the main campus of SNU, accommodates four graduate schools, eleven colleges, sixty- six research institutes, and other supporting facilities. Yeongeon campus is the medical campus including the University Hospital as well as other research institutes and organizations related to medical sciences. About 20,000 undergraduate students and 11,000 graduate students enroll at SNU every year. The faculty, consisting of 1800 professors and instructors from around the world, teaches students and conducts research at SNU.

Seoul, the city of Soul!

Seoul is the capital of Korea with a history of 600 years. It always had been the nation's capital since Yi Dynasty which was founded in 1394 and it has become the center of administration, economic, business, culture, technology and education. Seoul has four distinctive seasons. Temperature shows large seasonal variation - reaching as high as 38.4 degrees Celsius in summer and dropping as low as minus 19.2 degrees Celsius in winter. The total area of Seoul is 605.52 square kilometers or 0.6 percent of the entire country and has a population of approx. 10,300,000 which accounts for about a quarter of the total national population. The number of foreign residents in Seoul is more than 130,000, consists of almost 100 different nationalities. They form a small global village in each part of Seoul. Seoul is truly a metropolitan city where tradition meets modernization.

Road to SNU

SNU offers international students various ways of study, not only as degree-seeking students but also as short-term students such as exchange students, visiting students or joint/double degree students. A large number of international students in the past have enjoyed studying and grasping Korean culture at Korea's most prestigious university. Out of 31,000 students, more than 1,200 students are international students, and about 200 among them are international exchange/visiting students. These short-term staying students explore not only about Korea but also other neighboring Asian countries because of its geopolitical location. Many international students who studied at SNU have become academics or professional workers specializing in Asia in their own fields.

● Exchange Student Program

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 launched in 1995 with the University of Tokyo and the number of institutions where they agreed for student exchange program has increased to 170 institutions all over the world. To be an exchange student, candidates must be officially nominated by their home institution and pay the tuition fee at their home institution. Dormitories are provided and fees for taking Korean language course will be partially supported.

● Visiting Student Program

Visiting student program is offered to students who are from non-partner universities but wants to study at SNU for one or two semesters. Students should pay the tuition fee at SNU and may request for credit transfer at their home institution. Dormitory is not available for visiting students and also subsidy for Korean language program is not provided. To apply for a visiting student program, student must apply directly at the Office of International Affairs, SNU.

● "Exchange Students" vs "Visiting Students"

	Exchange Students	Visiting Students
Courses	Course choice is free of students' choice * Note: Some courses may have restrictions	
Document Submission	Should enclose all the official transcript 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
Credits	Will be transferred	Ask home institution before applying
Official Transcript	Will be sent to home institution	Should ask at the Registrar's Office to request for an issuance
Dormitory	Provided upon request	Not provided
Korean Language Course	Full or partial financial support will be provided	No financial subsidy available

Application Criteria & Process

1. Eligibility

- Qualification

- √ Must be enrolled at least 2 semesters at home institute
- √ Have a GPA 2.7 or above
- √ Language proficiency of either English or Korean is highly recommended, but not compulsory

English	TOEFL	CBT 230 or above
	IELTS	6.0 or above
Korean	KLPT	Level 5 or above
	TOPIC	Level 5 or above

- 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. 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 a proof of Korean language ability. A satisfactory level of Korean language ability should be either (1) Level 5 or above of official Korean Language Proficient Test or (2) Level 5 or above of the Korean Test conducted at the SNU Language Institute.

2. Application Procedure

Starting Semester	Application Deadline	Screening Procedure	Notification Acceptance	Acceptance Packages sent to:
Spring Semester 2008	13 Oct 2007	Oct-Nov 2007	30 Nov 2007	Mid-Dec 2007
Fall Semester 2008	11 April 2008	May-June 2008	30 May 2008	End of June 2008

3. Documents Submission

- Required Documents for both Exchange/Visiting Students

- A. One completed Application Form (Please **type clearly your email** address since most important announcements will be notified through email.)
- B. A Certificate of Enrollment from the current university you are attending.
- C. An Official University Transcript
- D. Two Letters 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.
- E. A Statement of Purpose (Please use letter size paper 8½" x 11") (in English or in Korean)
- F. A Copy of applicant's passport
- G. Two photographs (3 x 4)
- H. Only for Fine Arts, Music, and Physical Education applicants: Photographs of works/recording of performances
- I. For applicants of **Chinese Nationality** (In accordance with the immigration laws of Korea)
 - 1. A Certificate of Enrollment from your University
 - 2. A photocopy of applicant's passport
 - 3. A photocopy of applicant's ID card issued by Chinese government
 - 4. A copy of one's family register; Hogubu (戶口簿)
 - 5. A bank certificate that proves deposit of USD 10,000 or above for more than 6 months

- Requirements for Visiting Students ONLY

- A. Application Fee:

All applicants for Visiting Student Program should pay the application fee when they submit the completed application documents.

Amount	Applicants for Fine Arts, Music and Physical Education major	83,000 KRW
	Other Applicants	63,000 KRW
Payment	Payment should be made by Wire Transfer only · Name: National Agricultural Cooperative Federation · Swift code: NACFKRSE · Account No.: 079-01-425473 · Payee: Office of International Affairs * Please indicate the student's name when you wire transfer the application fee so we can verify that the applicant has paid the fee	

B. Financial Certificate (SNU form)

C. Bank Certificate of Sponsor or a Certificate of Scholarship:

Applicant's financial sponsor's Bank Certificate showing that the sponsor has/will have more than US\$ 10,000 in the bank account for more than one month, counting backward and forward from the application date OR a Certificate of Scholarship

- Documents Submission to

√ **Exchange Students**: to the student exchange program office at home institution

(students should NOT submit the application materials directly to SNU or OIA)

√ **Visiting Students**: to the OIA directly by post or in person

- Important

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.

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 an assessment. Not all candidates nominated by partner universities are successful, but 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, Course registration guideline & Course registration form, and other necessary information.

Academics & Students Life

1. Academic Calendar

Semester	Date	Grade Submission	Official Transcript Issuance
Spring Semester	2 March – Mid June	End of June	1 Week of August
Fall Semester	1 Sept – Mid December	End of December	1 Week of February

* Academic transcript will be sent to home institution for exchange students for credit transfer in mid-August and in mid-February. Academic transcript 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.

2. Courses

Majority of courses are taught in Korean but each college or department offers 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 17 credits and graduate students can take up to 12 credits.

3. Housing

√ **On-Campus Housing:** The Gwanak campus is the main campus of the 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 northern part of Seoul. Housing for exchange students is available at the Kwanaksa (Gwanak campus 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. Students Activities

SNU offers variety of students activities and sports clubs. Students clubs include musical bands, choir, orchestra, dance, painting, photography, students 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 students clubs amongst these are taekwondo, judo, kendo and traveling clubs.

5. Health Care

Students must have insurance from their home country. However, SNU provides students medical mutual aid service, which provides partial support for the health cost of a student's medical expense on illness, accidents (occurred on campus) and other medical care. Students can receive the benefits of the mutual aid by paying the fee of 2,500 KRW per semester upon the entrance of SNU.

Medical Care	Dental Care
Maximum Amount : 200,000 KRW	Maximum Amount : 100,000 KRW
Up to 100,000 Won, 60% Coverage, (SNU Health Center, Coverage up to 70%) * Amount exceeding 100,000 Won, 40% Coverage	Up to 50,000 Won, 60% Coverage, (SNU Health Center, Coverage up to 70%) * Amount exceeding 50,000 Won, 40% Coverage

6. Immigration

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 the 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.

*** Note to Chinese Students:** *If you wish to study in Korea, you must obtain permission from the Korean Ministry of Justice. You can do this easily by obtaining a certificate for confirmation of visa issuance (CCVI) from the OIA. If you would like us to send your CCVI along with your Certificate of Admission, please send us the four (4) documents listed in the Checklist of Required Application Documents (Paragraph 7, Section H). Please be aware that we provide this service ONLY to exchange students.*

Useful Links

General SNU Links	
SNU Main Home http://snu.ac.kr or http://www.useoul.edu	Students' Portal http://portal.snu.ac.kr
Office of Admission http://admission.snu.ac.kr	Office of International Affairs (OIA) http://oia.snu.ac.kr
On-campus housing (Kwanaksa) http://dorm.snu.ac.kr	Language Education Institute (LEI) http://lei.snu.ac.kr
Colleges & Schools	
College of Humanities http://humanities.snu.ac.kr/	College of Law http://law.snu.ac.kr/
College of Social Sciences http://social.snu.ac.kr/	College of Education http://edu.snu.ac.kr/
College of Natural Sciences http://cns.snu.ac.kr/	College of Human Ecology http://che.snu.ac.kr/
College of Nursing http://nursing.snu.ac.kr/	College of Veterinary Sciences http://vet.snu.ac.kr/
College of Business Administration http://cba.snu.ac.kr/	College of Pharmacy http://www.snupharm.ac.kr/
College of Engineering http://eng.snu.ac.kr/	College of Music http://music.snu.ac.kr/
College of Agriculture & Life Sciences http://cals.snu.ac.kr/	College of Medicine http://medicine.snu.ac.kr/
College of Fine Arts http://art.snu.ac.kr/	School of Dentistry http://dentistry.snu.ac.kr/
Graduate School of Public Health http://health.snu.ac.kr/	Graduate School of Public Administration http://gspa.snu.ac.kr/
Graduate School of Environmental Sciences http://gses.snu.ac.kr/	Graduate School of International Studies http://gsis.snu.ac.kr/
MBA http://gsb.snu.ac.kr/	Liberal Education http://liberaledu.snu.ac.kr/



Student Exchange/Visiting Program Application Form

Seoul National University

(2008 Spring & Fall)

Office of International Affairs (OIA)
 Seoul National University
 San 56-1, Shillim-dong, Kwanak-gu, Seoul, Korea 151-742
 Telephone: ++82-2-880-8637
 Fax: ++82-2-880-8632
 Email: exchange@snu.ac.kr

Registration Number	
for Office Use	

Before you fill out this form, please read the Guideline for the Student Exchange Program which can be found in the previous page. Please type or print in block letters in English. Your name should be indicated as it appears in your passport.

Home Institute:		Major:	
<u>Last Name</u>		<u>First Name</u>	
Name in Full Mr. / Ms.		<u>YY / MM / DD</u>	
Date of Birth			
Country of Citizenship:		Country of Birth:	
Address:		E-mail:	
		Tel:	
Program applied for: <input type="checkbox"/> Exchange Program		<input type="checkbox"/> Visiting Program	
Proposed Study Period: <input type="checkbox"/> 2008 Spring Only		Level: <input type="checkbox"/> Undergraduate	
<input type="checkbox"/> 2008 Fall Only		<input type="checkbox"/> Master's	
<input type="checkbox"/> 2008 Spring & Fall		<input type="checkbox"/> Ph.D.	
Preferred Course of Study at Seoul National University (SNU)		Please attach your most recent photo here	
College/graduate school:			
Department/Major:			
※ For more information about your preferred course of study, please go to our University website (www.snu.ac.kr) and select the following tabs: English → Academics → College/ Graduate School. Please be aware that once you have selected a course of study and submitted the application form, your selection cannot be changed.			

Checklist of Required Application Documents:

- 1. One completed Application Form
- 2. A Certificate of Enrollment from the current university you are attending.
- 3. An Official University Transcript
- 4. Two Letters of Recommendation (SNU form)
- 5. A Statement of Purpose
- 6. A Copy of applicant's passport
- 7. Only for Fine Arts, Music, and Physical Education applicants: Photographs of works/recording of performances
- 8. For applicants of Chinese Nationality (Under the immigration laws of Korea)
 - A. A Certificate of Enrollment from your University
 - B. A photocopy of applicant's passport
 - C. A photocopy of applicant's ID card issued by Chinese government
 - D. A copy of one's family register; Hogubu (户口簿)
 - E. A bank certificate that proves deposit of USD 10,000 or above for more than 6 months
- 9. For Visiting Students Only
 - A. Financial Certificate & Proof of sponsorship
 - B. Application Fee (83,000 KRW for Fine Arts, Music and Physical Education major, 63,000 for others)

In chronological order, please fill out tables A & B.

A. Education (Please indicate all schools attended since high school up to highest education level obtained.)

Dates		Name of School	Address	Required Years of Study	Major	Diploma or Degree
From	To					

B. Employment History

Dates		Name & Address of Organization	Position	Type of Work
From	To			

C. Language Proficiency

Language	Reading	Writing	Listening	Speaking
Korean	Excellent / Good / Fair	Excellent / Good / Fair	Excellent / Good / Fair	Excellent / Good / Fair
English	Excellent / Good / Fair	Excellent / Good / Fair	Excellent / Good / Fair	Excellent / Good / Fair
Other Languages				

Person to be notified in case of emergency:

Name in Full: _____

Address: _____

Telephone and/or Fax No.: _____

E-mail _____ Relation _____

I declare that the information contained above is accurate and true. If there is any falsity in the submitted materials, I will take a full responsibility.

Date of Application: _____

Applicant's Name: _____

Applicant's Signature: _____



On-Campus Housing Application Form for Exchange Students

(Kwanaksa Dormitory)

Office of International Affairs (OIA)
Seoul National University
San 56-1, Shillim-dong, Kwanak-gu,
Seoul, Korea 151-742
Telephone: ++82-2-880-8637
Fax: ++82-2-880-8632
Email: exchange@snu.ac.kr

Registration Number
for Office Use

If you wish to live in SNU dormitory, please fill in the below and submit the required documents.

Name	English		
	Korean		
Contacts	Email		
	Phone		
	Mobile		
Permanent Address	Zip code :		
Affiliation	College:	Major:	
Nationality		Gender	M / F
Blood Type		Medical Information ¹	

A. Submission of Required Documents

Documents to be submitted in order to complete your dormitory application :

- √ Copy of Certificate of Admission
- √ General Health Certificate & Chest X-ray result
- √ Passport Copy

B. Fee Payment & Others

Approximate dormitory fee is USD 500 for undergraduate students, USD 600 for graduate students per semester.

Further notices on price and fee payment will be announced when the acceptance is confirmed.

All rooms are twin rooms and roommate is randomly chosen.

¹ Please list any poor medical conditions or special needs.

SEOUL NATIONAL UNIVERSITY
FINANCIAL CERTIFICATION FOR ADMISSION
(Visiting Students only)

1. Name of the Applicant	Vernacular: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Last Name First Name Middle Name (if any) </div>		
	English: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Last Name First Name Middle Name (if any) </div>		
	Marital Status: Single _____ Married _____		
	Gender: Male _____ Female _____		
2. Nationality:		3. Date of Birth (MM/DD/YY):	
4. Place of Birth:			
5. Permanent Address:			
6. Mailing Address:			
7. Local Telephone Number (in Korea):		8. Present Occupation	

You and your sponsor must provide for your educational and living expenses for the duration of your entire educational program at Seoul National University. Also, educational and/or living expenses must be provided for your husband or wife and/or children who will be accompanying you. Please attach a bank certification indicating that either you or your sponsor has at least US \$10,000 for at least a period of one month in your or your sponsor's account.

* Please attach the certificate of scholarship if you are receiving scholarship from your sponsoring organization

If you are paying for your own educational and living expenses, please attach your bank certificate and certificate of employment.

Sponsor Details

Name _____	
Relationship to Applicant _____	Occupation _____
Address _____	
Country _____	

"I guarantee that the amount of US\$ _____ will be available for the above named applicant and/or husband or wife and/or children for the entire duration of this program."

Signature _____ Date _____



Korean Language Program for Exchange Students at Seoul National University

Office of International Affairs (OIA)
Seoul National University
San 56-1, Shillim-dong, Kwanak-gu,
Seoul, Korea 151-742
Telephone: ++82-2-880-8637
Fax: ++82-2-880-8632
Email: exchange@snu.ac.kr

We invite our exchange/visiting students to participate in Korean Language Programs at SNU's Korean Language Education Center (KLEC). The Korean Language Program offers four ten-week sessions each year. For further information about these programs, please visit the KLEC's website at : http://lei.snu.ac.kr/kor/pages/SK00014_00.jsp

1. General Information

• Courses

Program	Class Hour	Weekly Hour
Regular Korean Program	Mon-Fri, 9:00-13:00	20 hrs/ wk
Afternoon Korean Program	Tuesday & Thursday 14:30-17:30	6 hrs / wk
Evening Korean Program	Monday & Thursday 16:30 – 21:30	6 hrs / wk

• Calendar for 2008

Term	Period	Application Deadline	Notification of Acceptance	Placement Test
Spring	March 3 – May 9	January 14 (Mon)	January 21 (Mon)	February 27 (Wed)
Summer	June 2 – August 8	April 14 (Mon)	April 21 (Mon)	May 28 (Wed)
Fall	September 1 – November 7	July 14 (Mon)	July 21 (Mon)	August 27 (Wed)
Winter	December 1 – February 6	October 13 (Mon)	October 20 (Mon)	November 26 (Wed)

• Tuition Fee

Program	Fee
Regular Korean Program	1,320,000 KRW
Afternoon Korean Program	500,000 KRW
Evening Korean Program	500,000 KRW

• Subsidy

Korean language program is separate from regular university courses, and students have to pay the tuition fee. For exchange students only, however, the OIA and LEI made a special arrangement in financial subsidy:

√ Students who are majoring Korean Studies or Korean Language in home institution:

Full financial support

√ Students who are not majoring in Korean Studies or Korean Language in home institution:

70 per cent of the tuition fee is supported from the OIA and **30 per cent** of the fee should be paid by the students

* Above financial subsidy is **not available for visiting students**. For any other types of financial support, please inquire to LEI at klp@snu.ac.kr.

2. Application

The OIA will collect applications from exchange students and will forward applications along with recommendation to KLEC. The notification of acceptance and detailed schedule will be forwarded to the applicants along with the admission package for exchange students.

√ **Application Procedure** : Students shall apply for the language program through the OIA. Further notice will be announced once the acceptance is confirmed.

√ **Transcript** : Students completing this course will receive an official transcript from the KLEC. Please be advised that the grades you have earned at KLE will not appear on your general SNU transcript.

3. Others

● Taking Additional SNU Courses

While registered in the KLEC's program, you will be allowed to register for regular university courses offered by SNU. However, in consideration of the heavy course load of the KLEC's Regular Korean Language Program, we strongly recommend that you enroll in no more than 2 regular university courses if you are registered in this program.

● Travel Insurance

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

- √ You have to be insured by an insurance company which takes effect in your country or in Korea
- √ The insurance policy should cover sickness, accident and death during your study in SNU
- √ You can register for KLEC 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 finishing the course, you have to resubmit the insurance policy copy or the notarized document after renewal or reapplication of the insurance policy
- √ Any inquiries and information regarding insurance should be conducted by yourselves with the staffs of insurance company. SNU does not involve in any insurance-related affairs

SNU Buddy Program

The OIA organizes a buddy program for international students in order to assist their adjustment in Korea and campus life. Upon your buddy request, the OIA matches you with one of SNU buddy students, who will be your helper and friend throughout the semester.



During your stay at SNU, the SNU buddy shall meet up with you regularly or irregularly to build good relationship. At the beginning of the semester, SNU buddy's main jobs are to help you to settle in new environment, which may include :

- ▶ *airport pick-up services*
- ▶ *help you to find accommodation or guide you for a dormitory life*
- ▶ *help you to register or change classes & may give you information related to classes*
- ▶ *show you around the campus and Seoul*
- ▶ *help you with other necessary administrative procedures such as foreign registration at the Immigration's Office, and opening bank account*
- ▶ *obtain cultural experiences as well as participate in many events for international students and buddies organized by the OIA*

By participating in various activities held at the OIA such as International Food Festival, Cultural Heritage Tour and Wine & Cheese Party with international students, they become your best Korean friends. Many international students had great experiences with their SNU buddy students during their stay at SNU and keep their good friendship even from the distance.

