**Exchange Student program 2013/14**

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 147 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.

**”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**

1) Qualification

- Must be enrolled at least 2 semesters at home institute

- Have a GPA 3.0 or above / 4.0

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

|  |  |  |
| --- | --- | --- |
| **English** | **TOEFL** | IBT 88 or above |
| **IELTS** | 6.0 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 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.

**- MBA** program does not accept exchange program through the OIA. In order to apply for an exchange program at MBA, please inquire at [mba@snu.ac.kr](mailto:mba@snu.ac.kr)

**2. Application Procedure**

| **Starting Semester** | **Application Deadline** | **Screening Procedure** | **Notification of Acceptance** | **Acceptance Packages sent to:** |
| --- | --- | --- | --- | --- |
| Fall Semester | April 30 | May-June | Early June | Mid June |
| Spring Semester | Oct 30 | Oct-Nov | Early Dec | Mid Dec |

**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** | One completed Application Form (Please type clearly your email address since most important announcements will be notified through email.). | Attachment |
| **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 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** | Two photographs (3 x 4) |  |
| **H** | 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, 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 (not for Korean national), Letter of Acceptance, and other necessary information.

**Academics & Students Life**

**1. Academic Calendar**

**※** 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.

| **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 |

**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 18 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.  Exchange students have a right to apply for the Kwanaksa (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. 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. Estimated Budget to Study at SNU**

|  |  |  |
| --- | --- | --- |
| **Tuition Fee  (for Visiting Students ONLY)** | **3,000,000 KRW / semester**  (Tuition fee is calculated based on the number of credits you are taking. It also varies depending on your major and year of your enrollment.) | |
| **Housing** | On-campus | 456,000 ~ 762, 000 KRW / semester  for undergraduate students 190,000 ~ 293,000 KRW / month  for graduate students |
| Off-campus | 300,000 KRW ~ 800,000 KRW / month |
| **Local Transportation** | **200,000 KRW / month** | |
| **Meals** | **500,000 KRW / month** | |
| **Books/School Supplies** | **500,000 KRW / semester** | |
| **Telecommunication** | **100,000 KRW / month** | |
| **Personal Expenses** | **200,000 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:

-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 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 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

**Medical Mutual Aid Service**

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 4,000 KRW per semester upon the entrance of SNU. It is not mandatory but is recommended to register for the service.

| **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 exceeding100,000 Won, 40% Coverage | Up to 50,000 Won, 60% Coverage,  (SNU Health Center, Coverage up to 70% ) Amount exceeding 50,000 Won, 40% Coverage |

**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 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.



**Student Exchange/Visiting Program Application Form**

**Seoul National University**

**(Fall 2013 & Spring 2014)**

Office of International Affairs (OIA)  
Seoul National University  
599 Gwanangno, Gwanak-gu, Seoul, Korea 151-742  
Telephone: ++82-2-880-8634

Fax: ++82-2-880-2585

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: | | | |  | | | |
| Name in Full | Mr. / Ms. | | Last Name | | | | | | First Name | | | Date of Birth | | | YY / MM / DD |
| Country of Citizenship: | | |  | | | Country of Birth: | | | | | |  | | | |
| Address: | |  | | | E-mail: | | | | | | | | | | |
| Tel: | | | | | | | | Mobile: | | |
| Program applied for: Exchange Program Visiting Program | | | | | | | | | | | | | | | |
| Proposed Study Period: 2013 Fall Only  2013 Fall & 2014 Spring | | | | | | | Level: Undergraduate  Master’s  Ph.D. | | | | | | | | |
|  | | | | | | |
| Preferred Course of Study at Seoul National University (SNU) | | | | | | | | | |  |  | | | Please attach your most recent photo here | |
| College/graduate school: | | | | ※For more information about your preferred course of study, please go to our University website ([www.snu.ac.kr](http://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. | | | | | | | | | |
| Department/Major: | | | |

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 (戶口簿)

E. A bank certificate that proves deposit of USD 10,000 or above for more than 6 months

1. For Visiting Students Only

A. Financial Certificate & Proof of sponsorship

B. Application Fee (83,000 KRW for Find 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:

SEOUL NATIONAL UNIVERSITY

RECOMMENDATION FOR ADMISSION

Note to Applicant: Please fill out the items No. 1 ~ No. 4 below. Deliver or mail this to the person who will write this recommendation. Ask your recommender to seal this in an official envelope and sign across the back after it has been written. Recommendation that are not sealed and signed will not be accepted.

#### Confidential

1. Name of Applicant:

Last Name First Name Middle Name (if any)

1. Country of Citizenship:
2. Proposed Department:
3. Name of Applicant’s attending University:

Note to Recommender: We would appreciate your frank and candid appraisal of the candidate as a potential student at Seoul National University.

5. How long have you known the applicant and in what capacity?

6. What do you consider to be the applicant’s strengths?

7. What do you consider to be the applicant’s weaknesses?

8. How well do you think the applicant has thought out plans for study at Seoul National University?

9. Do you know of any medical or emotional condition which might affect the applicant’s performance at the University? If so, please explain.

10. Please give us your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with others applying for the proposed program whom you have known.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Unusually  Outstanding  (Top 2%) | Superior  (Top 5%) | Excellent  (Top 15%) | Good  (Top Third) | Average  (Middle Third) | Poor  (Bottom Third) | No  Information |
| Intellectual Ability |  |  |  |  |  |  |  |
| Ability to Work  With others |  |  |  |  |  |  |  |
| Ability in  Oral Expression |  |  |  |  |  |  |  |
| Ability in  Written Expression |  |  |  |  |  |  |  |
| Imagination And  Probable Creativity |  |  |  |  |  |  |  |

11. Please comment on the ratings that you have assigned in #8 and make any additional statement about the applicant’s record, potential, or personal qualities which you believe would be helpful in considering the applicant’s application for the proposed degree program.

Recommender’s Signature

Recommender’s Name (Please print clearly) Date

Position or Title:

School or Firm:

Address:

Number Street City State Zip Code Country

**Please return this form by the application deadline sealed in an official envelope and signed across the back to: Office of International Affairs, Seoul National University, San 56-1 Shillim-dong, Kwanak-gu, Seoul 151-742, Korea. Your recommendation is considered as an important part of the applicant’s application. We will take no action on the applicant’s application until we have heard from you. Thank you again for your assistance**.