

2023 Fall Semester Student Exchange Program Guideline

Thank you for being interested in the Student Exchange Program at Seoul National University of Science and Technology (SeoulTech). Please read the information below before your application.

General information	
Name of The Institution	Seoul National University of Science and Technology (SeoulTech) Office of International Affairs
Address	Room 115, International Hall building No. 38) SeoulTech, 232 Gongneung-ro, Nowon-gu, 01811, Seoul, Republic of Korea

Eligibility	
※ Please check with the office or person in charge of the Student Exchange Program at your university to see if you are eligible.	
<input type="checkbox"/> An exchange student who wishes to study at SeoulTech must be; <ul style="list-style-type: none"> <input type="radio"/> Completed at least two semesters at home universities <input type="radio"/> Enrolled as a full-time student at universities that have an active student exchange agreement with SeoulTech <input type="radio"/> Nominated as a candidate of exchange student by home institution <input type="radio"/> Able to study either in English or in Korean at least for one semester(4.5 months) 	

Application Procedure				
1	<table border="1"> <tr> <td>[Home University Coordinator]</td> </tr> <tr> <td>Nomination via our Online system</td> </tr> <tr> <td>3 April 2023 ~ 28 April 2023</td> </tr> </table>	[Home University Coordinator]	Nomination via our Online system	3 April 2023 ~ 28 April 2023
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<input type="checkbox"/> Online Nomination: 3 April ~ 28 April 2023
<input type="radio"/> Online Nomination : Web Address will be sent to the university coordinator directly. (The link is for the coordinator's use only. Please do not pass it to your students)
<input type="checkbox"/> Online application with submission of 1st required documents : 3 April ~ 8 May 2023
* It will not be possible to apply after this date. <ul style="list-style-type: none"> <input type="radio"/> Link : http://for-a.seoultech.ac.kr/exchange <input type="radio"/> 1st required documents <ul style="list-style-type: none"> A. Photo(jpg file): A color photo taken within last the six months(full face without a hat, front view) B. Copy of passport <ul style="list-style-type: none"> - Be sure to check the valid date. - Make it clear so that we can see all the personal information easily. C. Study Plan: Refer to the attached [Form 1]

D. Recommendation Letter : You can get it from your professor or a international coordinator at home university

E. Copy of Official Transcript

Notification: The result will be announced by the system on 31 May 2023

- You can check the result by online system: <http://for-a.seoultech.ac.kr/exchange>

Sending out the Acceptance Packages (Documents for applying for the visa) : Before 16 June 2023

- The Acceptance Package will include the followings and be sent by email(soft copy), not by post(hard copy).
If you need an original file(hard copy), please let us know.

A. Certificate of Admission

B. Acceptance Letter

C. Certificate of Business Registration

- Contact the local Korean Embassy/Consulate to see if they require additional documents that you must provide in addition to the ones that SeoulTech provides you.

Apply for a student visa : Right after getting the Acceptance Packages from SeoulTech

- Processing time for the visa issuance : About 20 ~ 50 days

* It depends on each consulate. So you should be in a hurry to apply for a student visa.

Submission of the additional documents: Before 18 August 2023

- Link: <http://for-a.seoultech.ac.kr/exchange>

- Submission of additional required documents

A. Health clearance form: Refer to the attached [Form 2] * Only dormitory residents need to submit

B. Flight info (Fill out the itinerary information and upload the ticket on the webpage)

C. Copy of Korea visa (Please make it clear to see all personal information easily.)

<Students from Non-OECD countries>

D. A certificate of bank statement(balance)

F. A certificate of enrollment(issued by home university)

: This document should be notarized by the embassy of Korea or Apostilled.

Academic Calendar & Orientation

2023 Fall Semester : 5 September(Tue) 2023 ~ 18 December(Mon) 2023

- Course Enrollment:** in the middle of July 2023 * The exact date will be announced via email.

- Mid Exam:** In the middle of October

- Final Exam:** The second week of December

Issuance of a Transcript of Record

- 2~3 weeks after the end of the semester

- We will send the scanned transcript by email to your home university. If you need a hard copy, please let us know.

Orientation : 4 September(Mon) 2023

Course Syllabus and Course List

Syllabus

- Website: for-s.seoultech.ac.kr

- If you log on as a guest, you can access all course information.

Course Enrollment

- The course list taught in English for the 2023 Fall semester will be released during the middle of July 2023.
- In July 2023, we will send you the course list for the 2023 Fall semester about 7 days before the course enrollment. You are supposed to submit your course wish-list form within 2~3 days after getting an information about a finalized course list in July. * Please check your email frequently.
- Before getting the updated course list or the 2023 fall semester, you can refer to the 2022 English-taught course List temporarily.

SeoulTech Grading System

1 Credit = 16 teaching hours including lectures, exam, assignments, and attendance

1 Course = 2 or 3 credits

Each course lasts a semester(16 weeks).

ECTS Conversion Table	
SEOULTECH Credit	ECTS
none	0
2 credits	4
3 credits	6
4 credits	8
5 credits	10
6 credits	12

But as always it is the SeoulTech system. You should follow your university rule.

Housing

<On campus>

Dormitory Request

- SeoulTech only guarantee **Sunglim dormitory room** to exchange students.
- Please note that there is very few international hall quota and the previous residents have a priority to stay at the same room for the consequent semester. In this regard we will only receive a waiting list for international hall from the accepted students after the application result is announced.. It will be very slim chance for a new residents to be assigned to the international hall. We can guarantee Sunglim dormitory room but we do NOT guarantee the international hall.
- There is no kitchen at the Sunglim dormitory room, if you need a kitchen, we highly recommend you to find other accommodation off campus.
- A dormitory will not serve you the linens, pillow, and blankets.

Room Assignment – How?

- Please note that the dormitory office will randomly assign a room. If there is a specific roommate with who you want to share a room, please leave a message on the application form.

Room Assignment – When?

- The result of the Dormitory Room assignment will be released in July, 2023.

Dormitory schedule

- Check-in Date : 1 September(Fri) ~ 2 September(Sat), 2023
* Tentitive! Check in date may be subject to change
- Check-in Time : 09:00 ~ 18:00 (Lunch break time: 12:00~13:00)
- Check-out Date : Before 12:00 P.M. on 16 December(Tuesday)

Tuberculosis test Result

- Online Submission * [Form 2] Health Clearance form
 - Link: <http://for-a.seoultech.ac.kr/exchange>
 - Submission Deadline: Before 18 August 2023
 - Only dormitory residents are required to submit
 - Only TB test result dated which performed after June 2023 is acceptable.
- You can take any type of TB test result. (Chest X-ray test, Blood test, or Skin test)
- Do not get confused with “Positive” and “Negative”
 - Please note that “Positive” means you have tuberculosis.
 - Only the students who have a “**Negative**” result can stay in the dormitory.
- Without the TB test result, you can not stay in the dormitory.
 - For the safety of all dormitory residents, those who will stay at a dormitory must submit a TB-test result before check in
 - It doesn’t matter that you are vaccinated or not. There is no exception.

Dormitory payment

- After your check-in, you will receive an invoice from the dormitory office. You should pay the fees at NH Bank, which is located on our campus.
- You can pay it by cash(or transfer) but not by credit card.
- Payment (as for 2023 Spring semester) *subject to change
 - Housing Fee

Room type		Remark	Price (for 4 months)
Female	Double room	2 female students will share a room	KRW 836,870
Male	Triple room	3 male students will share a room * Triple Room = Room 1(1 student stay at a Room1) + Room 2(2 students stay at a Room2)	KRW 1,060,500 KRW 834,750
	Quad room	4 male students will share a room * Quad Room = Room 2(2 students stay at a Room1) + Room 2(2 students stay at a Room2)	KRW 687,750

- Meal Fee

Options	Meal	Price (for 4 months)
No meals	-	-
1 Meal (a day)	Breakfast	KRW 454,500
	Lunch	
	Dinner	
2 Meals (a day)	Breakfast & Lunch	KRW 787,800
	Lunch & Dinner	
	Breakfast & Dinner	
3 Meals (a day)	Breakfast& Lunch& Dinner	KRW 1,121,100

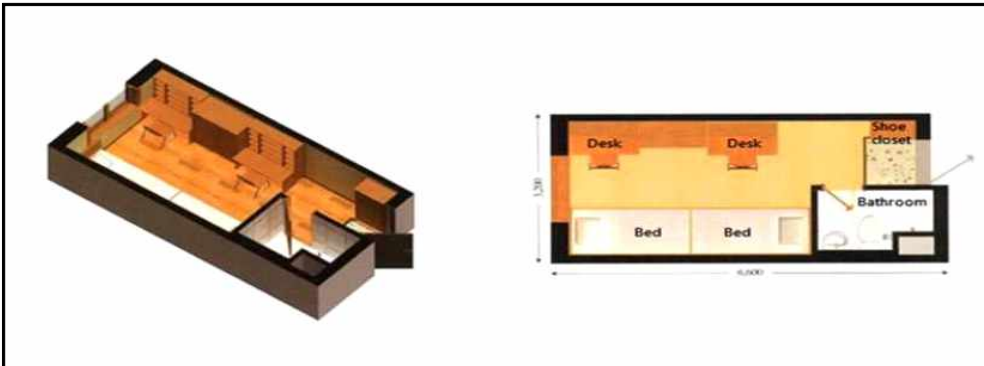
Facilities

- In Room: Desk, bookshelf, bed, chair, fan, Internet access
- Communal area: vending machine, coin-operated washing machine, fitness room, cold and hot water purifier, room, restaurant, table tennis room, seminar room, cafe.

□ **Dormitory Room Architecture Plan(Sunglim Dormitory)**

○ Female students : Sunglim Women’s Dormitory

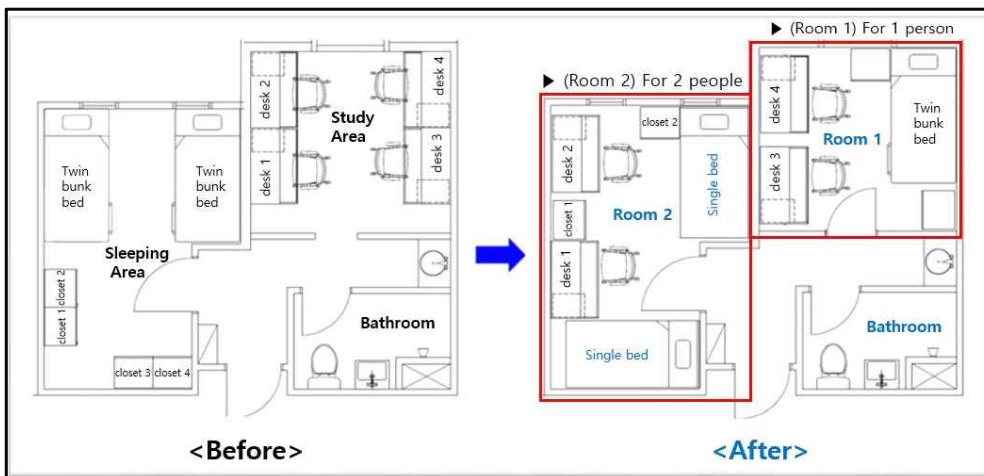
- Double room with no kitchen
- 2 female students share a room



○ Male students : Sunglim Men’s Dormitory

- Triple room with no kitchen
- 3 male students share a room

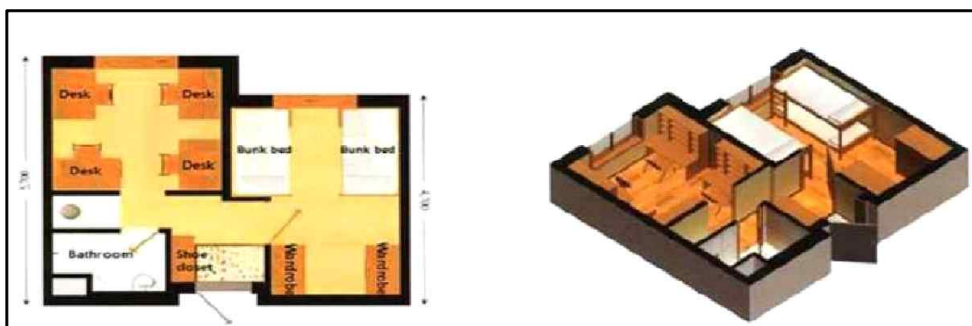
※ Triple Room = Room 1(1 student stay at a Room1 + Room 2(2 students stay at a Room2)



○ Male students : Sunglim Men’s Dormitory

- Quad room with no kitchen
- 4 male students share a room

※ Quad Room = Room 1(2 students stay at a Room1 + Room 2(2 students stay at a Room2)



<Off campus>

- **Episode Suyu** : <https://www.aird.kr>

“Suyu” is the closest branch to SeoulTech though, they are also offering several options in other parts of Seoul.

Visa

Online Submission

- Link: <http://for-a.seoultech.ac.kr/exchange>
- Before 18 August 2023

Apply for a student visa (D-2-6/ D-2-8)

- A student visa (D-2) is required to study in Korea if a student is not of Korean nationality.
- Please contact your nearest Korean Embassy or consulate for more detailed information on the visa application process.
- Be aware that students cannot change their visitor visa to a student visa in Korea. You should apply for a student visa (D-2-6/ D-2-8)
- The ministry of justice launched a new regulations as of June, 2022 and strengthened a immigration policy. They require additional materials for exchange students from Non-OECD countries.

* **Students from OECD countries** : Normally the three documents(Certificate of admission, Acceptance letter, Certificate of business registration) will be sufficient to apply for a student visa.(D-2-6)

* **Students from Non-OECD countries** : The ministry of justice strengthened an immigration policy and requires additional materials even for exchange students.

- **A certificate of bank statement(balance)** : The bank statement should cover your exchange study semester living cost.(USD 4,000 for one semester/ USD 8,000 for one academic year).

- **A certificate of enrollment of home university** : It should be Apostilled or notarized by the embassy of Korea in your country.

OECD countries(38 countries)

Austria, Australia, Belgium, Canada, Chile, Colombia, Costa Rica, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea, Latvia, Lithuania, Luxembourg, Mexico, the Netherlands, New Zealand, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, the United Kingdom and the United States.

Processing time for the visa issuance

- About 20 ~ 50days * It depends on each consulate.
- Some times, it takes more time. So please apply for the visa right after getting the Acceptance Packages SeoulTech.


[Example of copy of Korea Visa]

대한민국 법무부
MINISTRY OF JUSTICE, THE REPUBLIC OF KOREA

VISA GRANT NOTICE
사증발급확인서

Visa No. (사증번호) GE220006286 2022-7-27 22:44

1. DETAILS OF APPLICANT 신청자 정보

	Full Name 영문성명	MAINGUENE THEO THOMAS COLIN		
	Date of Birth 생년월일	2000.05.12	Gender 성별	male
	Nationality 국적	FRANCE		
	Passport No. 여권번호	22AD61314		
	Passport Expiration Date 여권만료일	2032.01.28		

2. VISA DETAILS 사증사항

Status of Stay 체류자격	D-2-6	Period of Stay 체류기간	06Month(s)	Number of Entries 사증 종류	Single
Date of Issue 발급일	2022.07.27	Validity Period of Visa 사증 유효기간	2022.10.27	Issuing Authority 발급 기관	Korean Embassy in Germany
Remarks 비고	서울과학기술대학교				

This document confirms that the above applicant's Korean visa application has been approved and that the visa is currently valid in accordance with Article 7 (Issuance of Visa) of the 대한민국 출입국관리법 시행령 제7조(사증발급)의 규정에 의하여 기재된 신청인에 대하여 사증 발급이 허가되었으며 해당 사증이 유효함을 확인합니다.

Minister of Justice, Republic of Korea
대한민국 법무부 장관

National Health Insurance Service (NHIS)

- International students staying in Korea are automatically registered for the National Health Insurance (mandatory, no separate application required) as of March 1, 2021.
- However, students (D-2) who are entering Korea for the first time are registered from the date of alien registration. (not the date of entry to Korea). When you are registered, NHIS Card and Subscription Guide are sent to your residential address in Korea.
- National Health Insurance Service (NHIS) bill will be mailed to the residential addresses that you reported to the immigration office. You must pay the insurance fee by the 25th of every month
 - **Insurance Benefits** : The same benefits as the Korean citizens
 - **Inquiry** : +82-33-811-2000 (English, Chinese, Vietnamese and available)

(Foreigner) Registration Card_ ARC

Group Application

- We partner with a visa agency(hirevisa) that will help student to apply for ARC application and submit the documents to the immigration center on behalf of students. This service, however, costs a fee of KRW 40,000 (including 10,000 KRW application commition fee).

Independent Application

- You can, of course, also visit the Immigration Office independently. we recommend students to make a reservation at the immigration center right after entering to Korea.

Required documents for issuing the (Foreigner)Registration Card.

- A. Registration Card Application form
- B. Processing fee: KRW 30,000
- C. Certificate of enrollment of SeoulTech
- D. A copy of passport
- E. Confirmation of visa Issuance
- F. 3.5 X 4.5 Photo
 - We highly recommend you to bring a printed out photo. Taking a photo in Korea will cost about KRW 17,000.
- G. **Confirmation of Residence**
 - (Dormitory residents) : A certificate of dormitory residency

- (Non-dormitory residents)

- a. Confirmation of Residence -Accommodation form
- b. Documents of evidence regarding ownership of the provided property: Certified Copy of Business Register, Residential Lease Agreement, etc.
- c. Copy of accommodation provider ID Card

Costs of living in Korea

- Living expenses for an average student in Korea are estimated at \$500-900 per month. However, expenses vary depending on your spending habits and your living situation.