

2026 Fall Semester Student Exchange Program Guidelines

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

General information

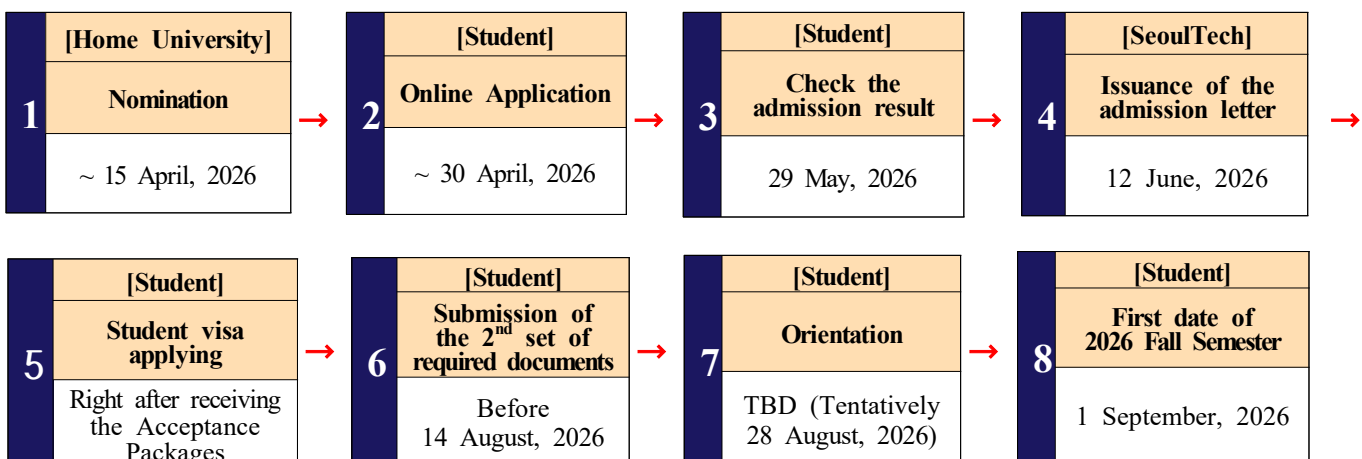
Name of the Institution	Seoul National University of Science and Technology (SeoulTech) Office of International Affairs
Address	Room 115, International Hall building (No.#38) SeoulTech, 232 Gongneung-ro, Nowon-gu, 01811, Seoul, Republic of Korea

Eligibility

Please check with the office or person in charge of the Student Exchange Program at your university to confirm your eligibility.

- An exchange student who wishes to study at SeoulTech must ;
 - Have completed at least two semesters(Undergraduate) or one semester(Graduate) at their home university.
 - Be enrolled as a full-time student at a university that has an active student exchange agreement with SeoulTech.
 - Be nominated as an exchange student candidate by their home institution.
 - Be able to study in either English or Korean for at least one semester (4.5 months).
 - Have not studied at any other Korean university in the previous semester.
- ※ Based on immigration regulations, a D-2-6 student visa holder cannot transfer to another school within Korea.

Application Procedure



Online Nomination : ~ 15 April, 2026

- Online Nomination

: The web address will be sent directly to the university coordinator.

(This link is for the coordinator's use only. Please do not share it with students)

Online Application : ~ 30 April, 2026

* Applications will not be accepted after this date.

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

The first set of required documents

A. **Photo**(JPG file): A color photo taken within last the six months(full face, no hat, front view)

B. **Copy of passport**

- Please ensure that the passport's expiration date is valid..
- The copy should be clear so that all personal information is easily visible.

C. **Study Plan**: Please refer to the attached **[Form 1]**

D. **Recommendation Letter** : A recommendation letter from the home institution (in English and written by a faculty member or the International Office) explaining why the student is being recommended.

E. **Copy of Official Academic Transcript** : An academic transcript showing the student's grades and courses.

The transcript must be issued **in English**.

F. **Language Proficiency Certificate**

- (For non-native English speakers): A minimum scoror of TOEFL iBT 72, IELTS (Academic) 5.5, TOEIC 750, Cambridge English Scale 160 or Global Scale of English (Pearson) 59 is required.
 - * A supporting letter regarding the student's English proficiency (e.g., confirming that the student is capable of following classes conducted in English) is also acceptable.
- (For native English speakers): Students are exempt from the language requirement.

Notification of Admission Result : 29 May, 2026

The admission result will be announced through the SeoulTech application system.

Applicants may check the result online at: <http://for-a.seoultech.ac.kr/inbound>

Sending out the Acceptance Packages (documents for visa application) : 12 June, 2026

The Acceptance Package will include the following documents and will be sent **by email (soft copy)**, not by courier (hard copy). If you need original hard copies, please let us know.

- A. Certificate of Admission
- B. Acceptance Letter
- C. Certificate of Business Registration

Please contact your local Korean Embassy or Consulate to check whether any additional documents are required beyond those provided by SeoulTech.

Student Visa Application : Right after receiving the Acceptance Packages from SeoulTech

Estimated visa processing time : Approximately 20 to 50 days

- Processing times vary depending on the consulate, so students are strongly advised to apply for a students via as soon as possible.

Submission of Additional Documents(The second set of required documents) : **14 August, 2026**

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

Submission of the second set of required documents:

A. (Dormitory residents only): **Negative Tuberculosis (TB) Test Result**

- Please refer to the attached [Form 2]
- Only TB test results obtained **after June 2026** are considered valid.

B. (Dormitory residents only): **Proof of Measles Vaccination**

- Students must have completed both doses of the vaccine.

C. Flight Information

- Please enter your itinerary information and upload a copy of your flight ticket through the online system.

D. Copy of Korean Visa

- Please ensure that all personal information is clearly visible.

<For Students from non-OECD countries only>

※ This applies based on the country that issued the student's passport, not the country of their home university.

D. Bank Statement

- A document showing the account balance. (USD 5,000 for one semester/ USD 10,000 for two semesters)

F. Certificate of Enrollment (issued by the home university)

- This document must be authenticated with an apostille. or notarized by the Korean Embassy.

Important Academic Dates

2026 Fall Semester : 1 September, 2026 ~ 21 December, 2026

Course Registration : Mid-July 2026 ※ The exact date will be announced by email.

Orientation : TBA (Tentatively 28 August, 2026)

Midterm Exam: Fourth week of October (TBD)

Final Exam: Third week of December (TBD)

Issuance of Academic Transcript

- Official transcripts will be issued 2-3 weeks after the end of the semester.
- A scanned copy of the transcript will be sent by email to both the student and the international coordinator at the student's home university. If you require a hard copy, please let us know.

Course Registration & Syllabus

Syllabus

- Exchange students are allowed to select courses only from the "Module List";
<https://global.seoultech.ac.kr/bound/inbound/course>
- You can find the course syllabus for the 2025 Fall semester on Google Drive;
https://drive.google.com/drive/folders/1pUOZuQxGcJMIhgKEX0tN1phAWr7EVID?usp=drive_link
- Please make sure to carefully review the module list from the previous academic year. In some colleges, such as the College of Art & Design, the number of courses offered in English is very limited. Therefore, if you are required to earn a strict minimum number of credits during your study abroad period, we strongly advise you to consider this carefully before submitting your application.

Course Registration

- The finalized course list for the 2026 Fall semester (taught in English) will be released [in early July, 2026](#).
- In July 2026, we will send students the finalized Fall 2026 course list approximately 7 days before course registration. Students are required to submit their course wish-list form within 2-3 days of receiving the finalized course list. * Please check your email regularly.
- Before the updated course list for 2026 Fall semester is released, students may temporarily refer to the 2025 English-taught course list. Please note that some courses may not be offered in the following semester.

SeoulTech Grading System

1 Credit = 15 teaching hours, including lectures, exams, assignments, and attendance.

1 Course = 2 or 3 credits

All courses are offered on a semester basis and run for 15 weeks.

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

However, each university has its own credit conversion policy. Students are advised to consult with their home university regarding the credit conversion ratio and to follow their home university's regulations.

Housing

< On-Campus Housing >

Dormitory Types & Availability

Guaranteed Housing: All exchange students are guaranteed a room in Sungrim Male/Female Dormitory.

- Male Students: Triple Room (3 persons)
- Female Students: Double Room (2 persons)

Sungrim International Hall (Single Rooms)

- Availability is extremely limited as priority is given to current residents.
- You cannot select the Sungrim International Hall directly on the application form; only Sungrim Male/Female Dormitory is available for selection.

※ If a canceled room becomes available in the Sungrim International Hall (single room), room assignments will be made based on the dormitory request submitted in the application form. The room assignment order is determined by the application submission date.

Waiting List for Sungrim International Hall (Single Room)

- How to Apply:** If you wish to be on the waiting list for a single room, you must indicate this in the "Special Request" section of your exchange application.
- Assignment Process:** If a vacancy occurs due to a cancellation, rooms will be assigned based on the order of application submission.
- Important Notice:** Placement in the Sungrim International Hall is NOT guaranteed. If you strictly require a single room, we strongly recommend seeking off-campus housing

Facilities & Meal Information

Kitchen Facilities

- Sungrim Male/Female Dormitory: There is a communal kitchen in the building to be shared with all residents.
- Sungrim International Hall (Single Room): Each room is equipped with its own private kitchen.

Dietary Options: The dormitory cafeteria does not provide special meal options (e.g., Halal, Vegetarian).

- **Personal Items:** Bedding (linens, pillows, blankets) is not provided. Students must prepare their own upon arrival.

Disclaimer on Room Conditions

- Please be advised that some dormitory buildings, particularly the Sunglim International Hall, are aging. As a result, the room conditions and facilities may not meet all students' expectations.

Room Assignment Process

- **Random Assignment:** Rooms are assigned randomly by the Dormitory Office.
- **Selection Limitation:** On the application form, you can only select Sunglim Male/Female Dormitory. Placement in the Sunglim International Hall is not guaranteed and is only available if cancellations occur.
- **Special Requests:** If you have specific preferences, please indicate them in the "Other Requests" section of the application.
(For example)
 - I would like to share a room with my friend, [Name].
 - Please place me on the waiting list for the Sunglim International Hall (Single Room) in case of a vacancy.
 - I would like to request a single-occupancy option within the male triple room types (if available).

Dormitory Fee Payment

- **Payment Period:** You can pay the dormitory fees after the room assignment results are released
- **Payment Method:** For students paying from overseas, we accept credit/debit card payments via **Flywire**.
 - Detailed payment instructions will be provided along with the assignment results.

Dormitory Move-in/out Schedule

- **Check-in Date :** 28 July(Fri) ~ 29 July(Sat), 2026 (Tentative)
 - * **Tentative!** Check-in dates may be subject to change.
- **Check-in Time :** 10:00 ~ 17:00 (Lunch break time: 12:00~13:00)
- **Check-out Date :** Before 12:00 P.M. on 22 December(Tue), 2026

Tuberculosis(TB) Test Result+Measles Vaccination Certificate : Before 14 August 2026

- **Health Certificate Submission (TB & Measles)**
 - **Submission Deadline:** Before 14 August 2026
 - **How to Submit:** Online via the link: <http://for-a.seoultech.ac.kr/inbound>
 - **Important Notice:** In accordance with South Korean government regulations, all dormitory residents are mandatorily required to submit these documents. For the safety of the community, students who fail to provide the required certificates will not be allowed to check in.
- **Tuberculosis(TB) Test Result**
 - **Acceptable Tests:** Chest X-ray, blood test, or skin test.
 - **Medical Certificate:** A formal medical certificate issued by a doctor stating that the student is free from tuberculosis (TB) or fully cleared is also acceptable.
 - **Validity:** Only tests performed after **June 2026** are acceptable.
 - To reside in the dormitory, the student's test result must be Negative. If the result is Positive, the student will be unable to check in. Students are kindly asked to double-check the "Result" section of the medical certificate to avoid any issues.

(Result Interpretation)

- Negative (-): Healthy/Clear. (Eligible for dormitory stay)
- Positive (+): Infected/Active. (Not eligible for dormitory stay)
- Please ensure your test result is Negative before submitting.

○ Measles Vaccination Certificate

- **[Form 3]** Medical Certificate(Measles) (Please use this form if the hospital does not have its own)
- **Vaccination Records:** If the student completed the **two** required measles vaccinations in childhood, the student must submit the relevant proof.
- **Requirement for Re-vaccination:** If a record of the two vaccinations cannot be found, the student will be required to receive the vaccinations again.

□ Dormitory Fees & Facilities

○ Total Dormitory Fee : The total fee consists of the Housing Fee and the Meal Plan Fee.

(Please note: Fees are subject to change.)

- Housing Fee

Room type			Remark	Price (for 110 days)
Sunglim International Hall	Female	Single Room	1 student will stay in a private room	KRW 2,205,280
	Male			
Sunglim Dormitory	Female	Double Room	2 female students will share a room	KRW 1,001,280
	Male	Triple Room	Room 1	KRW 1,272,320
			Room 2	

- Meal plan Fee

Options	Meal	Price (for 105 days)
No meals	-	-
1 Meal (a day)	Breakfast	KRW 543,900
	Lunch	
	Dinner	
2 Meals (a day)	Breakfast & Lunch	KRW 954,600
	Lunch & Dinner	
	Breakfast & Dinner	
3 Meals (a day)	Breakfast& Lunch& Dinner	KRW 1,332,000

○ Helpful Information on Dining

- Due to their active schedules and varied lifestyles, many exchange students choose not to apply for a formal dormitory meal plan. Please note that it is not mandatory to subscribe to a meal plan to use the dormitory cafeteria. Instead of a long-term plan, students can conveniently purchase single meal tickets whenever they wish to eat.
- In addition to the dormitory cafeteria, there are three other student cafeterias located across the campus where students can also purchase single meal tickets. However, please be advised that the dormitory cafeteria does not offer Halal or Vegetarian menu options. Many students choose to utilize the various campus cafeterias or explore the wide variety of restaurants near the university to suit their dietary preferences.

○ Facilities

- In-room: Desk, bookshelf, bed, chair, fan, internet access
 - ※ Bedding such as pillows, bed sheets, and blankets are not provided. Students must bring their own or purchase them upon arrival.
- Communal areas: Vending machines, coin-operated laundry rooms (washing machines/dryers), fitness center, water purifiers (hot/cold), study rooms, cafeteria, table tennis room, seminar rooms, and an on-site café.
- Communal Kitchen: Female Sunglim Dormitory(1st floor)/ Male Sunglim Dormitory(7th floor)

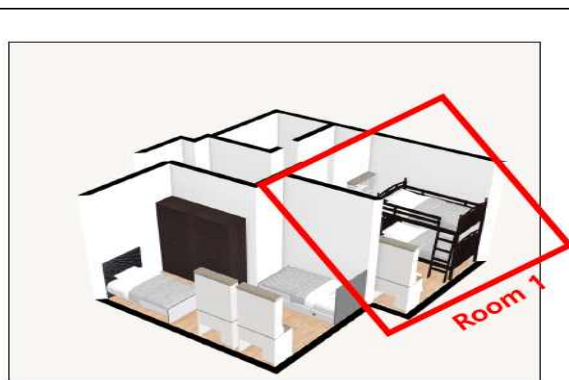
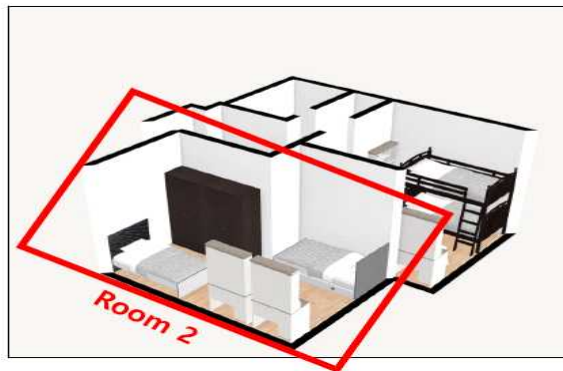
□ **Dormitory Room Architecture Plan(Sunglim Dormitory)**

○ Female students : Sunglim Female Dormitory

- Double room: 2 female students per room. (No in-room kitchen)

○ Male students : Sunglim Male Dormitory

- Triple Room (Shared Unit): 3 male students per unit. (No in-room kitchen)
 - ※ Triple Room Layout: Room 1 (1 male student stays in this private room within the unit) + Room 2 (2 male students share this room within the unit)



<Off-Campus Housing>

- SeoulTech does not collaborate with private housing companies. While we share housing information for student convenience, the university assumes no legal responsibility for any disputes occurring between students and housing providers.
 - Blessing in Seoul : <https://blessing-in.seoulhotelspage.com/en/>
 - Stay14 : www.stay14.com
 - Goshipages : <https://goshipages.com/ko>
 - Borderless House: <https://www.borderless-house.com/kr/>
 - Ziptoss: <https://global.ziptoss.com/en/>
 - HaniSeoul: <https://www.haniseoul.com/>
 - Enkostay: <https://stay.enko.kr/>
 - Air B&B

- Before booking your accommodation, please ensure that the landlord can provide the following documents. These are mandatory proof of residence required by the Immigration Office when applying for your Residence Card (RC). If a landlord is unable or unwilling to provide these documents, we strongly recommend looking for other housing options to avoid issues with your visa status.

- Confirmation of Residence form

: This form can be downloaded from the official Immigration Office website (Hikorea).

- Proof of Landlord's Identity

* For individual landlords: A copy of landlord's ID card. (Please note that some individual landlords may be reluctant to provide this, but it is a required document.)

* For housing companies/corporations: A copy of their Business Registration Certificate (사업자등록증).

- Housing Contract (Lease Agreement)

: A formal signed agreement between the student and the landlord.

Visa

Online Submission

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

○ Before 14 August 2026

Apply for a Student Visa (D-2-6)

○ **Requirement:** A Student Visa (D-2-6) is mandatory for all non-Korean students to study in Korea.

○ **Inquiry:** Students should contact the nearest Korean Embassy or Consulate for detailed information on the specific visa application process in their region.

○ **Important Restrictions:** It is impossible to change a visitor visa (K-ETA/C-3) to a student visa after arriving in Korea. Students must obtain a Student Visa (D-2-6) before their arrival. Please note that pursuing studies under a K-ETA (Tourist Visa) is strictly prohibited.

○ Updated Regulations: Following the Ministry of Justice's updated regulations (June 2022), immigration policies have been strengthened, requiring additional documentation for students from non-OECD countries.

Category	Required Documents
OECD Countries	Typically, three documents are sufficient: Certificate of Admission, Acceptance Letter, and Certificate of Business Registration.
Non-OECD Countries	In addition to the documents above, the following are required: 1. Bank Statement (Balance Certificate): Must cover living costs for the duration of stay (USD 6,000 for one semester / USD 12,000 for one academic year). 2. Certificate of Enrollment: Issued by the home university. This document must be Apostilled or notarized by the Korean Embassy in the student's country.

※ **Important Note on Nationality:** > The classification of "OECD" or "Non-OECD" countries is based strictly on the student's nationality (as indicated on their passport), not the location of their home university. (Example) A Chinese student studying at a university in the USA is classified as a "Non-OECD" student.

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.

□ **Visa Processing Time**

- **Estimated Duration:** Approximately 20 to 50 days. (Processing times vary by consulate.)
- **Timing:** As delays may occur, students should apply for their visa immediately after receiving the Acceptance Package from SeoulTech.
- **Final Deadline:** A Student Visa (D-2-6) must be obtained before the semester begins. It is impossible to change from a Tourist Visa (C-3/K-ETA) to a Student Visa (D-2) after arriving in Korea.

□ **Important Notes**

- **Single-Entry Visa Restrictions:** Exchange students will most likely be issued a single-entry D-2-6 visa. If a student leaves Korea before their Residence Card (RC) is issued, they will not be able to re-enter using the same visa, as it is considered "used" upon the first entry.
- **Passport Consistency:** If a student's **passport number changes**, SeoulTech must be informed immediately. If the passport number on the Certificate of Admission (COA) does not match the passport used for the visa application, the visa will be denied.
- **Entry Regulation:** **Once a D-2-6 visa is granted, students cannot enter Korea as tourists.** If a student enters Korea after the D-2-6 visa has been issued, that student visa is automatically activated. If the student then leaves Korea before obtaining a Residence Card, the visa will expire, and re-entry will not be permitted.

National Health Insurance Service (NHIS)

- **Mandatory Enrollment:** In accordance with Korean law (as of March 1, 2021), all international students residing in Korea are automatically enrolled in the National Health Insurance Service (NHIS). No separate application is required.
- **Enrollment Timing:** For students holding a D-2 visa who are entering Korea for the first time, coverage begins on the date their residence is registered with the Immigration Office (not the date of arrival in Korea). Once the registration is processed, an NHIS card and a Subscription Guide will be sent to the student's registered residential address in Korea.
- **Billing & Payment:** The NHIS bill will be mailed to the residential address reported to the Immigration Office. Students must pay the monthly insurance premium by the 25th of every month.
- **Insurance Fee:** Approximately KRW 79,320 per month. (Note: Fees are subject to change according to NHIS policy.)
- **Coverage Benefits:** Enrolled international students receive the same medical benefits as Korean citizens.
- **Application for Exemption (Withdrawal)**
 - : In certain cases, students may apply to be exempted from the NHIS scheme if they are already covered by an equivalent health insurance plan from their home country.
 - Process: The student must submit proof of insurance (e.g., a certificate or policy) showing that their existing coverage is equivalent to the benefits provided by the Korean NHIS.
 - Decision: Upon submission, the NHIS will review the documents and notify the student whether the exemption has been approved.
 - Contact: To apply for an exemption or for general inquiries, students should visit a local NHIS office in person.
- **Inquiry & Support**
 - NHIS Foreign Language Service: +82-33-811-2000
 - Available Languages: English, Chinese, and Vietnamese.

Residence Card (RC) Application

Group Application

- **Service:** SeoulTech partners with a visa agency (HireVisa) to assist students in applying for their Residence Card (RC). The agency submits the required documents to the Immigration Center on behalf of the students.
- **Service Fee:** KRW 50,000
(This includes the mandatory KRW 35,000 government application fee and a KRW 15,000 service commission).

Individual Application

- **Process:** Students may visit the Immigration Office (Sejongno Branch) independently. It is highly recommended to make an appointment immediately upon arrival in Korea.
- **Booking:** Reservations can only be made starting the day after arrival in Korea. It is not possible to book an appointment before entering the country.
- **Recommendation:** While applying individually is often quicker, appointment slots at the Immigration Office fill up fast. If a student is unable to secure a timely appointment, applying through the Group Application is strongly suggested.

Required Documents for Residence Card (RC) Issuance

- A. **Application Form** (Available at the immigration office or online)
- B. **Processing Fee:** KRW 35,000 (Subject to change by the Ministry of Justice)
- C. **Certificate of Enrollment** (Issued by SeoulTech)
- D. **Copy of Passport**
- E. **Visa Grant Notice**
- F. **3.5 X 4.5 cm Photo**
 - Students should prepare both a **high-quality digital file** and a **printed copy**.
 - Photo Requirements:
 - a. Must be taken within the last six months.
 - b. Cannot be the same photo used in the student's current passport.
 - c. Must be taken against a plain white background.
 - d. The student must face the camera directly with both ears clearly visible.
- G. **Proof of Residence**
 - (Dormitory Residents): A Certificate of Dormitory Residency (issued by the dormitory office).
 - (Non-Dormitory Residents)
 - a. Confirmation of Residence Form (Available on the HiKorea website).
 - b. Proof of Landlord's Identity
 - * (For individual landlords) A copy of landlord's ID card.
 - * (For housing companies/corporations) A copy of their Business Registration Certificate
 - c. Housing Contract (Lease Agreement)

Estimated Cost of Living in Korea

- **Average Expenses:** Monthly living expenses for an international student in Korea are typically estimated to be between USD 500 and USD 900.
- **Variable Factors:** Please note that actual costs may vary significantly depending on a student's personal spending habits and their specific living arrangements.