

**KONKUK UNIVERSITY
EXCHANGE/VISITING STUDENT PROGRAM
APPLICATION GUIDELINES
SPRING 2017**



**OFFICE OF INTERNATIONAL AFFAIRS
KONKUK UNIVERSITY
SEOUL, KOREA**

I. PROGRAM OUTLINE

CATEGORY	NOTES
HOST INSTITUTION	Konkuk University in Seoul, Korea
NAME OF PROGRAM	KU Exchange/Visiting Student Program
LENGTH OF PROGRAM	One or two semesters
ELIGIBILITY	Exchange students: Nomination by KU Partners Visiting students: Foreign students enrolled in foreign colleges/universities
PARTICIPANT BENEFITS	Acquisition of up to 17 academic credits per semester Free Korean language class for beginners (*non-credit course) Korean cultural programs & KU Buddy support 100% KU tuition waiver (for exchange students only)
PROGRAM MANAGEMENT	Mr. Dae-Hee Bahk Office of International Affairs (International Programs) dhbach@konkuk.ac.kr +82-2-2049-6210

II. PROGRAM SCHEDULE

DATE	SCHEDULE
September 30 ~ October 19, 2016	Submission of 『 Nomination Form 』 by email
September 30 ~ November 15, 2016	Submission of 『 Program Application and Required Documents 』 in PDF or JPG files by email (dhbach@konkuk.ac.kr). Please do not send original documents.
November 15 ~ 29, 2016	Application screening
November 30, 2016	Admissions announcement
December 1 ~ 9, 2016	Certificate of Admission issued by the Immigration Office
December 16, 2016	『Program Acceptance Letter Packet』 sent
December 30, 2016 ~ January 17, 2017	Payment of 『 Dormitory Deposit 』 by wire-transfer
December 16, 2016 ~ January 27, 2017	D-2-6 or D-2-8 visa application at the Korean Embassy or Consulate General in student's home country and arrangement for flights * Some Korean Embassies or Consulate Generals may require a longer period for visa screening. Students are strongly advised to apply for their visas as soon as they receive the acceptance packet.
February 16, 2017	First round of online course registration
February 20 ~ 21, 2017	Arrival at Konkuk University and dormitory check-in
February 22, 2017	Welcome orientation and main round of course registration
February 22 ~ 24, 2017	Final round of course registration
March 2 ~ June 21, 2017	Spring 2017 (16 weeks)
June 21 ~ 22, 2017	Dormitory check-out

*The above schedule is subject to change without prior notice.

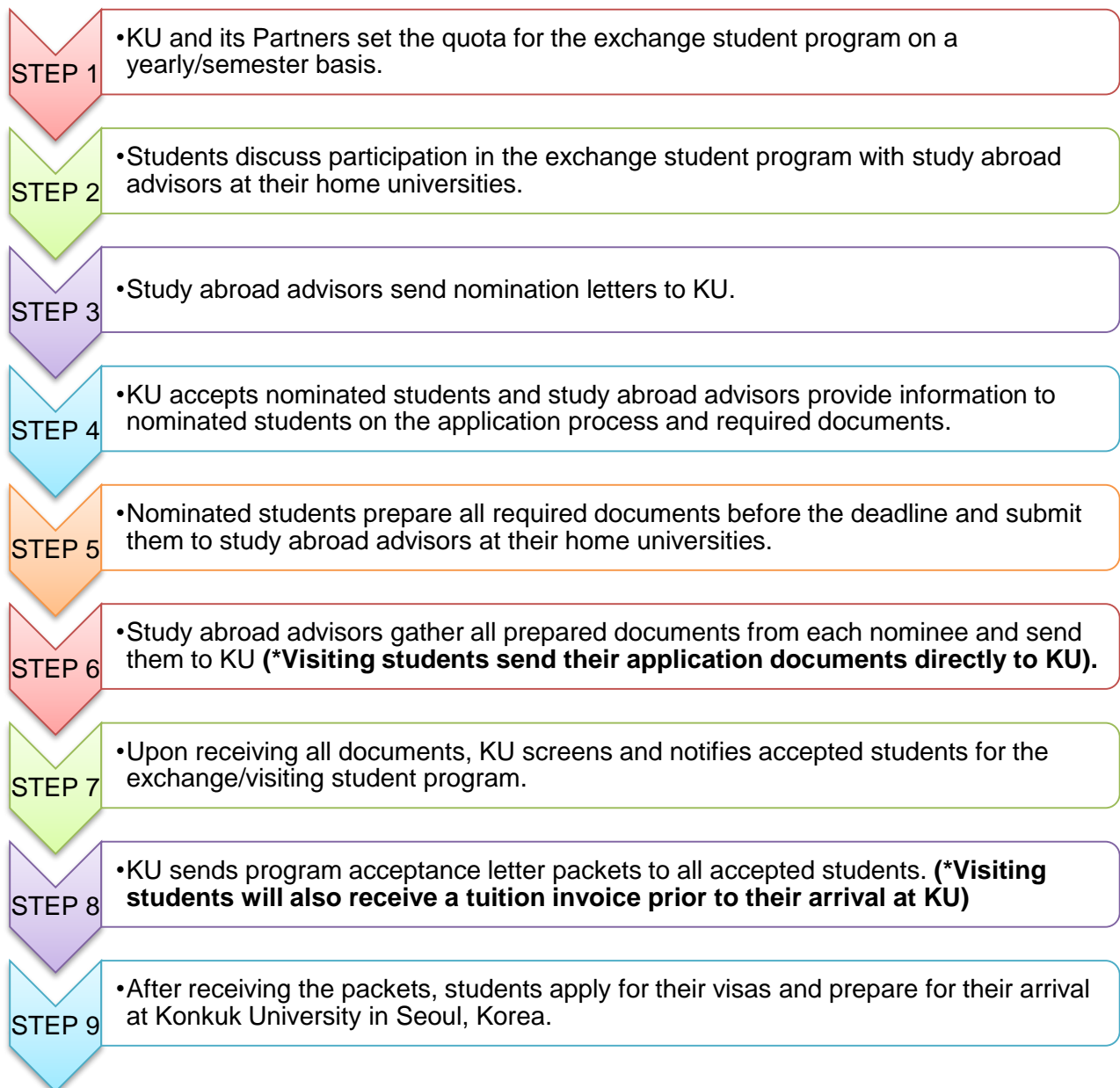
III. QUALIFICATIONS

KU Exchange/Visiting Student Program participants must meet all of the following qualifications:

- A. Exchange: Full-time undergraduate student officially nominated by a KU Partner
Visiting: Full-time undergraduate student in a foreign college/university
- B. Successful completion of at least one semester at a foreign university
- C. Minimum level of **English or Korean language proficiency** to successfully complete the program
- D. Passport holder who can obtain a Korean visa
- E. Physically healthy with no serious illnesses or injuries

IV. APPLICATION PROCEDURES FOR EXCHANGE/VISITING STUDENTS

Steps 1-9 apply to exchange students, and Steps 6-9 apply to visiting students.



V. REQUIRED DOCUMENTS

* **Important:** KU will only accept digital files so please scan and email documents to dhbach@konkuk.ac.kr. Original documents sent by mail will not be accepted.

NO.	NAME OF DOCUMENT	FORMAT	NOTE
1	Signed application form	PDF	Mandatory
2	Official academic transcript in English issued by home university	English only	
3	Personal profile page of passport	PDF or JPG/JPEG	
4	Recent color photo (3.5cm x 4.5cm)	JPG/JPEG	
5	Dormitory application form (dorm applicants only)	PDF	Optional

VI. FURTHER PREPARATION GUIDANCE

NO.	DIRECTIONS AND IMPORTANT NOTES
1	Type in and complete all required sections on the application form. <u>Handwriting is not permitted.</u> Fill in the Desired List of Courses section by referring to the KU English Course List for Spring 2016. Upon completion, print out the application form, attach your recent photo, and sign it.
2	Prepare an academic transcript issued by your home university in English.
3	Prepare one photocopy of your personal profile page of your passport. Your passport must have <u>at least 18 months</u> remaining before the expiration date. If not, you have to apply for a new passport.
4	Prepare a 3.5 cm x 4.5 cm color photo of your face on a white background. The photo must have been taken within 6 months. All students must take passport photos after their arrival at Konkuk for their Alien Registration Cards, and further information will be provided at the orientation.
5 (optional)	Type in and complete all required sections on the dormitory application form. <u>Handwriting is not permitted.</u> Carefully read through the conditions of the contract and payment. Upon agreement and completion, print out the application form and sign it. *We no longer require a health examination form, but all dormitory applicants must complete a medical checkup soon after their arrival at Konkuk. Details will be provided at the orientation.

VII. WHEN DOCUMENTS ARE READY

CATEGORY	WHAT TO DO	DEADLINE
Applicants without dormitory application	Submit required documents No. 1-4.	November 15, 2016
Applicants with dormitory application	Submit required documents No. 1-5	

*Exchange students must prepare and submit their documents to their study abroad advisors in a packet in the order listed above.

*Students are strongly recommended to submit documents as early as possible.

*KU will only accept digital files so please scan and email documents to dhbach@konkuk.ac.kr. Original documents by mail will not be accepted.

VIII. ACCEPTED STUDENTS

All accepted students for KU Exchange / Visiting Student Program:

- A. Will receive an acceptance packet containing information necessary to arrive at KU. Exchange students will receive their packets from their study abroad advisors. Visiting students will receive them by mail.
- B. Must apply for a D-2-6 or D-2-8 visa at the nearest Korean Embassy or Korean Consulate General in your home country. Exchange students must apply for a D-2-6 visa, and visiting students must apply for a D-2-8 visa. **You cannot apply for your visa after arriving in Korea!**

[IMPORTANT]

- The D-2 visa is for students seeking higher education in Korea. The visa is further categorized by type: D-2-2 for undergraduate programs, D-2-3 for master's programs, D-2-4 for doctoral programs, D-2-6 for exchange student programs, and D-2-8 for short-term programs.
- It is extremely important to prepare relevant documents for the specific type of visa you are applying for.
- The application process and issuance may take several weeks. Students are strongly advised to proceed with their application as early as possible.
- KU does not guarantee visa issuance for program participants. Korean embassies or consulate generals overseas have the final authority to issue a visa.
- Please contact the nearest Korean embassy or consulate general in advance to avoid any confusion before applying for your visa.

- C. Have to arrange flights to Seoul, Korea.

[NOTES]

- Students should book their flights after receiving the acceptance package from KU. They should pay for the flights upon receiving the visa.
- Students must arrive before the welcome orientation.
- All dormitory applicants must arrange their arrival according to the check-in period. They should arrive during daytime.

- D. Have to submit the Arrival Information Form before departing their home country.

[NOTES]

- All students will receive the Arrival Information Form by email, and must submit the form with their confirmed flight schedule by January 27, 2017.
- The form will be used for the welcome orientation, dormitory check-in, and other programs offering assistance on the first day of arrival.
- KU does not offer airport pick-up. Students must arrange their transportation from the airport to Konkuk by themselves. KU will send out transportation-related information in January.

- E. Have to purchase the overseas health insurance which covers the duration of the program.

[NOTES]

- Students must purchase overseas health insurance in their home country prior to departure.

IX. WELCOME ORIENTATION SESSION

DATE AND TIME	VENUE	CONTENTS
February 22, 2017 10:30 ~ 17:00 (tentative)	TBA	<ul style="list-style-type: none"> • Introduction to Konkuk University and Office of International Affairs • KU Exchange/Visiting Student Program overview • Course registration • Life on campus and living in Korea • Banking • Dormitory fee payment • Campus tour

X. RESOURCES

	WEBSITE
Konkuk University	http://www.konkuk.ac.kr/do/Eng/Index.do
Exchange Program	http://www.konkuk.ac.kr/eng/jsp/International/inter_1_2.jsp
Visiting Program	http://www.konkuk.ac.kr/eng/jsp/International/inter_1_3.jsp
KU Factbook	http://www.konkuk.ac.kr/eng/doc/2015/Konkuk_University_(KU)_Factbook.pdf

XI. CONTACT

	NOTES
GENERAL INQUIRIES	dhbach@konkuk.ac.kr ku_exchange@naver.com
OFFICE OF INTERNATIONAL AFFAIRS	Office of International Affairs (International Programs) Konkuk University 120 Neungdong-ro, Gwangjin-gu Seoul 143-701, Korea TEL: +82-2-2049-6210 FAX: +82-2-2049-6226