



MYONGJI UNIVERSITY, SEOUL

Guideline for 2017-2018 Exchange Program



MYONGJI
UNIVERSITY

How to Apply to Myongji University

1. **Application Deadline:** 23 (Wednesday) November, 2016

2. **Send Applications To:**

Ms. Tenny Kim

Inbound Program, Summer Program, Government Project,
Program Officer, Office of International Affairs

tenny@mju.ac.kr & tennymju@gmail.com

① Address: Rm. 5402, 4fl of Administration Building, Myongji University
34 Geobukgol-ro, Seodaemun-gu, Seoul, Korea (Zip Code: 120-728)

② Contact: ☎ (+82) 2 300 1514 (Fax. +82 2 300 1516)

※ Please EMAIL & MAIL your applications and required materials to the above address!

4. **Required Documents:** **Refer to the Guideline (p. 4)

Exchange Program - Program Overview / Qualifications / Application Schedule

Program Overview

An international exchange student is a student who studies at Myongji University (MJU) for one semester or one academic year after being nominated by his/her home university in accordance with the terms and conditions specified in the valid partnership agreement (MOU) signed with MJU.

During their study at MJU, international exchange students are:

- Exempted from paying tuition to MJU after paying the tuition fee to their home universities.
- Provided with a comprehensive orientation & closing ceremonies which includes academic details and life in MJU.
- Permitted to taking regular classes conducted in Korean or English to obtain credits.
- Able to participate in special cultural events including Korean cultural field trips with minimum charge.
- Supported by MJU's International Outreach Student Club (OULAMI) and mentors in their departments to easily adapt to MJU life and culture and make Korean and international friends.
- After the study at MJU, official academic transcripts will be sent to the home universities for credit transfer.
- Participate in special summer program with tuition discount.
- Take intensive Korean language courses at the Korean Language Institute (KLI) with 50% tuition waiver.

Qualifications

Students must meet the following requirements to apply for the international exchange student program in MJU:

- Need to be nominated by the home university to apply for the program.
- Need to have finished at least one or more semester at the home university.
- Must have a good command of Korean or English or an interest in Korean language and culture.
- Should not have been involved in any illegal acts in Korea and in home country, including illegal stay.

Application Schedule

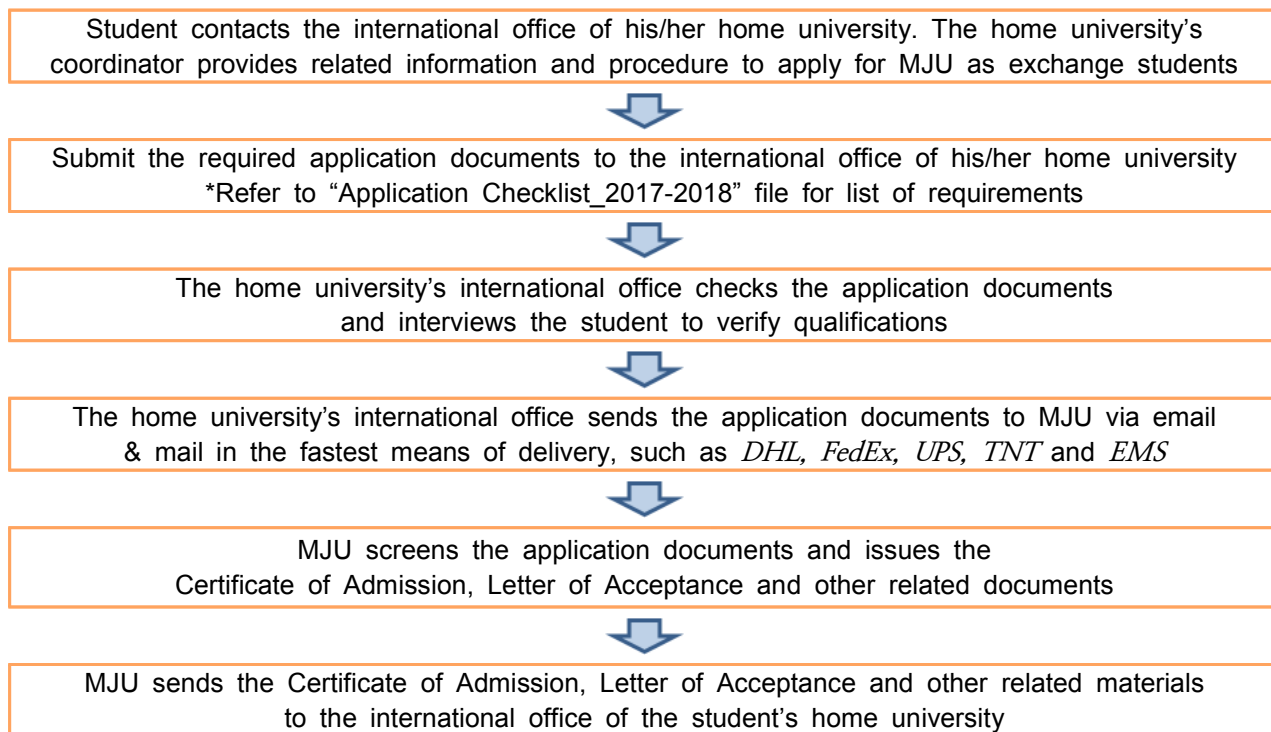
What to do before Arriving in Korea!

#	What to do		When	To(from) Whom / Where
1	Dead line	Apply by sending required docs, etc.	Before Nov 23 (Wed), 2016	To. Ms. Tenny Kim at OIA ※Through Home Univ.'s OIA
2		Apply for a dormitory room	Before Nov 23 (Wed), 2016	
3	Receive Certificate of Admission		mid December, 2016	Ms. Tenny Kim at OIA ※Through Home Univ.'s OIA
4	Apply for VISA		Right after receiving the documents	Individual Student ※Korean Embassy
5	Pick up VISA		Varies in each country	
6	Book flight ticket, Send Flight Info to MJU		after receiving VISA ~ Feb 3, 2017	Individual Student
7	Send in Course Registration Form to MJU		Feb 3 (Fri), 2017	
8	Register Course in MJU online system		Feb 13 (Mon), 2017	
9	Notify arrival date, time & flight information to MJU		Feb 3, 2017	To. Ms. Tenny Kim at OIA Individual Student
10	Arrive in Korea & Check-in MJU Dormitory		Only on Feb. 22 (Wed), 2017 Early check-in not possible!	09:00 ~ 18:00 Incheon Int'l Airport
11	Orientation & Health check-up		Feb. 23 (Thur) 10:30	All International Students

- ※ OIA: Office of International Affairs ※ Pick-up service cannot be provided if you send flight info before/after Feb 3, 2017.
- ※ There is 30,000 KRW of pick-up charge, this is to provide responsibility to international students for sending flight info by the due date and to be responsive to emails.
- ※ Please check with your local Korean Embassy/Consulate in advance regarding the timeline of visa issue. It may take over a month in certain countries. Students are responsible for any delays in the issue of visa.

Exchange Program - Application Procedure and Application Deadline

Application Procedure



Application Deadline

For Spring Semester 2017	For 2017 Summer Program	For Fall Semester 2017
23 November (Wed) 2016	Summer Away at Myongji (SAM)	17 May (Wed) 2017
	May 5 (Fri) 2017	

Please submit the required forms and materials - through the home university' international office - scanned version via email (File name: Home Institution name_Student Name_Exchange2017-2018) & the original version via post mail in the fastest means of delivery, such as *DHL*, *FedEx*, *UPS*, *TNT* and *EMS* to the following address before the above deadline:

Ms. Tenny Kim (tenny@mju.ac.kr & tennymju@gmail.com)

Office of International Affairs

Room #5403, 4F Administration Building

Myongji University

34, Geobukgol-ro, Seodaemun-gu, Seoul, Korea

Zip code: 120-728

Phone: (+82) 2 300 1514

[For International Officer in charge of Outgoing Program in Partner Institutions]

International Officers of foreign universities are kindly asked to collect the application documents of their students and review them before sending the scanned version in a ZIP file via email (File name: Home Institution name_Student Name_Exchange2017-2018) and the original copy via post mail with a cover letter signed by the officers themselves (the cover letter should list the names of the students).

Please send the APPLICATION FILE in WORD format!

Exchange Program - Required Document (Guide to Required Doc. included)

1. Application form (Mandatory)

- Indicate your major at MJU.
*** If your major is not provided at MJU, you may be placed in another similar department at MJU.*
- Be sure to indicate your CORRECT e-mail address (Please list the most frequently used e-mail address)
*** Be sure to check your email frequently to not miss any important notifications.*
Students are in charge of any disadvantages from not checking the emails.
- Before and after your arrival at MJU, important information and materials will be sent to the e-mail address in the application form. Please check your email frequently to not miss important notifications.
- Indicate your application for MJU Dormitory including the room type and staying period.
- Insert a mug-shot photo (3cm×4cm) in the application form. And send two other additional copies.
- Read all the instructions carefully and fill-in the blank or check accordingly.
- **DO NOT HAND WRITE! MUST TYPE BY COMPUTER and send the WORD file document.**

2. Recommendation Form (Mandatory)

- An original recommendation form from a Professor, Academic advisor or International Office officer.

3. Certificate of Enrollment (Mandatory)

- The latest version of your official certificate of enrollment, issued by the home university, which proves the student's current enrollment at the home university.

4. Official Transcripts (Mandatory)

- The latest version of the official academic transcript issued by the home university.

5. Passport and Identification Card (Mandatory)

- A copy of the first page of the passport - the page which contains personal information.
- Need to have at least one and half years remaining until the expiry date.
- A copy of the front side of the personal ID Card which is used in the home country.

6. Copy of Certificate of Travel Insurance (Mandatory)

- The Certificate of Insurance which covers during the stay in Korea (6 months to 1 academic year).
*** Insurance period is different according to the exchange student's staying period in Korea.*
*** All exchange students must have travel insurance that covers diseases and injuries prior to arriving Korea.*

7. Health Report (Mandatory)

- The health report (MJU template) which needs to be filled out by a Medical Doctor at least 1 month prior to the student's entry to Korea (no sections should be left blank). You can use the hospital's template as well, but all the questions of the MJU template should be answered.
*** Negative test results in Tuberculosis and Hepatitis are required in entering on-campus housing.*

8. Color Mug-shot Photo : 2 photoprint version & a JPG file (Mandatory)

- A head-shot picture taken at a photo studio ONLY (3.5cm×4.5cm) (no photoshop)
- The background color of the picture needs to be WHITE!
- You MUST SEND 2 photoprint version and the JPG file of the printed picture
*** Do not submit black-and-white version and the ones taken on the street or at the metro station by photo machine.*
*** Do not submit scanned color printer printed picture or taken by mobile phones.*
*** All pictures are to be used for official documents such as student identification card and alien registration documents.*

All document needs to be scanned and sent via EMAIL then POST-MAILED to Myongji University.

Exchange Program - Certificate of Admission / VISA(D-2-F) / Arrival in Korea

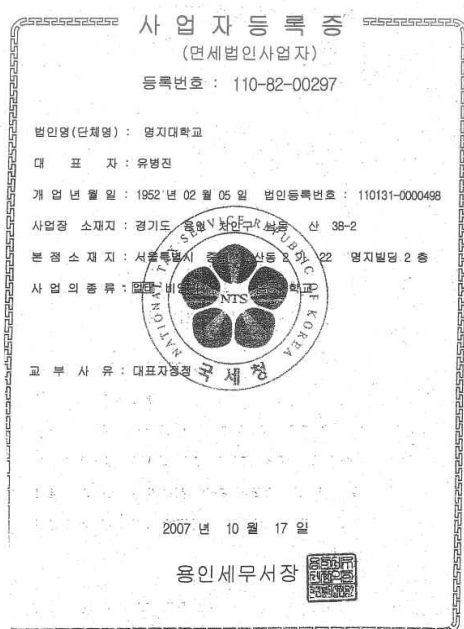
Certificate of Admission

Submitted application documents will be screened by the OIA of MJU (Submission does not automatically mean admission). Upon screening the application documents, the OIA will issue original certificates of admission for qualified students and send the certificates to international coordinators of the home universities after 2 to 3 weeks, via post mail in the fastest means of delivery, such as *DHL*, *FedEx*, *UPS*, *TNT* and *EMS*.

VISA

After the students obtain the certificate of admission from his/her international officer, the students must visit - at the earliest date possible - the nearest Korean embassy/consulate with the Letter of Acceptance, Certificate of Admission and other documents required by the embassy/consulate to obtain a student visa for international exchange students. The business registration number of MJU is 「**110-82-00297**」. This number might be needed to apply for a visa. Please note that when it comes to the issuance of visa, it is the embassy/consulate's decision, and MJU cannot make any guarantees nor provide support.

MJU recommends students to check with their local Korean Consulate in advance (when submitting application to MJU) regarding the timeline of visa issue. It may take over three months in certain countries or require different documents. Students are responsible for all procedure and any delays in the issue of their visa.



Exchange Program - Overseas Insurance

Foreign exchange students are required to purchase overseas travel health insurance before their arrival in South Korea. Be sure to check the insurance policies carefully for its coverage in South Korea. Make sure that the insurance policies cover the entire period of your stay at MJU – from the moment of stepping on the plane leaving for South Korea to the moment of stepping back on the soil of the home country after the end of the study. Some insurance only covers medical attention from selected hospitals so check the details and keep a hotline phone number.

Your arrival date **MUST BE 22 February, 2017**. Therefore, please make sure that your insurance period starts from 22 February 2017 (or earlier, your departure date) and ends on the last date of August 2017 for semester-long students and the last day of February of 2018 for year-long students. In any case, please make sure that your insurance period is long enough to cover your personal leisure stay as well, and there are no missing (uninsured) days. Your insurance needs to cover injuries, sicknesses, diseases, and any personal damage such as robbery.

If students have difficulty in purchasing overseas travel insurance before leaving their home country, they can purchase insurance after arriving at MJU. Students **MUST** inform OIA of MJU prior to their arrival that they wish to sign up for Korean insurance. There will be a service charge of 5,000 KRW for signing up a Korean insurance through OIA. Guidance will be provided during the orientation. But this is highly unrecommended, as you will be uninsured from the moment you step on the plane leaving for South Korea to the moment you actually pay for insurance after arrival at MJU.

During this short uninsured period, anything can happen. Should you receive medical treatment at a hospital during this period, there will be no reimbursement for the money you paid for the treatment even if you buy insurance afterwards. And all injuries, diseases, sickness, and damages are students' sole responsibility

Of course, even if the students have purchased overseas insurance before leaving their home country, they may purchase additional insurance after their arrival at MJU according to their needs. Guidance will be provided during the orientation. Below is a sample for reference.

CHARTIS

AMERICAN HOME ASSURANCE COMPANY KOREA
10-110, 1/F, Seodang-Center Bldg., 41-20, Seodang-ro, Jongno-gu, Seoul 150-728, Korea
Tel: +82-2-2260-6800 Fax: +82-2-2011-4805

CERTIFICATE

To whom it may concern

Policy Number : T237025800
Name of Insured : Jung Ji-Hoon(Rain)
Date of Birth : 1988/02/01
Effective Period : 2010/08/24 06:00-2011/08/24 06:00
Endorsement Date :

This is to certify that the above stated person is an insured of AMERICAN HOME ASSURANCE COMPANY KOREA. Listed below is the coverage and limits provided.

ACCIDENT DEATH & DISABILITY : US \$ 20,000
ACCIDENT MEDICAL EXPENSES : US \$ 20,000 Per accident
SICKNESS MEDICAL EXPENSES : US \$ 20,000 Per sickness (DEDUCTIBLE)

SICKNESS DEATH :
PERSONAL LIABILITY :
EVACUATION AND REPATRIATION : US \$ 20,000

Notes
1. Medical expense coverage amount is for each occurrence and there is no limit set for the aggregate amount per occurrence.
2. The rating of American Home Assurance Company Korea by Standard & Poor's is A+

24 Hours Assistance: USA/Canada 1-800-358-2759 (toll free) Other Countries +82-2-3140-1788 (collect)

American Home Assurance Company Korea
General Manager Brad Bennett

American Home Assurance Company Korea
Member of American International Group of Companies

2009 금융감독원 「소비자보호 우수금융회사」 선정

DONGBU INSURANCE CO., LTD.
150-150, DONGBU BLDG., 21-9, CHONG-DONG-RO, SEOUL, KOREA Tel: 82-2-2084-7070 Fax: 82-2-2084-7074

CERTIFICATE OF INSURANCE

1. KIND OF INSURANCE : OVERSEAS STUDENT'S INSURANCE
2. PURPOSE OF INSURANCE : STUDYING ABROAD
3. POLICY NUMBER : 603100002284000
4. POLICY PERIOD : FROM 25 JUL 2010, TO 25 JUL 2011
5. NAME OF INSURED :

6. COVERAGE

- LOSS OF LIFE OR PERMANENT HANDICAP	USD	30,000
- ACCIDENT HOSPITALIZATION (in KOREA)	USD	24,547
- ACCIDENT OUT PATIENT (in KOREA)	USD	204
- ACCIDENT PRESCRIPTION MEDICATION (in KOREA)	USD	40
- ACCIDENT MEDICAL EXPENSES (outside KOREA)	USD	30,000
- SICKNESS DEATH	USD	10,000
- SICKNESS HOSPITALIZATION (in KOREA)	USD	24,547
- SICKNESS OUT PATIENT (in KOREA)	USD	204
- SICKNESS PRESCRIPTION MEDICATION (in KOREA)	USD	40
- SICKNESS MEDICAL EXPENSES (outside KOREA)	USD	30,000
- SARS & AVIAN INFLUENZA INFECTION ENDORSEMENT	USD	5,000
- EVACUATION/REPATRIATION	USD	10,000

DONGBU INSURANCE CO., LTD. latest financial ratings are as follows :
A. M. BEST'S : A(Excellent)
STANDARD & POOR'S : BBB+

DONGBU INSURANCE CO., LTD.
Jungmann Kim
Author (and Signature)

THE DATE OF ISSUE : 2010.07.22
Author (and Signature) 2010.07.22

Exchange Program - Arrival in Korea & Academic Dates

Official Arrival Date	ONLY on February 22, Wednesday, 2017 Dormitory check-in/out hours: 09:00 ~ 18:00
Pick-Up Service Place	ONLY from Incheon International Airport Must send in flight information by February 3, 2017
Orientation, Health Check-up Date	February 23, Thursday, 2017
Submit Course Registration Form	February 3, Friday, 2017
Course Registration Period	February 13, Monday, 2017
Official Semester Dates	March 2 ~ June 21, 2017
Course Registration Changing Period	March 2 ~ 8, 2017

Upon obtaining the visa, students must reserve a plane ticket to fly to South Korea. Due to the high prices of plane tickets and other reasons, students should purchase their tickets as early as possible.

Yet, it is not a good idea to purchase your plane ticket until you obtain a visa (since there is no 100% guarantee that your visa will be issued in time, although exchange student's visa is rarely denied).

1. University dormitory residents

If students choose to live in the university dormitory, they are highly recommended to arrive at the airport between 09:00 am ~ 18:00 pm on the official arrival date designated by the OIA, to be picked up at the airport. Students will be picked up at Incheon International Airport by MJU's contracted company and led to the dormitory for check-in. The official arrival (airport pickup) date designated by the OIA is the dorm check-in date set by the dorm (early check-in and late check-out is strictly prohibited and not allowed).

Of course, if students have friends or relatives living in South Korea, they may choose to arrive in the country before the official arrival date and leave the country after the official departure date designated by the OIA. Students will be informed regarding further details (eg. the official arrival [airport pickup, dorm check-in] date etc.) later via e-mail. Students may choose to live in their relatives' place as well.

2. Off campus residents

Students are encouraged to stay in the dormitory due to affordable price, safety, and care. Even if students choose to live off campus, students must arrive in Korea before the date designated by the OIA to attend the orientation. Airport pickup cannot be provided on other dates except the official pick-up date. As they will not live in the dorm, they may arrive in South Korea any time (before the date designated by OIA) after they obtain the student visa. MJU recommends students to arrive in the country as early as they can, so that students can have longer time to look for off-campus housing and adapt to the new environments. Students need to arrive in the country no later than the date designated by OIA to attend the mandatory orientation for new international exchange students and course registration. Any disadvantages students experience due to missing the orientation is solely their responsibility.

Individual or separate orientation will not be provided for students who do not attend the official orientation.

3. Flight Schedule

Welcoming Party and Orientation takes place on February 23, Thursday, 2017. Therefore, ALL STUDENTS MUST ARRIVE at MJU before February 23, Thursday. If there are no flights that arrive on/before the 22nd, please inform MJU in advance & arrive earlier so that you will not miss out on the information session and lunch party.

Exchange Program - Dormitory

The Dormitory Building in Seoul Campus was built in 2006. It is a 9-Story building with a capacity of 864 students with 309 bed rooms. There are five Dormitory Buildings in Yongin Campus. It can host 1,872 students. Each room is equipped with beds, closets, desks, shelves, a telephone, LAN system and refrigerators. Also TV, microwaves and electric kettles are equipped in the lounge for simple snacks and cooking. Various subsidiary facilities are also available including a laundry room, a seminar room and a convenience store.

1. Before you apply for a dormitory room, keep in mind the following facts.

- Male students and Female students live in separate sections in the dormitory and other genders are strictly prohibited in entering another gender's sections.
- Smoking and Drinking is strictly prohibited in the dormitory.
- Dormitory Hours: Main gate opening time-05:00 / Main gate closing time-24:30.
- No Cooking is allowed in the rooms.
 - ※ Most of the food served at the on-campus restaurants and cafeterias are Korean Food, which usually contains MEAT (BEEF and/or PORK). Please keep this in mind when applying, and personally arrange alternative methods for any meal restrictions due to religious or personal reasons.
- Seoul Dormitory rooms have separate toilets in the room, but Yongin Dormitory rooms do not have separate toilets in the room. There are public shower areas and toilets in each floors.

2. 2016 Dormitory Fee (Currency: KRW(₩))

Campus Location	Room Type	One Semester (16weeks)	Vacation (Summer / Winter)		
			4weeks	8weeks	Per day
Seoul Campus (Meals not included)	Double (2 beds)	1,258,000 KRW	288,000 KRW	560,000 KRW	17,000 KRW
	Quadruple (4 beds)	919,000 KRW	213,000 KRW	408,000 KRW	12,000 KRW
Yongin Campus (20 Meals included)	Double (2 beds)	1,039,000 KRW	9,500 KRW x day		
	Quadruple (4 beds)	766,000 KRW	7,500 KRW x day		

※Dormitory fee and meal fee are subject to change around December 2016. New amounts will be notified.

※Seoul Campus Dormitory fee does not include meals. Yongin Campus Dormitory fee includes breakfast.

※Students at Yongin campus can purchase additional meal vouchers when needed.

※Students cannot change room types after submitting their application.

※Deposit fee of 20,000 KRW is reimbursed upon vacating Seoul Campus dormitory (not included above).

※Dormitory Application Deadline: **Nov. 23, 2017** (Please indicate your choice in the application form)

※Payment Deadline: Within one week upon arrival

- Please pay the dormitory fees directly to the Dormitory Office after arriving at MJU Dormitory after making your Korean bank book.



Exchange Program - Undergraduate Program (English & Korean)

Campus (Location)	College	Major
Seoul Campus	Humanities	Korean Language and Literature
		Chinese Language and Literature
		English Language and Literature
		Japanese Language and Literature
		History
		Library and Information Science
		Arabic Studies
		Art History
		Philosophy
		Creative Writing
	Social Science	Public Administration
		Economics
		Political Science and Diplomacy
		Digital Media (Mass Media)
		Child Development and Education
		Youth Education and Leadership
	Business Administration	Business Administration
		International Trade
		Management Information Systems
	Law	Law
	Information & Communications Technologies Convergence	Digital Contents Design
		Applied Software
		Data Technology
Yongin Campus (GyeonggiProvince) * 1 hr & half from Seoul Campus	Natural Science	Mathematics
		Physics
		Chemistry
		Food and Nutrition
		Biosciences and Bioinformatics
	Engineering	Chemical Engineering
		Civil and Environmental Engineering
		Communication Engineering
		Computer Engineering
		Electrical Engineering
		Electronics Engineering
		Environmental Engineering and Biotechnology
		Industrial and Management Engineering
		Mechanical Engineering
		Materials Science & Engineering
		Transportation Engineering
	Arts and Physical Education	Visual Communication Design
		Industrial Design
		Media Communication Design
		Fashion Design
		Physical Science
		Sports and Leisure Studies
		Athletic Instruction
		Piano
		Vocal Music
		Composition
		Baduk Studies
		Film Movie
	Architecture	Musical Performance
		Architecture (5 Years Course)
		Traditional Architecture
		Space Design

※ Courses from majors in Yongin campus can be customized and provided in English or English language support according to students needs if over 7 students request a certain course in English.

Exchange Program – International Outreach Student Club ‘BUDDIES’



The Myongji International Outreach Student Club (OULAMI) buddy students are selected elite students who represent Myongji University on the international student body. They will help you in getting settled in and guide you through convenient facilities in Myongji and accompany you in official cultural excursions.

They also host weekly regular activities where international students are welcomed to participate freely. Fun activities such as tasting Korean food, visiting cultural sites, playing board games, trying out different traditional costumes, enjoying sports games and watching movies will be held every week in the OULAMI buddy room.

OULAMI buddies also help the international students enjoy Myongji University students' culture, such as yearly festivals. International students cook their own traditional food and enjoy the festive atmosphere together. Through these activities, international students get the chance to really explore the youth life in Korea and interact with other Korean students at Myongji University.

You can easily find the pictures of OULAMI buddies' exciting adventures and activities at the official FACEBOOK page by searching for Myongji University International Student Outreach Club in facebook. International students may ask questions in the page and/or freely upload fun videos and pictures.

At Seoul Campus, the OULAMI room is located right next to the Office of International Affairs. At Yongin Campus, the Office of International Affairs's room is also the OULAMI's room.

CONTACT INFO

Seoul Campus : Namhoon Kim 82-10-2774-2734

Yongin Campus : Bino Kim 82-10-8812-9738

※ For English / Japanese / Chinese Assistance : James Rei 82-10-9962-6271

※ OULAMI Email : oulami2005@gmail.com

※ OULAMI Facebook Group : <https://www.facebook.com/groups/oulami/> (Join! and See fun pictures!)

※ Please download NAVER BAND app on your phone! It will be used for all official announcements!

Previous Program Pictures – Various Cultural Excursions



Contact Information

Ms. Tenny Kim

Inbound Program, Summer Program, Government Project

Program Officer, Office of International Affairs

Myongji University

Rm. 5403, 4F Administration Building

34 Geobukgol-ro, Seodaemun-gu, Seoul 120-728, Korea

Phone. (+82) 2 300 1514 / E-mail. tenny@mju.ac.kr or tennymju@gmail.com

*Please refer to separately attached application form files.

*Students MUST TYPE all the contents.

*All soft copy applications must reach MJU before November 30, 2016.