



**SEJONG UNIVERSITY**

## **Exchange Student Application Guidelines**

*Fall 2016*

**Please read the entire Guidelines carefully and follow the checklist exactly.**

For more details and information, call the Center for International Students and Scholars (CISS) at +82-2-3408-3973. You may also email to the regional coordinator.

## Checklist

- STEP 1: Submit all the materials required for your application online.  
\*An overseas health insurance plan must cover medical treatments and accidents during your stay in Korea.
- STEP 2: Apply for a D-2 Visa at the Korean Embassy (Consulate) in your country. You will need the Certificate of Admission & Business Registration Certificate from Sejong University, which will be mailed to you via e-mail and express mail as well. You may have to submit a Letter of Financial Sponsorship and other documents with your application as required by the embassy (consulate).
- STEP 3: Upon receiving a follow-up email regarding course registration from Sejong University, select your academic courses and send your course requests to your regional coordinator. Courses become full quickly, so the earlier you apply the better chance you will have to be able to sign up for courses you want to take.
- STEP 4: Once you book your airline ticket, fill out the Flight Details Form and choose the VASCO service through <http://goo.gl/forms/jpuidvZFHN>

## Contact Person

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# I. Application Procedure

- The online application system for Fall 2016 will be open from May 4 through May 13, 2016. The required materials, such as academic transcript, passport copy, and overseas insurance, must be submitted through the online application system.

※ <http://oia.sejong.ac.kr/contents/oia/cor/onlineas.html>

## Tentative Upcoming Schedule

Step	What to Do	By When
1	Submit the application form	May 4-13, 2016
2	Receive Certificate of Admission	June 2016
3	Apply for visa	June 2016
4	Pick up visa	July 2016
5	Book plane ticket	July 2016
6	Notify arrival time (send you flight details thorough website)	July 2016
7	Arrival in South Korea	August 24-25, 2016
8	(Official arrival [dorm check-in] date)	
9	Arrival (welcome) orientation	August 26, 2016

- **IMPORTANT: You must apply for a Student Visa in your home country.**

## Required Documents (scanned copy):

1. Official transcript in English;
2. A photocopy of your passport;
3. A copy of your overseas health insurance policy.

## Required Documents (original copy):

1. Two passport-sized photos (upon your arrival).

- **IMPORTANT: All documents must be in English or Korean.**

## II. Academic Information

### Academic Calendar (Fall 2016)

Month	Dates	Academic Schedule
August	1-3 (Mon-Wed)	Course Registration for exchange students
	29 (Wed)	Spring Semester Begins
October	17-21 (Mon-Fri)	Mid-term Exam
December	12-16 (Mon-Fri)	Final Exam
	19 (Mon)	Summer Break Begins

### Course Offerings

Almost all courses are open to exchange students, including the courses taught in English as well as the regular courses taught in Korean.

- All exchange students should work closely with their advisor from their home institution to ensure that the courses they take in Korea are approved for credit by their advisor.
- Exchange students will be fully enrolled in each course they take and will be held to the same requirements and grading system as full time matriculating students. Therefore, it is important to choose courses at the appropriate level. Students may receive an official transcript from Sejong University upon completion of their program or have an official transcript sent to their school.

### Registration Schedule

#### 1. Course Offerings Announcement

: Course offerings will be announced about a month before each semester begins, in late January for the spring semester, and late July for the fall semester.

#### 2. Course Registration

: Courses can be added or dropped during the "Course Registration Period" at the beginning of each semester by submitting the "Course Registration Form" in person by the due date.

### Courses to be taught in English for Fall 2016 semester

Please refer to the attached spread sheet, "Spring 2016 English Classes" for your reference only. The Course Schedule for Fall 2016 will be available about a month before a semester begins.

※Courses offered in English are subject to change every semester.

## III. Pre-departure Information

### Way to Sejong:

Please book a flight to arrive at the Incheon International Airport—South Korea’s major international airport—on Thursday, August 25, or, Friday, August 26 for an airport pick-up. For students who submit the airport pick-up service form, a company hired by Sejong will contact you directly.

### Information for students who will come to the campus on their own:

Students who wish to come to the campus on their own will be required to provide their own transportation using one of the following methods:

#### 1. Airport Bus:

Bus Number: 6013

Fare: 10,000 KRW

Bus tickets may be purchased outside of the arrival gates. The bus departs from Platform Nos. 5 and 12. Inform the bus driver of your destination: Children’s Grand Park / Sejong University; sit close to the driver; and, listen very closely to the recorded announcements on the bus loudspeaker indicating each stop. The Children’s Grand Park / Sejong University stop is about an hour from the airport, four or five stops after the bus turns off of the expressway. As you get off the bus, you will see Sejong University across the street, with a colorful traditional-style gate. Enter through this gate and proceed to the tall building on the right hand side of the Main Gate known as the “Student Union Building”, the Center for International Students and Scholars office is located in Room 209 of this building.

\*If you want to use an airport pick up service from the Incheon Airport to Sejong University, please apply for the VASCO pickup service. Multilingual speakers will be welcoming you at the airport and a comfortable bus will take you directly to the Sejong dormitory.

**2. Taxi:** A taxi ride from the airport to Sejong University can cost between 80,000 and 100,000 KRW.

**3. Train/Subway:** Although this could be an option, we do not recommend that students come to the campus using this option. It tends to be very confusing and time-consuming, especially to those who are new to South Korea and must be pretty tired after long flight.

It must be noted that students arriving earlier than the scheduled program date will not be allowed to move in early at the Sejong University International Students Dormitory.

## **Currency Exchange**

The national currency of South Korea is the South Korean Won (KRW). This is the only currency accepted in commercial transactions. Students have the option of obtaining KRW in their home country or in South Korea, although we have found that currency exchange rates in South Korea tend to be lower than those outside of the country. Banks with currency exchange desks are plentiful in Seoul; and Sejong University has a bank on campus where students are able to exchange their foreign currency into KRW. You need your passport and visa for all such transactions.

## **Personal Spending Money**

We recommend that students have 500,000 to 700,000 KRW available per month for personal expenses. In general, prices in Seoul are comparable to those in North America, Australia, and the U.K. Students will be responsible for all meal costs. International ATMs are available on the campus, but dispense only KRW.

## **Personal Computers**

Students have the option of bringing their own personal computers, though they do so at their own risk of theft or damage due to travel. The electrical voltage in South Korea is 220, with a two-pronged plug; so, students should provide their own electrical adaptors. The International Student Dormitory has Internet LAN line service available, though students must provide their own cord. Our campus is equipped with Wi-Fi service, but computers purchased outside of South Korea tend not to be able to log onto this system; therefore, we strongly recommend use of the LAN service with a cord.

## **Telephones**

Personal cellular phones purchased from countries outside of South Korea often have difficulties working properly in South Korea. South Korean cellular phones and SIM cards are not compatible with those from North America or Europe. Roaming services may function within South Korea, but may be costly.

South Korean cellular phones are available for rental at Incheon International Airport, just outside the arrival gate, at a low cost. More information regarding this service can be found at: <http://www.skroaming.com/en/rent/rental.asp>. Sejong University staff will be available to offer assistance to students wishing to rent a phone upon arrival at Incheon International Airport.

Students can buy and use locally-sold international calling cards. Such cards are quite inexpensive and are very easy to use. These cards can be used at any pay phone in South Korea. It should also be noted that international calling cards purchased outside of South Korea tend to be far more expensive and seldom function properly within South Korea.

You may also buy the prepaid SIM card from VASCO as soon as you arrive in South Korea. Here is the payment details for SIM card and maximum amount of each item in terms of availability. (VAT included)

Monthly payment	Voice call	Data	SMS	Video call	Remarks
5,000 KRW	1.8 KRW/second	18 KRW/MB	20 KRW/per message	3.7 KRW/second	VAT Excluded

- Voice call: Max 200 min.
- Data: Max 1 GB
- SMS: 110 messages
- Video call: Max 100 min.



## IV. Visa/Post-Arrival Information

### Student Visa (D-2)

- In order to study in South Korea, you will need a student visa (type: D-2), which must be obtained from the Korean Embassy or Consulate abroad.
- Sejong University will issue the Certificate of Admission, which is one of the required documents for visa application at the Korean Embassy or Consulate in your country. You will also need to present a valid passport, evidence of financial support and any other documents required by the embassy or consulate. (Please check with the Korean Embassy or Consulate in your country to determine what documents are required for D-2 visa application.)

■ **IMPORTANT: Student must apply for a Student Visa in their home country.**

\*VASCO provides visa assistance service in South Korea. VASCO will prepare all the required documents and send them to you so that you can apply for a D2 visa. VASCO will also provide visa extension service after you arrived in South Korea. Visa specialists will take care of your visa safely.

### Arrival Services

■ Sejong University provides arrival services for international students who provide the University with their flight information and arrive on one of the recommended arrival dates through VASCO.

■ **IMPORTANT: If you do not send flight information by the required date, you will be responsible for getting to Sejong University on your own.**

### Orientation

Orientation is held just before the start of each term. The Center for International Students and Scholars offers housing services and a campus tour to help exchange students settle in and become familiar with important university locations. You will have an opportunity to get acquainted with the campus, as well as meet many of your future classmates and faculty.

## After Arrival

### ■ Certificate of Alien Registration



Within 90 days of your arrival in South Korea, you must apply for a Certificate of Alien Registration at the Immigration Service Office. The required documents include: a certificate application form; passport; 2 photos (3x4cm, white background only); application fee (30,000 KRW); and University-issued certificate of student status.

The foreigner ID card will be used under a variety of circumstances during your stay in South Korea. Many places with a minimum age restriction will ask to see your foreigner ID card.

You will be required to present your foreigner ID card when creating a mobile phone account under your name (meaning, the faster you create your foreigner ID, the sooner you will be able to create a mobile phone account).

### ■ **IMPORTANT: Applying for your foreigner ID card should be your first priority upon your arrival.**

\*To apply for an alien registration card, medical check-up at the health care center and biometrics at the Immigration service office are mandatory procedures. If you apply for the alien registration card assistance service from VASCO, we help prepare your supporting documents and submit the application. A multilingual speaker will take you to the health care center and to the immigration service office in a comfortable bus as a group.

### **The Immigration Service Office (ISO)**

- The Mok-dong office
- Tel: +82-2-2650-6212
- Located near the *Omokyo* Station of Subway Line 5

## Student Identification Card

Students will be provided with a Sejong University student ID card early in the semester. This card will allow daily admittance into the university library, university computer rooms, as well as other Sejong University facilities. In order to get it, you must bring a photo (3x4cm).

# V. Housing

## Living on Campus

- Generally, exchange students are assigned to live in the International Student Dormitory- because of the length of their stay. It is very difficult to find short term, furnished housing options in South Korea. Exchange students will be placed in the International Student Dormitory, depending on availability.
- In the International Student Dormitory (the *Gwang Gae To* Building) on the 13<sup>th</sup> and 14<sup>th</sup> floor, students share a kitchen and a laundry room located on the same floor as their accommodation. Every student gets a bed, a desk, a dresser and some closet space. Items you will need to bring are linens, a pillow, bedspread, towels, clothes hangers, and seasonal clothing.



- All University housing facilities are drug-, alcohol- and smoke-free.

### Campus facilities:

- The Global Lounge
- Convenience Store and Coffee Shop
- University Library
- *Gunja* Building Bookstore
- Student Union Building
- Athletics Field

### ■ Dormitory

- 13th floor (Triple room): 972,000 KRW per semester (4 months)
- 14th floor (Quad room): 800,000 KRW per semester (4 months)

- 13th Fl.: Rooms for three; 14th Fl.: Rooms for four
- Has a curfew: 24:00 - 06:00; access is restricted.
- No cafeteria in the building; you should find places to eat on your own (Ex: campus cafeteria).
- Microwave ovens are available in a small kitchenette.
- Washing machines are available for a fee of 1,000 won per load.



Desk, chair and locker



Bunker bed



Bathroom



Laundry Room



Kitchenette



Meeting Room