

KONKUK UNIVERSITY (KU) EXCHANGE / VISITING STUDENT PROGRAM APPLICATION GUIDELINES FALL 2016



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

I. PROGRAM OUTLINE

CATEGORY	NOTES
HOST INSTITUTION	Konkuk University, Seoul Korea
NAME OF PROGRAM	KU Exchange / Visiting Student Program (Undergraduate)
PROGRAM OPERATION	Office of International Affairs
PROGRAM LENGTH	One Semester or One Academic Year (depending on mutual agreement)
ACCEPTANCE CONDITION	Exchange: Only upon nomination by KU Partners Visiting: Foreign students enrolled in foreign universities or colleges
PARTICIPANT BENEFIT	Acquisition of Academic Course Credits up to 17 per semester Korean Language Class for Beginners (* Non-Credit Course) Korean Cultural Programs & KU Buddy Support 100% KU Tuition Waiver (Only for Exchange Students)
PROGRAM MANAGEMENT	Mr. Inho Song e-Mail Address: songi@konkuk.ac.kr / Office Number: +82-2-2049-6205

II. PROGRAM SCHEDULE

DATE	SCHEDULE
MAR 30 th ~ APR 20 th , 2016	『Nomination Form』 Submission by email
MAR 30 th ~ MAY 15 th , 2016	『Program Application and Required Documents』 Submission * We don't need any original documents – Please send all documents in PDF or JPG files by EMAIL ONLY! (songi@konkuk.ac.kr)
MAY 15 th ~ MAY 29 th , 2016	Application Screening Process
~ MAY 31 st , 2016	Successful Applicants Announcement
JUN 01 st ~ JUN 10 th , 2016	Issuing Certificate of Admission (COA) via the Immigration Office
~ JUN 17 th , 2016	『Program Acceptance Letter Packet』 Sending
JUN 30 th ~ JUL 19 th , 2016	『Dormitory Deposit Payment』 by wire-transfer
JUN 17 th ~ JUL 29 th , 2016	Korean VISA(D-2-6) Application (Korean Embassy / Consulate General in your home country) & Flight Schedule Arrangement * Some Korean Embassy or Consulate General may ask for longer period for Visa application. Please apply for your visa as soon as you receive the acceptance packet.
AUG 18 th , 2016	On-line Course Registration Begins
AUG 22 nd ~ AUG 23 rd , 2016	Arrival at Konkuk University (Dormitory Check-in)
AUG 24 th , 2016	Welcome Orientation Session & Course Registration (Main Round)
AUG 24 th ~ AUG 26 th , 2016	Final Course Registration
AUG 29 th ~ DEC 16 th , 2016	Fall Semester 2016 (16 weeks)
JUN 18 th ~ JUN 19 th , 2016	Dormitory Check-out

***This is a fixed schedule but it may subject to change upon prior notice in writing.**

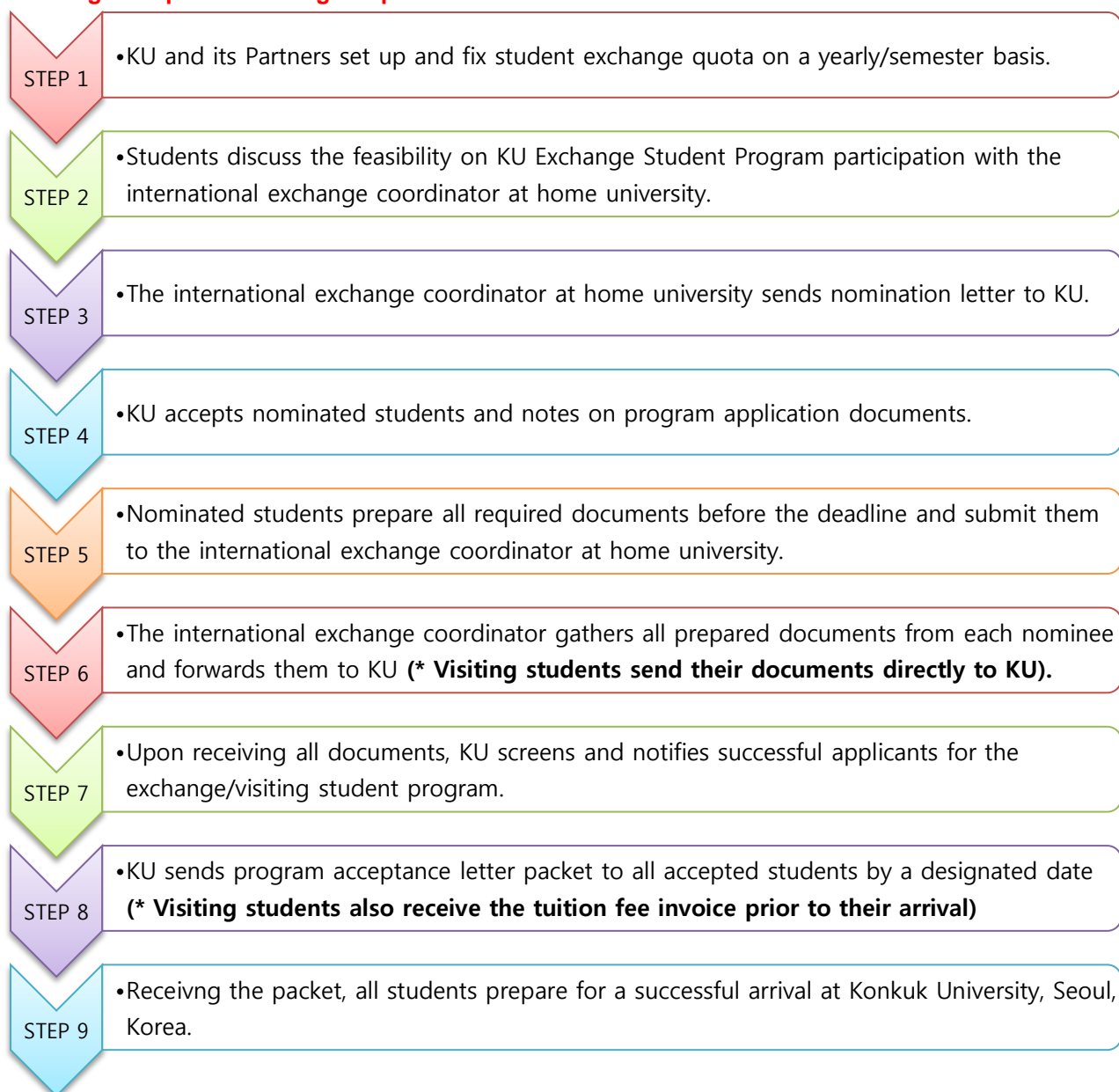
III. QUALIFICATIONS

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

- A. Exchange: full-time undergraduate student officially selected and nominated by KU Partner
Visiting: full-time undergraduate student in foreign colleges or universities
- B. successful completion of at least one semester at a foreign university
- C. certain level of **English or Korean language proficiencies** enough to survive in the program
- D. passport holder who can obtain Korean VISA without any limitations or restrictions
- E. physically healthy with no serious illness or injury

IV. APPLICATION PROCEDURES FOR EXCHANGE / VISITING STUDENTS

***Exchange: Step 1~9 / Visiting: Step 6~9**



V. REQUIRED DOCUMENTS

* **Important: KU keeps digital files so please scan and email documents to songi@konkuk.ac.kr**

* **NO original documents by regular mail needed – Only by email!!**

NO.	NAME OF DOCUMENT	PREPARATION FORM	
1	Signed Application Form	PDF	Mandatory
2	Academic Transcript in English officially issued by Home University	English Only (No other languages are accepted)	
3	Personal profile page of Passport	PDF or JPG/JPEG	
4	Recent color photo (3.5cm x 4.5cm)	JPG/JPEG FILE	
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 section on the application form. Handwriting is not permitted. Fill in the Desired List of Courses section upon referring to KU Courses in English, Spring 2016. Upon completion, print out the application form, attach your recent photo, and sign it afterwards.
2	Prepare Academic Transcript in English issued by Academic Division at your Home University.
3	Prepare one photocopy of your passport on the personal profile page. From now, there must be at least 18 months of remaining days before the passport expiration date. KU cannot authorize Exchange Student Program participation for the invalid passport holders.
4	The color photo must be of your face, front view, on white background taken within 6 months. The size of the photo should be exactly 3.5cm by 4.5cm. All Students must take passport photos after their arrival at Konkuk for their Alien Registration Cards (10,000 KRW) – this will be informed in detail at the orientation.
5	Type in and complete all required sections on the application form. Handwriting is not permitted. Carefully read through the conditions of the contract and payment. Upon agreement and completion, print out the application form and sign it afterwards. *We do not ask for the Health Examination Form any more but all dormitory applicants must complete the medical check soon after their arrival at Konkuk – this will be informed in detail at the orientation.

VII. WHEN DOCUMENTS ARE READY

CATEGORY	WHAT TO DO	DEADLINE
Applicants without dormitory application	Submit required documents NO.1~4.	MAY 15, 2016
Applicants with dormitory application	Submit required documents NO.1~5	

*All documents of Exchange Students should be prepared and organized in order and submitted to your international exchange coordinator in one single packet to avoid any disorganization of your documents.

*It is strongly recommended to submit documents as early as possible: ONLY e-mail application is accepted.

VIII. SUCCESSFUL APPLICANTS

All successful applicants for KU Exchange / Visiting Student Program:

A. will receive program acceptance letter packet that KU forwards through the international exchange coordinator at your home university (exchange student) or directly to your home address (visiting student)

B. must to apply for Korean Study Abroad VISA (D-2-6) through nearest Korean Embassy or Korean Consulate General in home country – You cannot apply for your VISA after arriving in Korea!

[IMPORTANT]

*Korean Study Abroad VISA is simply coded as D-2 and depending on the type of student status, it is further categorized as, for instance, D-2-2 (Undergraduate Program), D-2-3 (Graduate Program, MA/MSc), D-2-4 (Graduate Program, Ph.D.), and **D-2-6 (Exchange Student Program).**

*It is very important to know what type of Korean Study Abroad VISA is required and how to prepare for relevant supporting documents for that specific type of visa application.

***Korean Study Abroad VISA application and issuance may take weeks** so it is strongly advised to proceed with the visa application as early as possible.

*KU does not guarantee 100% visa issuance for the program participants since the authority to issue such visa is solely on the Korean Embassy or Korean Consulate General located overseas.

***Please contact the nearest Korean Embassy or Korean Consulate General in advance** to avoid any confusion before proceeding with the visa application.

C. have to arrange flight schedules to Seoul, Korea.

[NOTES]

*It is recommended to book a flight after receiving program acceptance letter packet from KU and make the payment upon successfully receiving Korean Study Abroad VISA.

*Arrival dates may differ by students, however all program participants are strongly recommended to arrange flight schedules **not to miss the Welcome Orientation Session on August 24th, 2016.**

***All dormitory applicants must arrange their arrival on August 22nd ~ 23rd, 2016,** preferably during daytime, since the dormitory check-in dates and times are fixed.

D. have to submit Arrival Information Form before departure.

[NOTES]

*After fine-tuning the flight schedules, all exchange students have to submit the on-line arrival form to Konkuk University by July 30th, 2016 (**Further notice regarding the on-line arrival form will be given by email**)

*The above information will be used to prepare for the welcome orientation session, the dormitory settlement, a set of aid programs on the first day of arrival, so please make sure not to miss it.

***KU does not provide airport pick-up assistance so exchange/visiting students have to arrange their way to Konkuk University by themselves.**

*Instead, KU will send all exchange & visiting students the related information of your way from the airport to Konkuk sometime in July 2016.

E. have to purchase Overseas Health Insurance that covers the whole exchange student program participation period.

[NOTES]

*It is recommended to buy overseas health insurance in home country before departure since it covers the whole period including flights

IX. WELCOME ORIENTATION SESSION

DATE AND TIME	VENUE	CONTENTS
AUG 24 th , 2016 10:30 ~ 17:00 (tentative)	TBA	About Konkuk University and Office of International Affairs KU Exchange/Visiting Student Program Overview Course Registration Life on Campus and Living in Korea Banking Dorm Fee Payment Campus Tour

X. WEB RESOURCES

CATEGORY	WEB LINKS
KU Homepage	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. POINT OF CONTACT

CATEGORY	NOTES
GENERAL INQUIRIES	songi@konkuk.ac.kr ku_exchange@naver.com
OFFICE CONTACTS	Office of International Affairs Konkuk University 120 Neungdong-ro, Gwangjin-gu Seoul 143-701, Korea TEL: +82-2-2049-6205 FAX: +82-2-2049-6226

*Please contact the Office of Graduate School for more details on graduate school student exchanges (roger@konkuk.ac.kr).

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