KONKUK UNIVERSITY
EXCHANGE/VISITING STUDENT PROGRAM
APPLICATION GUIDELINES
SPRING 2020

OFFICE OF INTERNATIONAL AFFAIRS
KONKUK UNIVERSITY
SEOUL, KOREA

I. PROGRAM OUTLINE

CATEGORY	NOTES
HOST INSTITUTION	Konkuk University in Seoul, Republic of 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 2 credit hour Korean language and culture classes('Korean Elementary', 'Korean Intermediate' and 'Understanding Korean Culture') 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) ku_exchange@konkuk.ac.kr TEL: +82-2-2049-6210

II. PROGRAM SCHEDULE

DATE	SCHEDULE
October 1 ~ 18, 2019	Submission of 『**Nomination Form**』 by email
November 1 ~ November 15, 2019	Submission of 『**Program Application and Required Documents**』 in PDF or JPG files by email (**ku_exchange@konkuk.ac.kr**). Please do not send original documents.
November 16 ~ 31, 2019	Application screening
December 10, 2019	Admissions announcement 『Program Acceptance Email』
December 11 ~ 22, 2019	『Confirmation of Visa Issuance』 issued by the Immigration Office
December 23 ~ 31, 2019	『Confirmation of Visa Issuance』 sent to student for study visa application
January 15 ~ 24, 2020	Payment of 『**Dormitory Fee**』 by wire-transfer
December 23, 2019 ~ January 31, 2020	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 program acceptance email with 'Confirmation of Visa Issuance' document.**
February 17, 2020	First round of online course registration
February 24, 2020	Arrival at Konkuk University and dormitory check-in
February 25, 2020	Welcome orientation
February 25 ~ 27, 2020	Main round of course registration
March 2 ~ June 19, 2020	Spring 2020 (16 weeks)
June 19 ~ 20, 2020	Dormitory check-out

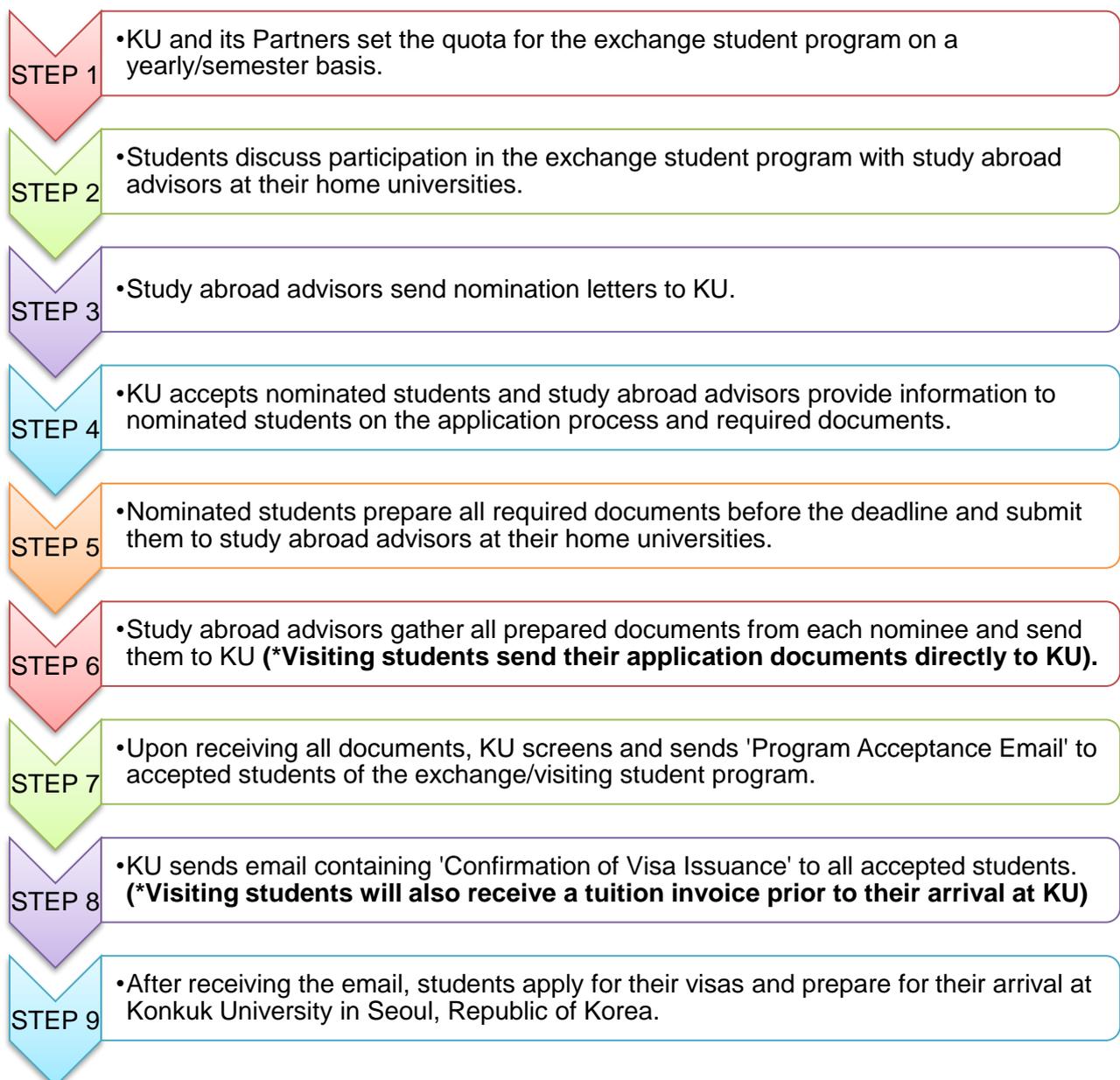*The above schedule is subject to change without prior notice.

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.

STEP 1
- KU and its Partners set the quota for the exchange student program on a yearly/semester basis.

STEP 2
- Students discuss participation in the exchange student program with study abroad advisors at their home universities.

STEP 3
- Study abroad advisors send nomination letters to KU.

STEP 4
- KU accepts nominated students and study abroad advisors provide information to nominated students on the application process and required documents.

STEP 5
- Nominated students prepare all required documents before the deadline and submit them to study abroad advisors at their home universities.

STEP 6
- Study abroad advisors gather all prepared documents from each nominee and send them to KU **(*Visiting students send their application documents directly to KU).**

STEP 7
- Upon receiving all documents, KU screens and sends 'Program Acceptance Email' to accepted students of the exchange/visiting student program.

STEP 8
- KU sends email containing 'Confirmation of Visa Issuance' to all accepted students. **(*Visiting students will also receive a tuition invoice prior to their arrival at KU)**

STEP 9
- After receiving the email, students apply for their visas and prepare for their arrival at Konkuk University in Seoul, Republic of Korea.

V. REQUIRED DOCUMENTS

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

NO.	NAME OF DOCUMENT	FORMAT	NOTE
1	Signed application form (print out, sign and send scanned document)	PDF or JPG	Mandatory
2	Official academic transcript in English issued by home university	English only	
3	Personal profile page of passport	PDF or JPG	
4	Recent color photo (3.5cm x 4.5cm) [for application of 'Confirmation of Visa Issuance'] Go to link for details: https://bit.ly/2OGiRym	JPG	
5	Dormitory application form (dorm applicants only)	PDF or JPG	Optional

VI. FURTHER PREPARATION GUIDANCE

NO.	DIRECTIONS AND IMPORTANT NOTES
1	Type in and complete all required sections on the application form. **Handwriting is not permitted. Please print out completed form, sign and send a scan of the application form.** Student Name should be written in the same way as is written in the applicant's passport. Fill in the 'Desired List of Courses' section by referring to the KU English Course List for Spring 2019. The List of Courses taught in English are subject to change for Spring 2020. The finalized list for Spring 2020 will be available in early February.
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 **at least 18 months** 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. **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.
	*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, 2019**
Applicants with dormitory application	Submit required documents No. 1-5.	

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

VIII. ACCEPTED STUDENTS

All accepted students for KU Exchange / Visiting Student Program:

A. Will receive an acceptance email containing information necessary to apply for their study visas and arrive at KU.

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, Republic of Korea.

> **[NOTES]**
> - Students should book their flights after receiving the acceptance email 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 February 5, 2020.
> - 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 July.

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. MANDATORY WELCOME ORIENTATION SESSION

DATE AND TIME	VENUE	CONTENTS
February 25, 2020 9:00AM(Tentative)	TBA	• Introduction to Konkuk University and Office of International Affairs • KU Exchange/Visiting Student Program overview • Life on campus and living in Korea • Banking • 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/exchange_student_program_overview.jsp
Visiting Program	http://www.konkuk.ac.kr/eng/jsp/International/visiting_student_program_overview.jsp
Office of Intl. Affairs	http://www.konkuk.ac.kr/eng/jsp/International/inter_3_1.jsp
KU:L House (Dorm)	https://kulhouse.konkuk.ac.kr/home/lan/eng/e_index_01.asp

XI. CONTACT

	NOTES
GENERAL INQUIRIES	ku_exchange@konkuk.ac.kr
OFFICE OF INTERNATIONAL AFFAIRS	Office of International Affairs (International Programs) Konkuk University 120 Neungdong-ro, Gwangjin-gu Seoul 05029, Republic of Korea TEL: +82-2-2049-6210 FAX: +82-2-2049-6226