

**KONKUK UNIVERSITY
EXCHANGE/VISITING STUDENT PROGRAM
APPLICATION GUIDELINES
Spring 2025**



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

IT IS STUDENTS' RESPONSIBILITY TO READ ALL THE INSTRUCTIONS FROM KONKUK AND CHECK ALL THE DOCUMENTS.

IF SOMETHING IS WRONG WITH DOCUMENT, PLEASE LET US KNOW AS SOON AS POSSIBLE, SOME STUDENTS REPORTED ISSUES TOO LATE, WHICH RESULTED IN THE CANCELLATION OF THE PROGRAMME.

YOU WILL NOT GET ANY RESPONSE FOR ENQUIRIES THAT CAN BE RESOLVED WITH THE STUDENT GUIDEBOOK.

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 2 credit hour Korean language and culture classes('Korean Elementary', 'Korean Intermediate' and 'Understanding Korean Culture') Korean cultural programs & Buddy support 100% KU tuition waiver (for exchange students only)
PROGRAM FORMAT	Classes are expected to be offered in a hybrid format (in-person + online) <i>*Susceptible to change according to COVID-19 progression</i> Our program will not be offered virtually and students are required to be physically present at KU in order to participate.
PROGRAM MANAGEMENT	Mr. Seokje HYUN Office of International Affairs (International Programs) Email: ku_exchange@konkuk.ac.kr / TEL: +82-2-2049-6201

II. PROGRAM SCHEDULE

DATE	SCHEDULE
1 st ~ 18 th OCT 2024	Nominate student(s) by filling out MS form (A link to the MS form will be sent to partner schools approved to send students to Konkuk University)
18 th OCT ~ 10 th NOV 2024	Nominated student(s) complete online application form
11 th ~ 30 th NOV 2024	Application Screening
1 st DEC 2024	Admissions announcement 『Program Acceptance Email』
1 st ~ 15 th DEC 2024	『Certificate of Admission』 issued by the Immigration Office
15 th ~ 30 th DEC 2025	『Certificate of Admission』 sent to student for study visa application
15 th ~ 24 th FEB 2025	Payment of 『Dormitory Fee』 by wire-transfer
15 th DEC 2024 ~ 31 st JAN 2025	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 visa application email with 'Certificate of Admission' document.
FEB 2025	Online course registration
19 th FEB 2025 (TBC)	Dormitory check-in (you can NOT check in BEFORE the date)
20 th FEB 2024 (TBC)	Welcome Orientation
20 th ~ 21 st FEB (TBC)	Main round of online course registration
4 th MAR ~ 20 th JUN 2024	Spring 2025 (16 weeks)
21 st ~ 22 nd DEC 2024	Dormitory check-out

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

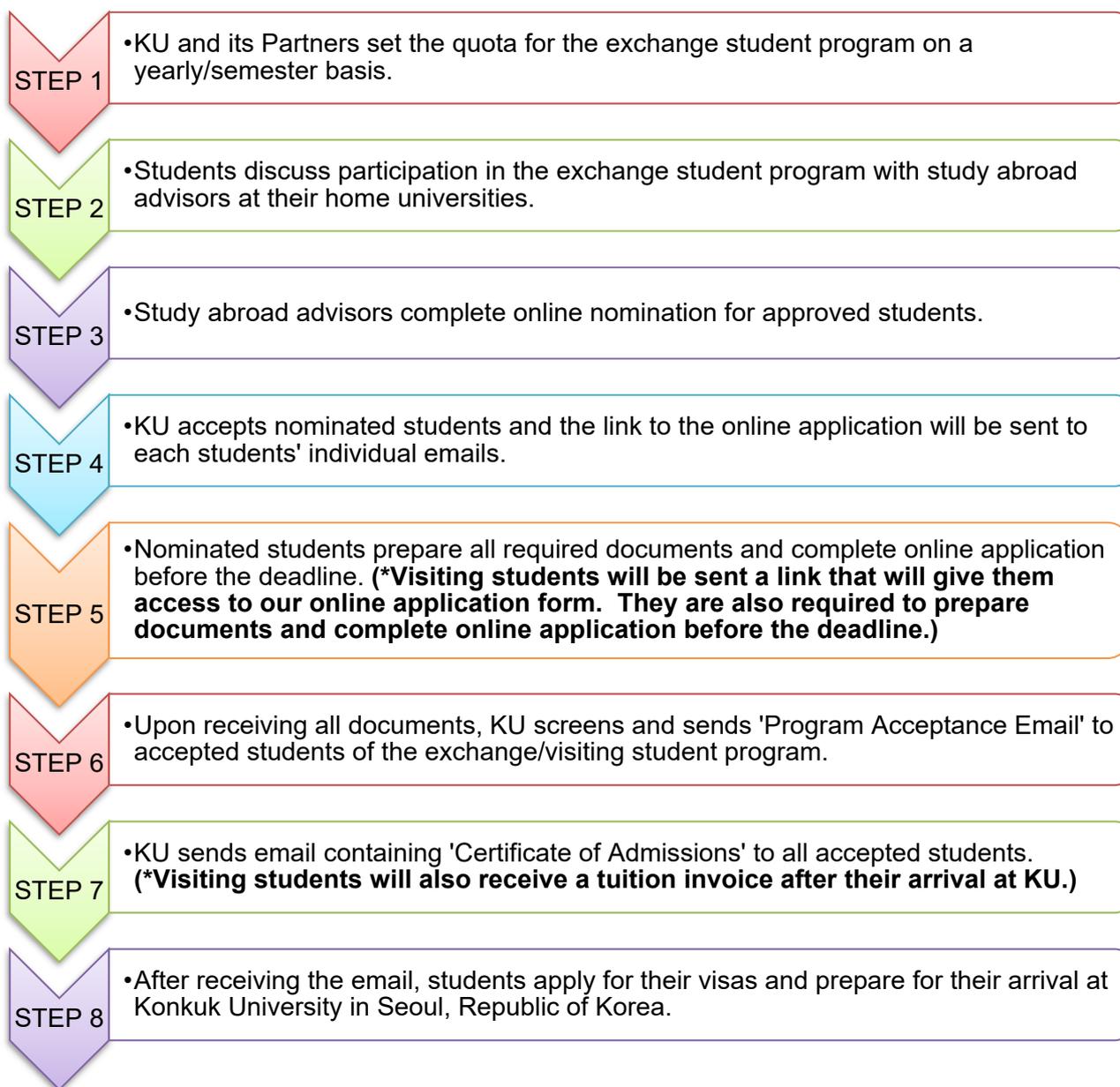
III. QUALIFICATIONS

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 enrolled in a foreign college/university
- B. Successful completion of at least one semester at a foreign college/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 1-8 apply to exchange students, and Steps 5-8 apply to visiting students.



V. REQUIRED DOCUMENTS

* **Important:** Nominated students will receive an email from us with a link to the online application form which must be completed by **the 10th of November, 2024**. If you did not receive this email from us, it means: 1) you have not been nominated by your university to participate in our program; 2) we have been given the wrong email address by your university; or 3) our email has been sorted into your SPAM/JUNK folder. If you don't find any traces of our email in your email account, please contact your home university's international office for further information.

NO.	NAME OF DOCUMENT	FORMAT
1	Online Application Form (accessible by link in email)	Must be completed online
2	Official academic transcript in English issued by home university	Make high resolution PDF file and upload to online application
3	Personal profile page of passport	
4	Recent color photo (3.5cm x 4.5cm) [for visa application document & student ID card issuance] Go to link for size & specification details: https://www.koreaonlinevisa.com/visa-photo-requirements/	Make high resolution jpg file and upload to online application

VI. FURTHER PREPARATION GUIDANCE

NO.	DIRECTIONS AND IMPORTANT NOTES
Overall Procedures	<ul style="list-style-type: none"> Complete all required sections in the online application form. Student Name should be written in the same way as written in the bottom section of your passport. Fill in the 'Desired List of Courses' section by referring to the KU English Course List for Spring 2024. The List is subject to change for Spring 2025 and the finalized list will be available in late January. Your major at Konkuk will be decided based on preliminary course selections during the application unless you mention/select your major during the application unless you specify. You can take courses across departments, but some courses DO <u>have major / grade year restrictions</u>
Passport	Prepare one photocopy of the 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.
Photo	Prepare a 3.5 cm x 4.5 cm colour photo of your face on a white background 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.
Tuition (Only for Visiting Students, can be changed)	<p>Tuition varies based on the major The tuition is fixed fee based on the major regardless of the credits/number of courses you'll take</p> <p>Tuition Categories: Business Administration / Social Sciences / Liberal Arts: KRW 4,233,000 Natural Sciences: KRW 5,078,000 Engineering / Arts & Design: KRW 5,925,000</p> <p>You will be assigned to a major with the majority of courses in your preliminary course selection. However, if you have equal numbers for different tuition categories, the lower tuition will be applied.</p> <p>Tuition examples 1. 5x Business Administration courses: KRW 4,233,000 (Business Administration) 2. 2x Social Science courses + 3x Design Courses: KRW 5,925,000 (Design) 3. 2x Liberal Arts Courses + 1x Engineering Course + 2x Natural Science Courses: KRW 4,233,000 (Liberal Arts)</p>

VII. ACCEPTED STUDENTS

All accepted students for KU Exchange / Visiting Student Program:

- A. Will receive an 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 (including the visiting student program).
- It is extremely important to prepare all relevant documents for the specific type of visa you are applying for.
- The application process and issuance may take **several weeks to a month**. 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.
- In order to be able to attend the welcome orientation planned for 21st February, you must enter Korea **NO LATER THAN 20th February** to start your activities beginning on 21st February.
- **Due to the uncertainty resulting from COVID-19, please purchase flight tickets that can be cancelled or easily changed.**
- **All dormitory applicants must arrange their arrival according to the check-in period. They should arrive during the daytime.**
- KU does not offer airport pick-up. Students must arrange their transportation from the airport to Konkuk by themselves. Transportation information can be found in our student guidebook: <https://sites.google.com/view/ku-student-guidebook/home>

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

[NOTES]

- Students **MUST** purchase overseas health insurance in their home country prior to departure.
- Starting from March 1, 2021, incoming D-2 visa holders are required to subscribe to the National Health Insurance (approximately KRW 100,000 a month). The subscription will be processed uniformly by the National Health Insurance Service (NHIS) on your foreign registration date without any separate reporting procedure.
- **You will be automatically subscribed to the NHIS after your ARC is issued. Before the ARC issuance, your stay in Korea is NOT covered by the NHIS.**
- **A student from Fall 2022 broke a finger and the student had to pay approx. 5,000,000 KRW as the student did NOT have insurance coverage prior to NHIS subscription.**

VIII. WELCOME ORIENTATION SESSION (RECOMMENDED)

DATE AND TIME	VENUE	CONTENTS
20 th February, 2025 9:00AM (Tentative)	New Millennium Building (#16) & Law School Building (#8)	<ul style="list-style-type: none"> • Introduction to Konkuk University and Office of International Affairs • KU Exchange/Visiting Student Program overview • Life on campus and living in Korea • Campus tour with International Student Volunteers (ISVs)

IX. RESOURCES

	WEBSITE
Konkuk University	https://www.konkuk.ac.kr/sites/en/index.do
Exchange Program	https://www.konkuk.ac.kr/oiaeng/18828/subview.do
Visiting Program	https://www.konkuk.ac.kr/oiaeng/18829/subview.do
Office of Intl. Affairs	https://www.konkuk.ac.kr/sites/oiaeng/index.do
KU:L House (Dorm)	https://kulhouse.konkuk.ac.kr/home/lan/eng/e_index_01.asp

X. IMPORTANT POST-ARRIVAL INFORMATION

	DESCRIPTION
Foreigner Registration	All the foreign internationals staying in Korea for more than 90 days, MUST be registered at the immigration office. It takes about a month from the commencing date. You can NOT leave Korea before the process is completed, please do NOT book any overseas trip nearby before you get your ARC. Konkuk can NOT and will NOT help you regarding your registration process.
Signature (Learning Agreement, Arrival/Departure Form, Funding, etc.)	You can request a digital signature for those documents. However, please check if your document file is editable, and fill out your basic information (Full name, Date of birth, etc.)
Local student Buddy	Konkuk try to arrange a local student buddy for international students. Please note that you may NOT be able to arrange you a buddy due to the lack of Konkuk participants. In addition, please apply for the buddy programme only if you are fully committed to the engagement with a Korean student.

XI. CONTACTS

	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: +82-2-2049-6201 FAX: +82-2-2049-6226