

# Korea University GSIS

## 2025 Fall Exchange Program

### **1. Nomination Process**

- 1) Before the official nomination, exchange coordinators MUST consult with the KU exchange coordinator at the department level.
- 2) Once the exchange balance and nominees are confirmed, exchange coordinator at the department level will inform them of the application procedure and required documents. Students are required to prepare the required documents and submit the application by the deadline.
- 3) After reviewing the applications, the department level coordinator at KU will inform the accepted students.
- 4) KU exchange coordinator will send an admission package for the accepted students to the exchange coordinator at partner universities.

### **2. Entry Requirements for Exchange Students**

Applicants should complete at least one semester in home institution before participating in exchange program at Korea University.

### **3. Required Documents for the Application**

**\* All documents MUST be in English/Korean or with English/Korean translation.**

1. Official nomination from partner schools (**From April 1<sup>st</sup> to until April 18<sup>th</sup>, 2025**)
2. All students for this program must submit the following documents within the designated application document submission period:
  - 1) Official Transcripts of all Colleges and Universities
  - 2) Certificate of Degree/Graduation or copy of Diploma (Bachelor)
  - 3) Certificate of Enrollment or Certificate of Expected Graduation (Master)
  - 4) Statement of Purpose (SOP)
  - 5) Official TOEFL (iBT only) or IELTS (academic only) score report
  - 6) Each clear copy of you and both of your parents' valid passport (file size under 50kb)
  - 7) Birth Certificate (or Certificate of Family(parent-child) Relations)
  - 8) One passport-sized photograph only in JPG format, less than 1MB  
(will be used for student ID card issuance)
  - 9) Health Certificate (should be written by physician/doctor) (**attached**)  
: Only the examination taken in August to October for Spring semester (next year)  
and February to April for Fall semester is acceptable.
  - 10) Code of Conduct and Dismissal (**attached**)
  - 11) Copy of private health insurance (must be valid throughout your study abroad period)  
Submission deadline: Spring semester (~January 31) / Fall semester (~July 31)

12) **Official Bank Statement (Financial Certificate) only issued in May or June 2024**  
(1 semester Exchange: USD 5,000, 2 semesters Exchange: USD 10,000)

- ※ Please submit a bank statement opened under your name showing a minimum balance of US\$ 5,000 (1 semester), US\$ 10,000 (2 semesters) or the same amount of the applicant's country's currency. If you cannot provide your bank statement, you can submit your parent's bank statement along with a copy of your 'family relation certificate' or any other official document that can replace the family relation certificate such as birth certificate.
- ※ All documents must be **in English**. If not, please attach the English translated version with the following statement for confirmation, 'translated by [ ], date and signature'. (Notarization is not required.)
- ※ If you are a scholarship recipient, please submit an official certificate or letter that proves your scholar status and the amount of scholarship benefits such as monthly allowances and so on for the entire study period
- ※ OECD country nationals can submit the document by email.
- ※ NON-OECD country nationals are required to send the original bank statement to the KU GSIS administration office by POST only. (It is highly advised that students get two original copies from the bank as one should be submitted to Korea University and another one to the Korean embassy/consulate in your country.)

13) Additional document(COE) required for NON-OECD country nationals only.

- NON-OECD country nationals must submit **an official Certificate of Enrollment** of the current home university **with APOSTILLE(recommended) or consular confirmation** from the Korean embassy or consulate in the country where the university is located to the KU GSIS administration office by POST before May 15 for Fall semester and Nov. 15 for Spring semester to complete the application.

- ※ Please refer to Application Guideline on KU GSIS website for further details.
- ※ Nominations/Applications submitted past the designated deadline will **NOT** be considered for admission.

#### **4. Information regarding the Course Registration**

- Students will be notified via email about the instructions for course registration in mid-July (for Fall semester) and mid-January (for Spring semester). Students should do the following steps after receiving the email.

Step 1. Read the course registration instructions very carefully.

Step 2. Make a preferred course listing during the 'Preferred Course Listing' period.

Step 3. Check the results.

Step 4. Apply for courses during the 'Course Registration' period.

Step 5. Try to add courses during the ‘Add/Drop’ period.

\*\*\* No course changes can be made after Add/Drop period ends in any reasons.

1) Online Preferred Course Listing:

Spring semester **Early-February** / Fall semester **Early-August** (TBC)

- KU allows students to expedite course registration before the official registration period begins.

2) Online Course Registration:

Spring semester **Mid-February** / Fall semester **Mid-August** (TBC)

**4-1. List of KU GSIS Courses (in English)**

Link: <https://sugang.korea.ac.kr/graduate/>

> Click on *English* and *Graduate Course* on the left.

> Select the appropriate Year and Term to see the list of available courses at the semester you are willing to participate.

> Set Department as *International Studies*.

> Click on the course no. for more detailed course information.

- Course List: (click on English on the right side of the main page).
- Courses conducted in English will be indicated in brackets (e.g. Marketing Management (English)).
- Courses marked under the X) tab are open to exchange students.

**<Language of Instruction>**

\* All the courses provided at KU GSIS are only conducted in English.

**<Korean Language Courses>**

Free Korean language classes (4 weeks) are offered by Global Service Center(GSC) during winter/summer break to the students who completed a regular semester at KU. Also, we have Korean language classes as a General Elective Course during regular semester. From beginner to advanced, exchange students can enroll in various regular elective courses (3credits). If you want to additionally take part in an intensive Korean language program, please check the KU Korean Language Center website:

<http://klcc.korea.ac.kr>.

**4-2. Updates of the Course List**

- ▮ The Course List for the upcoming semester will be released in mid-July and mid-January.
- ▮ Students may refer to the course list from the corresponding semester of the previous year as it will remain similar. However, courses are subject to change every semester and we cannot guarantee all the courses will be available. Students are responsible for making a back-up plan for their course registration.

### **4-3. Course Load**

- Major Related Courses: 3 credits / Elective: 1-3 credits (1 credit = 1 teaching hour)
- 1 semester: 16 weeks
- \* **Exchange students are required to take at least 3 courses (9 credits) during the study at KU GSIS.**
  - ※ Even if you take one course, you will be recognized as a full-time exchange student at KU GSIS. However, you should also check the minimum number of credits to be taken with your home university coordinator.

### **4-4. Important Notice regarding Course Registration**

\* We are experiencing a high demand for some areas of the courses, especially in KU GSIS. This means students must be aware that it may be very difficult to register for these courses and there will be NO Guarantee for their preferred choices. Also, KU cannot recommend or find a course for individual student for fairness issue. It is student's responsibility to make a backup plan when they make their course plan.

※ KU **cannot** guarantee any courses for exchange students. Therefore, we request students to be very flexible with their course selections and also be ready with a plan B.

※ Available Subjects to Graduate Students: Only the departments below <Graduate School> category are allowed to exchange students.

## **5. Other Useful Information**

| Insurance  |  |
|--|--|
| <b>Private Health Insurance</b><br>※ Students of Korean nationals can submit a copy of Korean National Health Insurance. | All D-2 visa holders who have stayed in Korea for more than six months are required to sign up for the Korean National Healthcare Insurance Service(NHIS). <b>(If a student will stay in Korea less than six months, one is not eligible for the National Health Insurance. Therefore, the student will need to purchase private health insurance covering the whole duration of the student's stay in Korea.)</b> Once foreigners apply for the NHIS, they will receive the same insurance payment benefits when using hospitals and clinics as Korean citizens.<br>For those who enter the country for the first time, the date of alien registration is the enrollment date for NHIS. (The alien registration will take at least about a month.) For registered aliens, the insurance becomes valid from the re-entry date. There is no procedure for signing up. When you register as a foreigner, a health insurance card, a sign-up notice, and a bill will be sent to the registered address.<br>Apart from the mandatory health insurance policy, it will be wise to enter the country with private insurance, which sets Korea as a cover range, since NHIS will not take effect upon your arrival. |
| Visa Requirements  |  |
| <b>Student Visa</b>  | All international exchange students must obtain a Korean Student Visa (D-2; Dual Degree Program(D-2-3~4), Exchange Program(D-2-6)) from the Korea Embassy or Consulate located in their country before they  |

|   |  |
|---|--|
|   | <p>arrive in Korea. In order to do this, you will need a Certificate of Admission(COA) from Korea University, which will be mailed out to you at the end of January (for Spring Semester)/July (for Fall Semester). To find out how to apply for your student visa, please contact the nearest Korean Embassy or Consulate.</p> <p>Please apply for a student visa at the Korean Embassy or a Korean consulate in your home country (or for those who have Chinese nationality in the country where their home institution is located) with COA.</p> <p>※ Extra documents may be required depending on students Nationality.</p> <p>※ Students of Chinese nationals who are studying outside of China MUST apply for the student visa in the country where the home university is located.</p>   |
| <b>Estimated Living Expenses in Seoul</b> |  |
| <b>On-campus Accommodation</b>            | <p>International students can apply for University student accommodations on-line at <a href="https://dorm.korea.ac.kr/front/content/10">https://dorm.korea.ac.kr/front/content/10</a> as below:</p> <p>For the exchange students, twin bed rooms at Anam International House are available. You can apply for the dormitory at <a href="https://dorm.korea.ac.kr/front/content/18">https://dorm.korea.ac.kr/front/content/18</a>.</p> <p>The rent will be around 500,000 won per month, but you need to pay rent for 4 or 6 months in advance. Once the application is available, you can get more detailed information at the site. You can also directly contact to Korea University Residence Life Office via email (reslife@korea.ac.kr) or phone (+82-2-3290-1554).</p> <p>In order to apply, you need KU student ID, but in your case, you can use your application NO. (Ex. GSMxxxxxx) instead.</p> <p>Please kindly note that your KU student ID will be issued at the orientation session.</p> |
| <b>Off-campus Accommodation</b>           | <p>Approx. KRW 500,000 ~ 700,000 per month</p> <p>* Due to the limited capacity in the university accommodation, most KU GSIS international students live at off-campus housing. As a Master/Doctor's Degree Program student, please note that it is your responsibility to arrange your own room and board during your stay in Korea.<br/>(Reference: <a href="http://oia.korea.ac.kr/listener.do?layout=cps_3_2">http://oia.korea.ac.kr/listener.do?layout=cps_3_2</a>)</p>  |
| <b>Food/Meals</b>                         | Approx. KRW 500,000 per month  |
| <b>Local Transportation</b>               | Approx. KRW 100,000 per month  |
| <b>Academic Expenses</b>                  | Approx. KRW 150,000 per semester (mainly textbooks)  |
| <b>Personal Expenses</b>                  | Approx. KRW 500,000 per month (but, it may vary.)  |

# Korea University

## Department level Exchange Program

## Exchange Student Application Form

Please staple one

passport sized

photograph here.

Please ensure that all the information is entered CLEARLY in BLOCK CAPITALS.

### 1 Study Period

Study Option:                      1 Semester [   ]                      2 Semesters [   ]

### 2 Personal Details

First Name (as appears in passport):

Family Name (as appears in passport):

Nationality:

Passport Number:

Date of Birth:              Day              Month              Year

Passport Valid Until:

Gender:    Male ☐    Female ☐

\* Do you have multiple passports and one of them is Korean?

YES (I have multiple passports, and one of them is Korean)

NO (I have only one passport OR I do not have Korean Passport)

Address for Correspondence:

Between which dates is this address valid?

Telephone: Country code    Area code    Local number    Email:

Fax: (if available) Country code    Area code    Local number

Do you have any disability? Yes [   ]    No [   ]

\* If yes, please specify so that Korea University can be aware prior to your arrival. We might request further documents to the applicant for the smooth application procedure.

### 3 Academic Background

Are you currently enrolled at your home institution? Yes [ ] No [ ]

#### [MA]

Home institution:

Graduate: Year 1 [ ] Year 2 [ ]

Major:

Accumulated GPA:

GPA in the most recent semester:

Home Institution Address:

International Programs Coordinator:

Name

(Signature)

Email:

Telephone: Country code Area code Local number

Fax: (if available) Country code Area code Local number

#### [BA]

Home institution:

Accumulated GPA:

Home Institution Address:

International Programs Coordinator:

Name

(Signature)

Email:

Fax: (if available) Country code Area code Local number

Telephone: Country code Area code Local number

### 4 Study Plan at KU (SOP)

※ Please submit SOP as a separate file.

- Statement of Purpose (SOP) is an essay on the brief self-introduction and mostly about your study and research plan.
- It should be approximately 1,200 words in English in the form of MS word (about 3 pages).
- Since there is no specific form, please fill it out in a free form.

## 5 Language Proficiency

Type of English Proficiency test: TOEFL [    ] IELTS [    ] EXEMPTED [    ]

\*International applicants are only allowed to submit TOEFL and IELTS.

\*If you satisfy the exemption conditions, please select 'exempted'.

Total Score of English Proficiency test:

Write down the Verification Number of the test:

\* TOEFL: Appointment Number / \* IELTS: Test Report Form Number

Write down the test date of English proficiency test:

\* It should be in order of YYYY-MM-DD.

Conditions you satisfy for English score exemption (if available):

English Native Speaker [    ] Degree more than 3-year-program from English speaking countries [    ]

Degree more than 3-year-program from the institution where English is the only medium of instruction [    ]

\* You should submit an official document as a proof for this.

## 6 CHECK LIST

I have included with this application form.

- [    ] Official Transcripts of All Colleges and Universities
- [    ] Certificate of Degree/Graduation or copy of Diploma (Bachelor)
- [    ] Certificate of Enrollment or Certificate of Expected Graduation (Master)
- [    ] Statement of Purpose(SOP)
- [    ] Official TOEFL (iBT only) or IELTS (academic only) score report      OR      Exempted [    ]
- [    ] Each copy of you and both of your parents passport (Passports should be valid for more than 6 months.)
- [    ] Birth Certificate (or Certificate of Family(parent-child) Relations)
- [    ] One passport-sized photograph (will be used for student ID card issuance)
- [    ] Health Certificate (should be written by physician/doctor) (attached)
- [    ] Code of Conduct and Dismissal (attached)
- [    ] Copy of student's health insurance (before or after receiving the admission package)
- [    ] Bank Statement (NON-OECD nationals original document by post, OECD nationals PDF file by email)  
(1 semester exchange: USD 5,000, 2 semesters exchange: USD 10,000)
- [    ] Certificate of Enrollment with apostille or consular confirmation by post  
(Applicable to NON-OECD country nationals only)

NON-OECD country nationals' COE and Bank Statement: Only the original copies sent by post are accepted



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**<DECLARATION>**

Do you have any criminal convictions? Yes ☐ No ☐

If yes, please give details on a separate sheet and enclose with your application. If you have any concerns, you can contact us prior to submission. Please note that spent convictions and convictions for driving/minor offences are unlikely to have an impact on the admissions decision.

**I declare that the information submitted in this application is true and correct. I authorize the University to obtain information from any educational institution previously or currently attended by me. If any information supplied by me is found to be untrue, incomplete, or misleading in any respect, I understand the University may take such action including the disclosure of the information to any person or body. I understand the University reserves the right to vary or reverse any decision made based on untrue, incomplete, or misleading information.**

I agree that Korea University may collect my personal information shown above for the following purposes:

- Administration purposes for the exchange program and scholarships
- Statistical and research purposes by the Korea University
- Document issuance (Certificate of Admission, Transcript, Certificate of Enrollment) for exchange Students
- To obtain access to Korea University facilities available to exchange students
- Process for student ID card issuance (KU Library and Hana bank)

\* The Application record will be kept for three years.

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**Application Deadline for 2024 Fall**  
**: June 14<sup>th</sup>, 2024**

Send your complete application to:

- Email: [gsisadmin@korea.ac.kr](mailto:gsisadmin@korea.ac.kr)
  - Mailing Address: GSIS Administration Team, Room #223  
International Studies Hall, Korea University 145  
Anam-ro, Seongbuk-gu, Seoul, 02841, KOREA
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# Health Certificate

All exchange/visiting students are required to complete this form and submit it within the application period. Those who do not submit the form will not be accepted to Korea University. This form must be completed by a physician/doctor only.

\* Only the examination taken in August to October for spring semester and February to April for fall semester is acceptable.  
(Date of the examination must be within 2 months from the start of the application period)

## 1. Student Information

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Family name

First name

Middle name

YYYY/ MM/ DD

Sex:    ☐ Male            ☐ Female

## 2. Physical Information

|                 |                                 |   |
|-----------------|---------------------------------|---|
| <b>Eyesight</b> | <input type="checkbox"/> Normal | <input type="checkbox"/> Impaired (Please specify: _____) |
| <b>Hearing</b>  | <input type="checkbox"/> Normal | <input type="checkbox"/> Impaired (Please specify: _____) |
| <b>Speech</b>   | <input type="checkbox"/> Normal | <input type="checkbox"/> Impaired (Please specify: _____) |

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Does the applicant have any allergies? (Medication, Foods, Environmental) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

If yes, please specify. This should be completed by a physician.

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Is the applicant currently under medical treatment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

If yes, please specify. This should be completed by a physician.

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Is the applicant currently taking any medication? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

If yes, please specify. This should be completed by a physician.

Has the applicant ever suffered from any of the following?

|  |   |  |                                   |
|--|---|--|-----------------------------------|
| <input type="checkbox"/> Tuberculosis<br><input type="checkbox"/> Diabetes<br><input type="checkbox"/> Heart disease | <input type="checkbox"/> Hepatitis A/B/C<br><input type="checkbox"/> Asthma<br><input type="checkbox"/> Psychosis | <input type="checkbox"/> Digestive tract disease<br><input type="checkbox"/> Communicable disease<br><input type="checkbox"/> Epilepsy | <input type="checkbox"/> Others : |
|--|---|--|-----------------------------------|

|   |  |  |
|---|--|--|
| If any parts of above is marked, please specify. This should be completed by a physician. |  | <input type="checkbox"/> No remarkable history |
|---|--|--|

Is there any symptom or condition that you would like to inform us other (any extra physical/psychological/other conditions) than the mentioned above? ☐ Yes ☐ No

If yes, please specify. This should be completed by a physician.

If yes, please specify. This should be completed by a physician.

In view of the applicant's history and the above findings, is it your observation that his/her health status is adequate to pursue studies (within one year) in Korea? ☐ Yes ☐ No

If no, please specify. This should be completed by a physician.

### 3. Medical Physician Information (Must be filled in by a physician)

Physician's Name in Print: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date of Examination:            /        /        (YYYY/MM/DD)

Medical Office Official Stamp:



# 고려대학교 Korea University

## Code of Conduct and Dismissal Exchange and Visiting Students

I \_\_\_\_\_ will:

(please print your name above)

- Obey all the Korea University regulations and maintain the honor of both Korea University and my home university during my stay in Korea.
- Take personal responsibility for my safety, while giving priority to following common sense safety rules and precautions.
- At all times comport myself with manners and courtesy.
- Accept the reality of differences in culture and customs, and do not discriminate against others based on their race, gender, or whatsoever.
- Follow and obey all the laws of the Republic of Korea in day-to-day life in Korea including its laws and regulations regarding immigration, alcohol, drug usage, and sexual harassment.

If it is concluded that I have clearly violated this oath, as outlined above, I hereby agree to accept Korea University's decision regarding any action or discipline.

Your personal information as well as any academic or personal misconduct during the study abroad period at Korea University can be shared within Korea University's administrative departments, and your home university shall be informed of it when required.

Korea University has authority to withdraw, suspend or terminate a student for academic deficiencies, behavioral violations, or other sufficient reasons subject to certain procedures afforded to the student.

I read and understood the statements above thoroughly. I will abide by the codes and legal consequences of any misconduct committed during my study abroad at Korea University.

**Home university:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Name & Signature:** \_\_\_\_\_

\*Please submit this form during your application process. Your application form will not be reviewed until you submit this form.