

Exchange Student Guideline



Office of International Affairs
Kyung Hee University, Korea

<http://oia.khu.ac.kr>

<http://www.facebook.com/khuniv>

exchange@khu.ac.kr

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Academic Calendar

First Semester (Spring)

March	First Week	Class Begins
April	Last Week	Mid-term Examinations
May	Third Week 18th	Magnolia Festival Anniversary of the University
June	Second Week Third Week	Final Examinations Summer Vacation begins

Second Semester (Fall)

September	First Week	Class Begins
October	Second Week Third Week	Mid-term Examinations Kowhang Festival
December	Last Week	Final Examinations

- **Dates are subject to change.**

FALL 2011

Period	September 1~ December 21
Course registration	August 9 ~ August 17
Dormitory Check in	August 27~ August 31
Course change	September 1~ September 7
Midterm exam	October 20~ October 26
Final exam	December 15~ December 21
Online grade notice	January 2~ January 4
Official Transcript issuance	Late January

Spring 2012

Period	March 2~ June 21
Course registration	Early February
Dormitory Check in	Late February
Course change	March 2~ March 8
Midterm exam	April 20~ April 26
Final exam	June 15~ June 21
Online grade notice	June 29~ July 1
Official Transcript issuance	Late July

***Dates are subject to change. *Dormitory is available only on and after dormitory check-in date!**

Application Procedures

A. General procedure

Semester	Personal information Submission	Application Deadline	Notification of Acceptance & Issuance of Certificate of Admission
Fall semester	By May 1 st	By May 1 st	Early June
Spring semester	By Nov. 1 st	By Nov. 1 st	Early December

※ Qualification

- Current students enrolled in partner institutions (Except students who temporarily leave school)

※ Exchange students should apply through their home institution.

- All formalities concerning international exchange students planning to study at Kyung Hee University under the terms of a bilateral agreement must be conducted via the home institution. Students should initially enquire at students' own institution (for example at students' own International Relations Office) as to whether exchange programs exist between Kyung Hee University and students' institution.

※ Office of International Affairs Home page address : <http://oia.khu.ac.kr/>

-Students should check this website for further information.

B. How to apply as an exchange student.

Before applying, **Nomination email** should be sent to exchange@khu.ac.kr until **20th Apr.** for fall semester and **20th Oct. for** spring semester at the latest.

1. Personal information Submission through online.

Please submit personal information through online before 1st May for fall semester and Nov 1st for spring semester. Here is the link.

<https://spreadsheets.google.com/viewform?formkey=dGRTTEVtMjQzWktPSThKek5GcnU3YIE6MQ>

2. Document Submission

■ Application Form for Exchange Students, Kyung Hee University(Downloadable at our website)

■ Academic Official Transcript (English)

■ Certificate of Enrolment (English)

■ Outline Study Plans (English or Korean)

■ 2 Photographs (front, hatless): 3cmX4cm

■ Copy of Passport

■ Notification of Arrival (Submit us this file right after the flight reservation by mid Jan for spring semester and by mid July for fall semester. The file will be provided by an email)

■ Recommendation

■ Application for Admission To Dormitory [dormitory application]

- Submit the original required documents IN ONE PACKAGE by post.
- Address: Sang Hoo Park, Kyung Hee University, 1 Hoegi-dong, Dongdaemun-gu, 304 main building, Seoul 130701, South Korea
- Application documents will not be returned once they have been submitted.
- Please notice that your application will not be processed if you do not submit ALL the required application documents TOGETHER.
- Application Form should be written in PRINTED LETTER type. We do not allow handwritten applications.

※ Application procedure is subject to change.

C. Courses for Exchange Students

- Undergraduate courses in English

Most exchange students take this program. Various departments offer courses in English. The English course list for each semester will be sent to students one month before the semester starts. Before selecting specific subjects, all the students who apply for the exchange program must choose one major and fill out 'Major of Choice at Kyung Hee' on the application form.

- Field of Study for those who apply for Undergraduate course

More information can be found at the Official English Website of Kyung Hee University at <http://www.kyunghee.edu>

<Seoul>

College	Department or Major
College of Humanities	Korean Language and Literature, History, Philosophy, English (English Language and Literature , English Language and Linguistics, English Interpretation and Translation)
College of Law	School of Law - Major in Law
College of Politics and Economics	Political Science, Public Administration, Sociology, Economics International Business and Trade, Journalism and Communication
College of Business Administration	Business Administration, Accounting, Health Service Management
College of Hotel and Tourism Management	Convention Management, Food Service Management Culinary Science and Arts, Hotel Management, Tourism Management, Tourism English Interpretation, Tourism Japanese Interpretation
College of Sciences	Mathematics, Physics, Chemistry, Biolog Geography, Information Display
College of Human Ecology	Food & Nutrition, Child & Family Studies, Housing & Interior Design Clothing & Textiles, Elder Welfare & Counseling

*College of Music	Composition, Voice, Instrumental Music
*College of Fine Arts	Korean Painting, Painting, Sculpture
*College of Nursing Science	Nursing Science, RN / BSN Programs

▷ The asterisks(*) indicate colleges with very few English courses.

※ **Restriction**

College of Medicine, College of Oriental Medicine, College of Pharmacy, College of Arts and Design (School of Dance), Humanitas College

-Korean Language Program

This program is both available at the Institute of International Education in Seoul and Global Campus. Students should be aware that if taking this language course, you cannot take any regular course as it is very intensive course with a lot of assignments, from 9am till 1pm (Everyday). In regards to acquiring credits for these courses, students must consult with their institution's academic advisor/international coordinator of home institution in advance to see if they can receive official credits. Website of Institute of International Education - <http://eng.iie.ac.kr>

- Sample course combination for exchange students

1. Intensive Korean Language Program only (from 09:00 to 13:00 everyday from Monday to Friday)
Students can take part in Korean language program at the Institute of International Education
2. 3 ~ 5 regular courses. (Minimum of 3 regular courses and maximum of 6 regular courses.)

D. Arrival in Korea

Our staff will pick up International Exchange Students at the Incheon International Airport on official arrival date only (announced later) upon their request.(Available time of the dormitory check-in:10a.m. till 10p.m.) Those who come to dormitory later than 10 p.m. should notify us in advance of departure. If not, you will not be able to check in.

A student who arrive at the Incheon International Airport later than 8 p.m. should come by him/herself. It is strongly advised that exchange students from the same institution arrive at the same time on the same flight. Therefore students are asked to coordinate their departure in advance in their home universities.

If you're not sure of the exact location of the dormitory, please visit OIA, #304, the main building of KHU. Also a dormitory map will be sent to each exchange students by email.

-Submit us the Notification of Arrival file provided by email right after the flight reservation, by mid Jan for spring semester and by mid July for fall semester, whether you want a pickup or not.

E. Orientation

- For International students OIA organizes an orientation before the start of each semester, or within the first week of the semester. Students must attend this orientation.
- Schedule

Fall semester	The last week of Aug or the first week of Sept
Spring semester	The last week of Feb or the first week of March

- Further details on the orientation will be sent to the exchange students in advance by e-mail.

Visa & Foreign Registration

A. Applying for a student visa

It is students' responsibility to ensure obtaining and maintaining a valid passport(at minimum, an expiration date should be on 6 months after the departure date to Korea) and student visa to enter Korea for study purposes. After Kyung Hee approves student's admission, a student will be issued with a Certificate of Admission which the student can then use to apply for his/her student visa at the nearest Korean embassy or consulate. In most cases, exchange students can acquire their D-2 visa with ease when they present their Certificate of Admission issued by Kyung Hee. In regards to D-2 visa please contact the nearest Korean Embassy or consulate for more information. Required documents vary from country to country.

It is highly required for students to get visa before they actually come in Korea. Procedures acquiring visa in Korea are not simple and need more requirements. Penalty from Immigration Office can be given according to situation. Students in a country without Korean embassy can get their visa from Korean embassy of a nearby country via post service.

And the copy of visa should be submitted to exchange@khu.ac.kr for us to confirm and help students, after acquired.

B. Extension

※ Students should note that during the summer vacation a dormitory room is difficult to be secured as other programs are being offered at Kyung Hee, so space is very limited. Thus extension will not be made for the spring semesters.

An application for extension of D-2 visa should be made before 2 months and at least 2 weeks in advance from the current expiration date to the visa expiring date. The following documentation must be submitted to the Immigration Office in person:

- Passport
- Alien Registration card
- Visa Extension Application form (downloadable from KIS website)
- Official transcript of records (will be issued by Office of International Affairs)
- Certificate of Enrollment (will be issued by Office of International Affairs, it's not a Certificate of Admission)
- A Copy of any kind of Korean Bank statement in the applicant's name with more than 3 million KRW : For the detail please call 1345 in Korea, the Immigration Office.
- Certificate of scholarship or A school fees payment receipt (will be issued by Office of International Affairs)
- Official letter from Home institution
- Service Fee (30,000 won)

※ In case the transcript of record is not issued at the time of application for extension, OIA will issue a replaceable paper that proves the transcript will be issued later.

For more information please visit <http://www.hikorea.go.kr>

C. Alien registration Card

Within 90 days from the day of your arrival in Korea, you must apply for Alien Registration Card at the Korean Immigration Office. If it passes 90-day-limit to register, a fine will be given.

Students holding a D-2 visa should obtain an alien registration card after their arrival in Korea.

- Passport
- Certificate of Enrollment (will be issued by Office of International Affairs, it's not a Certificate of Admission)
- Foreign Registration Form (downloadable from KIS website)
- 1 color photograph (3cm x 4cm)
- Service fee (10,000 won)

- Students must bring all the documents on the orientation day. We send the application form with a sample via e-mail before your departure.(Make sure to delete all instructions included in there) Certificate of Enrollment is given to each student during the orientation. You need to check all the details once you receive it. While the application is processed, a copy of passport will be necessary for proving your identification. Please note that those who will not stay in dormitory must notify us an exact housing address right after housing is found. According to a housing location, it may not be available to help making alien registration card for those who don't stay in a dormitory.

※ Contact for Further Information

Contact the Immigration Office : <http://www.immigration.go.kr>

Sejongno Branch Office Address: SK Hub Bldg. 2F, Gyeongwoon-dong Jongno-gu **Seoul Tel.:** 02-732-6214~5

Directions: Take subway line 3 and get off it at Anguk station. Take exit # 6.

For further information, Please contact the Korean Embassy, an overseas Korean Consulate or the Immigration Office in Korea.

D. Government 4 foreigners website

For Foreigners in Korea, Korean government runs various websites to help them out. Usually almost all the information foreigners need to live in Korea is in those websites.

<http://www.g4f.go.kr>

<http://www.immigration.go.kr>

Life in Kyung Hee

A. Campus Life

- Health or General Insurance

-Obtaining a health insurance in advance of departure is mandatory. Kyung Hee University doesn't provide any type of insurance to students. Because the cost for medical care for a foreigner is very high, students must have it.

- Housing

-Dormitory will be secured for exchange student who requested it usually within 1 month before your arrival. So OIA would like to ask you not to worry if it's late, as it's natural process of KHU.

Name	Room type	Facilities	Meal plan	Website	Dormitory fee for 4 months
Seoul: International house-I	2persons	Bed, desk, closet, high-speed internet(wired), cooking facilities, air conditioner, washing machine, hanging garment dryer, shoe rack	X	(ask at ciiss@khu.ac.kr)	Approximately ₩1,380,000
Seoul: Sehwahall	2persons	Bed, Wardrobe, Desk, Air conditioner, Fridge (shared), and high-speed internet(wired), water purifier on each floor, study rooms on each floor, coin-op laundry	X	http://sewhahall.khu.ac.kr/ (available only in Korean)	Approximately ₩1,490,000 to ₩ 1,790,000

※ Kyung Hee does not provide any assistance to find off-campus housing. Kyung Hee HIGHLY recommends students to live in the dorms provided. Finding a private place outside campus is really difficult. The cost is very high and there are not many real estate agents who can communicate in English. Also, short period rent is difficult for foreigners.

Dorm fee will be paid at the office of CISS located at #101, Building of Dance after students come to Korea. (Seoul) All 4 months of dormitory fee needed to be paid by cash only at once.

- Facilities

	Gym	Nurse's Office	Cafeteria	Post Office
Opening hours	8:00~ 19:00	9:00~ 17:00	9:00~ 19:00	9:00~ 18:00
Location	B3, Chung building (Building for liberal art college)	#152, B1, Orbis Hall (Building for business department)	B2, Chung Woon building B1, Heerang (Next to Sehwa)	B1, Chung Woon building
Additional Info		*Kyung Hee Medical Center (http://www.khmc.or.kr/eng/) located right side of the main gate is also available for International students.	2,500~3,500 KRW	

		Exchange students can get a discount if they have both of their alien registration card and student ID card. The center also offers Interpretation service for the students at the information desk.		
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- ♦ Emergency number
 - Police 112
 - Fire Station or Emergency 119

B. Academic Life

♦ Course registration

Students can register their courses via internet which will be held on the first come, first served basis. Considering competitive nature of online course registration, exchange students will have a chance to register their courses before Korean students do it. After this first course registration, second registration will be held with Korean students. Those who couldn't register their courses can try it again at second chance.

Also course change period will be at early semester. Additional registering, if there's a remaining seat, is available. Students can also drop courses they registered during this period.

Here is a address of the website for online course registration : <http://sugang.khu.ac.kr/>. **It will be opened only during course registration period**, which will be notified via email. Detailed explanation about how to register courses in the website will be given via email too later.

-How to find a course schedule for exchange students

Go to this site : <http://khuis.khu.ac.kr/java/servlet/khu.hssu.infospace.TimeTableT?prTag=outer&campusGb=1>

Or <http://www.bit.ly/coursesatkhu>

종합시간표조회 **ENGLISH** 1

* 전공을 선택한후 [Search] 버튼을 클릭하면 조회 됩니다.
 * 시간표가 준비중이거나 존재하지 않을 경우에는 대학이 나타나지 않습니다.
 * 문의사항은 학사지원과(학부), 대학원 개설 과목은 각 대학원 사무실로 문의하시기 바랍니다.

학년도 2011 학기 1학기 대학 == 선택하세요 == 학부(과) 전공 == [대학/조직]을 먼저 선택하세요 == Search 영어강좌 영어강좌

학년 (학위)	강좌코드	이수구분	교과목명	특이사항	학점	담당교수	강의시간&강의실	강의계획서
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* No data found! *

1. Choose the orange button which says English. It will change the language of this page to English from Korean. Like this.

Schedule **KOREAN**

* Enter Year/Semester/Position/Major, Click [Search] button
 * If the course schedule is in preparation or does not exist, the organization is not shown.
 * Questions for undergraduates should be addressed to the Academic Affairs Department (Seoul: 02-961-0053~4, Global: 031-201-3040~1), for graduates to the staffs in the department offices of the graduate school.

Year 2011 Semester 1st College == Select == Major == Select [Position] first == Search Language English Language Class

Class Year (degree)	Code	Classif- ication	Title	Notice	Units	Instructor	Class Hour/Room	Syllabus
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* No data found! *

2. Choose the 2011 for the year and 1st for the semester. Then choose the college and major that you want.

3. Choose the English Language Class. It will sort out Korean classes that you cannot take.

4. Press the orange button which says Search. Then lots of courses will pop up. Like this.

Schedule **KOREAN**

* Enter Year/Semester/Position/Major, Click [Search] button
 * If the course schedule is in preparation or does not exist, the organization is not shown.
 * Questions for undergraduates should be addressed to the Academic Affairs Department (Seoul: 02-961-0053~4, Global: 031-201-3040~1), for graduates to the staffs in the department offices of the graduate school.

Year 2011 Semester 1st College College of Business Administration Major School of Business Administration School of Business Administration Search Language English Language Class

Class Year (degree)	Code	Classif- ication	Title	Notice	Units	Instructor	Class Hour/Room	Syllabus
1	A0175301	03	Principles of Economics	경영학부 1학년, 영어강의	3	Park, Won-Kyu	Mon 10:30-11:45/오309	
1	A0175302	03	Principles of Economics	경영학부 1학년, 영어강의	3	Park, Won-Kyu	Wed 10:30-11:45/오309	
1	A0147601	05	Business English	영어강의	3	Lee, Kihan	Mon 09:00-10:15/오309	
1	A0147602	05	Business English	영어강의	3	Lee, Kihan	Wed 09:00-10:15/오309	
1	A0147603	05	Business English	경영학부 1학년, (부분)영어강의	3	Seok-Tae Ha	Tue 12:00-13:15/오309	
1	A0147604	05	Business English	경영학부 1학년, (부분)영어강의	3	Seok-Tae Ha	Thu 12:00-13:15/오309	
1	A0147605	05	Business English	영어강의	3	Philip Park	Thu 13:30-14:45/오309	

5. Click the View button to see the syllabus.

6. Be careful! (부분)영어강의 this Korean means only a part of this class will be done by English, which means you shouldn't take this class. Keep it in mind and please avoid choosing those half-English classes.

7. Also please be advised that some of English classes among 100% English classes can only be taken by Korean students according to each college's decision which is not made yet. We will inform it to you at the orientation or by the end of February, 2011

Internet Address for this page : <http://khu.is.khu.ac.kr/java/servlet/khu.hssu.infospace.TimeTableT?prTag=outer&campusGb=1>

Note : The orientation for fall semester will be at the end of August.

- ♦ Exams & grading
- ♦ **Kyung Hee University Grading Scale**

Grading is based on attendance, class discussion, homework, and examinations, totaling of 100 points. Kyung Hee University regulations require a minimum of 70% attendance to receive academic credits.

Score	Grade	Score	Grade	Score	Grade
93-100	A+	73-76	C+	0-56	F
90-92	A0	70-72	C0		
87-89	A-	67-69	C-		
83-86	B+	63-66	D+		
80-82	B0	60-62	D0		
77-79	B-	57-59	D-		

Comparison of Credits

	Kyung Hee University Credits	ECTS
1 full academic year	30~36 Credits	60 ECTS
1 semester	15~18 credits	30 ECTS
Duration (1 Sem.)	16 weeks	14~15 weeks teaching

- 1 course = 3 credits (in general) = 45 hours of lecture
(3 hours of lecture per a week * 15 weeks = 45 hours of lecture hours for one semester)
 - Students can take up to 6 regular English courses, or at least 3 regular English courses.
- ♦ Student ID card
 - All students have to bring 'student ID card application form' to the orientation. A passport-sized picture should be attached on the application form. The application form will be sent to each student via e-mail before arrival in Korea. With the form filled out, make sure to print it and bring it to the orientation.
 - This card is used for library access and attendance (sometimes). You have to carry it all the time.
- ♦ Online Information system

Once given a 'student number', Students can check their course registration online with their number at <https://khu.is.khu.ac.kr/eng>. The initial password is date of birth+5+000000 for male students and date of birth+6+000000 for female students. Ex) A male student (born in 1982. Jun. 25th), His password would be 8206255000000.

Besides course registration, students can check records and personal information on the Online Information System. Students must check whether their course registration is correct. It is each student's responsibility to make sure that every course they choose is registered well.
- ♦ Transcript of record issuance & distribution

The transcript of record in Kyung Hee will be issued approximately 6 weeks after the end of semester. They will be sent to the International Office of the Students' home institution.

Before Kyung Hee sends the transcript, students can check their final records through the Online Information System once their exams are over.

- ♦ Wi-Fi ID

Students can make a Wi-Fi ID for wireless internet inside KHU at [**http://ois.khu.ac.kr/login.php**](http://ois.khu.ac.kr/login.php) Put your students ID number and password which will be notified via email. Once accessed, Click [English] on upper right side. Please note that it should be reissued every 4 weeks.

Life in Korea

A. Mass Transportation

- Unified Charging System

The City of Seoul is operating the unified charging system to reduce financial burdens of the citizens for using public transportations. Even if a passenger have multiple transfers among different transportation types (subway, different buses and etc.) for a trip, the passenger is charged as using 1 transportation type, 900 won (1000 won paying with cash) within the designated initial distance. And there is additional 100 won for every 5 km after the initial distance.

With an applicable T-Money card or a transportation card, one can get saving benefits of the unified charging system. A passenger must place a T-Money card or a transportation card on the card reading machine when the person is getting on and off the bus (or subway), so the distance traveled is recognized with the card and the total charges are calculated by the machine. When having transfers, a passenger repeat the same procedure for each ride, so all the distance is calculated and decided to charge nothing or some 100 won more for a certain ride by the reading machine.

To get the benefits of the unified charging system, the transfer layover time must not exceed 30 minutes (or 1 hour during 9:00 pm ~ 7:00 am). If a passenger is paying with cash, 100 won is charged more.

T-Money can be purchased or recharged at stores near bus stops, or any convenient stores. It also can be recharged at any subway stations. The previously used transportation cards still can be used as T-Money.

B. Mobile phone

- Exchange students registered at Kyung Hee can purchase cell phones.

- * We invite our partner mobile service company to orientation. You can easily get mobile phones through them.

- *** Another way

Location: Seoul Global Center (<http://global.seoul.go.kr>)

Required documents: Passport, a copy of Korean bank account under the student's name

- * An exchange student can open a bank account at any Korean bank with his or her passport and a minimal amount of money.

C. Website

- For more life information to live in Korea, please visit following websites.

<http://www.hikorea.go.kr>

<http://english.seoul.go.kr>

<http://global.seoul.go.kr>

D. Cash

- Students should prepare cash in advance when coming to Korea. Not dollar but Korean Won. Otherwise,

money can be exchanged at the exchange booths at the Incheon international airport. It is not easy to change money once arriving here.

Other things to be notified

1. Bring your formal photos (3x4) enough when coming to Korea. They will be used to get Alien Registration Card, Student ID card and so on.
2. Bring a copy of important documents such as passport copy. They will be used to get a mobile phone, open a Korean bank account and so on.
3. E-mail is the only communication tool between office of international affairs and incoming students. Therefore, all the students must check e-mail regularly before and during the semester.

Updated by Office of International Affairs (April 9, 2011)