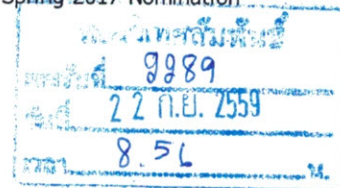


FW: [SNU-OIA] Fall 2016 SNU Student Exchange Program Application Guide

exchange_asia@snu.ac.kr

Sent: 21 September 2016 16:12**To:** INTERNATIONAL RELATIONS**Attachments:** SNU Student Exchange Prog~1.docx (180 KB) ; College of Business Admini~1.xls (36 KB) ; Spring 2017 Nomination Sheet.xls (32 KB) ; SNU_Recommendation_Form.docx (27 KB)

Dear Valued Partner,

Warm greetings from SNU!

Many apologies for the long delay made in sending you our Student Exchange Program Application Guide for Spring 2017. Please find the attached guide for your information.

The initial deadline for the application is October 20, but as there was long delay made in the announcement, **please send us your student's application materials by Oct. 31.**

If you have any nominees, **please nominate them using the attached nomination form by Oct. 20.** Once we have your nomination, we will send your student an email with online application instruction. In case you do not receive online application instruction email(cc-ed) for your student(s) after three working days from your nomination, please kindly remind me of your nomination.

83 out of 100 = 3.32 out of 4.00

Please also note that to apply for the **College of Business Administration**, GPA more than 83 out of total score 100 is required. If the score, more than 83, is not written on the official transcript clearly, applicant's home university should provide a confirmation letter through email or post.

Priority course registration for the business administration courses listed on the attached **"College of Business Administration_Requisite Subject for Major"** will be given to the regular degree seeking students. Exchange students who are admitted to the department may only be able to take the course if there are seats available. However, as the listed courses are mandatory courses for degree seeking students, in order to graduate, normally all seats are taken by regular students in the early registration stage. Thus, for your students who may have interests in the listed courses, please guide them to know above issue and consider alternative courses when they make a plan for their course registration.

Should you have any further inquiries regarding our student exchange program, please let us know.

Thank you very much for your continuous support and cooperation.

Best regards,
Hyun-Ji

Hyun-Ji Lee (Ms.)
Manager, Student Exchange Program(Asia)
The Office of International Affairs(Bldg. 152, 1st Fl.)
Seoul National University
1 Gwanak-ro, Gwanak-gu
Seoul, Korea 08826
Tel +82-2-880-8633
Fax +82-2-883-8632

ด่วนที่สุด

เรียน ผู้อำนวยการกองวิเทศสัมพันธ์

สมควรเวียนส่วนงานเพื่อประชาสัมพันธ์โครงการ

Seoul National University Exchange Program – Spring 2017

สำหรับนักศึกษาระดับปริญญาตรีชั้นปีที่ 2 ขึ้นไป และระดับบัณฑิตศึกษา

ที่ประสงค์เข้าร่วมโครงการแลกเปลี่ยน ณ Seoul National University

(SNU) สาธารณรัฐเกาหลี ระยะเวลา 1 ภาคการศึกษา ระหว่างเดือน

มีนาคม – มิถุนายน 2560

คุณสมบัติผู้เข้าร่วมโครงการ

- เป็นนักศึกษาชั้นปีที่ 2 ขึ้นไปที่ถือสัญชาติไทย
- มีคะแนนเฉลี่ยสะสมไม่ต่ำกว่า 3.00 (ยกเว้นผู้ที่ประสงค์จะร่วมกิจกรรมแลกเปลี่ยน ณ College of Business Administration ต้องมีคะแนนเฉลี่ยสะสมไม่ต่ำกว่า 3.32)
- มีผลคะแนนสอบภาษาอังกฤษ (TOEFL iBT 88 ขึ้นไป หรือ IELTS 6.00 ขึ้นไป หรือ TEPS 560 ขึ้นไป) หรือภาษาเกาหลี (KLTP หรือ TOPIC Level 5 ขึ้นไป)

ทั้งนี้ ขอให้ส่วนงานเสนอรายชื่อนักศึกษาที่มีคุณสมบัติครบถ้วน

มายังกองวิเทศสัมพันธ์ พร้อม CV/ Transcript ภายในวันที่ 18 ตุลาคม

2559 นักศึกษาต้องเข้าไปกรอกข้อมูลในระบบออนไลน์ภายในวันที่ 30

ตุลาคม 2559

วิเทศ

22 ก.ย. 59

ดา/จิณกร

ม กอ

Seoul National University

Student Exchange/Visiting Program

Guideline for Spring 2017



Exchange Student Program

SNU Exchange Program is for students in SNU's partner universities who wish to study at SNU for one or two semesters and transfer credits to their home institution. The first official student exchange program was launched in 1995 with the University of Tokyo, and the number of institutions that have agreed to the student exchange program has increased to 221 institutions all over the world. To be an exchange student, candidates must be officially nominated by their home institution and pay the tuition fees to their home institution.

Visiting Student Program

Visiting Student Program is offered to students who are from non-partner universities but want to study at SNU for one or two semesters. Students should pay the tuition fees to SNU and may request for credit transfer at their home institution. Visiting students cannot apply for SNU dormitory. To apply for a visiting student program, students must apply directly to the Office of International Affairs, SNU.

"Exchange Students" vs "Visiting Students"

	Exchange Students	Visiting Students
Courses	Students are free to choose their courses * Note: Some courses may have restrictions	
Document Submission	All enclosed transcripts should be official and sealed	
Tuition Fee	Should be paid at home institution	Pay at SNU
Application	Apply through home institution	Apply directly at SNU Pay the application fee (82,000 KRW)
Credits	Will be transferred	Ask home institution before applying
Official Transcript	Will be sent to home institution	Should ask at the SNU Registrar's Office to request for an issuance
Dormitory Application	Possible	Impossible
Korean Language Course	Full or partial financial support will be provided	No financial subsidy available

Application Criteria & Process

1. Eligibility

1) Qualification

- Must be enrolled at least 2 semesters at home institute
- Have a GPA 3.0 or above / 4.0

* To apply for the College of Business Administration, GPA more than 83 out of total score 100 is required. If the score, more than 83, is not written in the official transcript clearly, applicants' home universities should submit a letter to us to prove.

- Language proficiency of either English or Korean is highly recommended, but not compulsory

English	TOEFL	IBT 88 or above
	IELTS TEPS	6.0 or above 560 or above
Korean	KLPT	Level 5 or above
	TOPIC	Level 5 or above

2) Restriction

- **The College of Medicine** is restricted to students who are currently studying medicine at their home university.
- **The College of Dentistry** is open ONLY to masters level students currently enrolled in a master program at School of Dentistry or equivalent at their home university. The student exchange program is NOT available at the undergraduate level for the College of Dentistry.
- Applicants who apply for the **Korean History** major must provide proof of Korean language ability. A satisfactory level of Korean language ability should be either (1) Level 5 or above of official Korean Language Proficiency Test or (2) Level 5 or above of the Korean Test conducted at the SNU Language Institute.
- **The College of Business Administration** is restricted to students who are currently studying business or economics at their home university.
- **Vocal Music** major is restricted to students who are currently studying vocal music at their home university.
- **The Graduate School of Business (MBA program)** is restricted to current full-time MBA candidates in our respective partner schools. For further information about MBA courses, please visit SNU GSB website at gsb.snu.ac.kr or contact MBA Office at mba@snu.ac.kr.

2. Application Procedure

Semester	Application Deadline	Screening Procedure	Notification of Acceptance	Acceptance Packages sent by
Spring Semester	Oct 20	Oct-Nov	Early Dec	Mid Dec
Fall Semester	April 20	May-June	Early June	Mid June

3. Document Submission

All documents should be submitted in ORIGINAL or verified as an official copy, and should be in Korean or in English. If your documents are not in Korean or in English, please have your document translated in Korean or in English and have confirmed and sealed by an authorized body.

Application documents are non-returnable once they have been submitted to the OIA.

Please be aware that we will be unable to continue processing your application if you do not submit ALL the required application documents.

The required documents for applicants are as follows:

	List of Required Documents	SNU form
A	<p>On-line Application:</p> <p>http://goo.gl/U8j8lg</p> <p>*On-line Attachment: A Statement of Purpose, Two Letters of Recommendation, Official University Transcript, A Certificate of Enrollment from the current university you are attending, A copy of applicant's passport</p> <p>**In order to start the on-line application, candidates must be officially nominated by their home institution by e-mail. The nominated students will receive detailed information on how to log in and apply online by the designated SNU coordinator.</p>	
B	A Statement of Purpose (Please use letter size paper 8½" x 11") (in English or in Korean)	
C	A Letter of Recommendation from two of your professors. Please use the SNU letter of recommendation form. One letter of the Recommendation must be written by a university professor at the current school which the applicant is attending.	Attachment
D	Official University Transcript	
E	A Certificate of Enrollment from the current university you are attending	
F	A copy of applicant's passport	
G	Only for Fine Arts, Music, and Physical Education applicants: Photographs of works/recording of performances	

4. Screening Procedure

The OIA receives applications and reviews that all application requirements have been met. The application packet is then forwarded to the screening committee of each college for assessment. Not all candidates nominated by partner universities are successful. Some may fail to have an admission if the requirements do not meet the committee's expectation. When the acceptance is confirmed, the OIA notifies the result through students' home institution. *The OIA is not responsible for the selection process and its results since the decision is made by each college.*

5. Acceptance Package

The acceptance package will include Certificate of Admission (not for Korean national), Letter of Acceptance, and other necessary information.

Academics & Students Life

1. Academic Calendar

Academic transcripts will be sent to the home institution of exchange students for credit transfer in mid-August and in mid-February. Academic transcripts for visiting students will not be sent to the home institution from the OIA and visiting students must request for an issuance of academic transcript at the Registrar's Office of SNU.

Semester	Date	Grade Submission	Official Transcript Issuance
Spring Semester	2 March ~ Mid-June	End of June	1st Week of August
Fall Semester	1 September ~ Mid-December	End of December	1st Week of February

2. Courses

Majority of courses are taught in Korean but each college or department offers a number of courses in English. List of courses for a new semester is available at the beginning of January or July each year. Undergraduate students can take courses up to 18 credits and graduate students can take up to 12 credits.

3. Housing

- **On-Campus Housing:** The Gwanak campus is the main campus of SNU. Most colleges and schools are located at the Gwanak campus except for the College of Medicine, which is located at the *Yeongun* campus in the northern part of Seoul. Exchange students have a right to apply for the Gwanak Residence Halls (Gwanak campus dormitory), but it is not guaranteed to eventually get a room.
- **Off-Campus Housing:** Off-campus housing is available around the campus. SNU does not provide an assistance to find off-campus housing, and it is students' own responsibility to find accommodation outside campus.

4. Student Activities

SNU offers a variety of student activities and sports clubs. Student clubs include musical bands, choir, orchestra, dance, painting, photography, student newspaper, traditional Korean music, travel clubs and SNU International Students Association. Sports clubs are available in fencing, golf, basketball, rugby, scuba-diving, snowboard, ski, horse riding, baseball, yacht, judo, kendo, soccer, taekwondo, tennis, etc. The most popular student clubs amongst these are taekwondo, judo, kendo and traveling clubs.

5. Estimated Budget to Study at SNU

Tuition Fee (for Visiting Students ONLY)	Tuition fee varies depending on your major and year of your enrollment
Housing	300,000 KRW – 700,000 KRW / month
Local Transportation	200,000 KRW / month
Meals	500,000 KRW / month
Books/School Supplies	600,000 KRW / semester
Telecommunication	100,000 KRW / month
Personal Expenses	300,000 KRW / month

Note: Above is only estimation and it may vary depending on personal budget

6. Insurance & Health Care

Travel Insurance

It is mandatory for every exchange/visiting student to obtain travel medical insurance. Students should comply with the following guidelines:

- Students are required to have an insurance that is valid both in home country and in Korea.
- The insurance policy should cover sickness, accident and death during your study in SNU
- Students can register for courses after submitting the copy of the insurance policy which states the above conditions
- Insurance policies in languages other than Korean or English should be notarized before submission
- In case the insurance expires before the exchange period ends, students are required to resubmit the insurance policy copy or the notarized document after renewal or reapplication of the insurance policy
- It is the responsibility of students that they are insured with an appropriate insurance and no assistance can be provided by SNU.

7. Visa

A student visa (D-2) is required to study in Korea if a student is not of Korean nationality. In most cases, exchange students can acquire their D-2 visa easily when they present their Certificates of Admission issued by SNU to the relevant passport officials in their home country. Please contact your nearest Korean Embassy or consulate for more detailed information on the visa application process. SNU Business certificate can be provided upon request.

SEOUL NATIONAL UNIVERSITY

RECOMMENDATION FOR ADMISSION

Note to Applicant: Please fill out the items No. 1 ~ No. 4 below. Deliver or mail this to the person who will write this recommendation. Ask your recommender to seal this in an official envelope and sign across the back after it has been written. Recommendation that are not sealed and signed will not be accepted.

Confidential

-
1. Name of Applicant: _____
- | | | |
|-----------|------------|----------------------|
| Last Name | First Name | Middle Name (if any) |
|-----------|------------|----------------------|
2. Country of Citizenship: _____
3. Proposed Department: _____
4. Name of Applicant's attending University: _____
-

Note to Recommender: We would appreciate your frank and candid appraisal of the candidate as a potential student at Seoul National University.

5. How long have you known the applicant and in what capacity? _____

6. What do you consider to be the applicant's strengths? _____

7. What do you consider to be the applicant's weaknesses? _____

8. How well do you think the applicant has thought out plans for study at Seoul National University? _____

9. Do you know of any medical or emotional condition which might affect the applicant's performance at the University? If so, please explain. _____

10. Please give us your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with others applying for the proposed program whom you have known.

	Unusually Outstanding (Top 2%)	Superior (Top 5%)	Excellent (Top 15%)	Good (Top Third)	Average (Middle Third)	Poor (Bottom Third)	No Information
Intellectual Ability							
Ability to Work With others							
Ability in Oral Expression							
Ability in Written Expression							
Imagination And Probable Creativity							

11. Please comment on the ratings that you have assigned in #10 and make any additional statement about the applicant's record, potential, or personal qualities which you believe would be helpful in considering the applicant's application for the proposed degree program.

Recommender's Signature _____

Recommender's Name (Please print clearly) _____ Date _____

Position or Title: _____

School or Firm: _____

Address: _____

Number Street City State Zip Code Country

Please return this form by the application deadline sealed in an official envelope and signed across the back. The letter may be enclosed and posted with the student's application packet or sent by the recommender via regular mail. Your recommendation is considered as an important part of the applicant's application. We will take no action on the applicant's application until we have heard from you. Thank you again for your assistance.

Mailing Address: The Office of International Affairs(Bldg. 152, 1st Fl.), Seoul National University1Gwanak-ro, Gwanak-gu, Seoul, Korea 151-742. (To Ms. Hyun-Ji Lee/ Tel: +82 2 880 8633)