

Số: 500 /ĐHQGHN-ĐT

V/v thông báo chương trình trao đổi sinh viên tại Đại học Quốc gia Seoul, Hàn Quốc trong năm học 2019 - 2020

Hà Nội, ngày 21 tháng 02 năm 2019

Kính gửi: Các đơn vị đào tạo

Đại học Quốc gia Hà Nội (ĐHQGHN) đã nhận được thông báo của Đại học Quốc gia Seoul, Hàn Quốc (SNU) về chương trình trao đổi sinh viên trong năm học 2019 - 2020.

ĐHQGHN thông báo tới các đơn vị về chương trình này như sau:

1. Đối tượng tham dự: Sinh viên của ĐHQGHN.

2. Thời gian tham dự: Năm học 2019 – 2020 (bắt đầu từ kỳ học mùa thu).

3. Chỉ tiêu: 02 sinh viên.

4. Điều kiện tham dự chương trình :

- Là sinh viên đại học đã hoàn thành tối thiểu 2 học kỳ trở lên hệ chính quy của ĐHQGHN.

- Có điểm trung bình chung (TBC) các học kỳ tối thiểu 3.0/4.0.

- Trình độ ngoại ngữ:

+) Tiếng Anh: Tối thiểu phải có chứng chỉ IELTS 6.0, TOEFL iBT 88.

+) Tiếng Hàn: Tối thiểu có chứng chỉ TOPIK level 5.

5. Hồ sơ đăng ký:

- Đơn đăng ký (mẫu của ĐHQGHN).

- Bảng điểm bằng tiếng Anh có xác nhận của đơn vị đào tạo.

- Thư giới thiệu giáo viên bằng tiếng Anh hoặc tiếng Hàn.

- Giấy khám sức khỏe.

- Photo hộ chiếu.

***Lưu ý:** Sinh viên đăng ký tham dự chương trình phải scan hồ sơ để nộp khi có yêu cầu.

6. Chi phí tham dự chương trình :

- Sinh viên tham dự chương trình trao đổi sinh viên được miễn học phí và các chi phí đăng ký học ban đầu. Các chi phí sinh hoạt khác sinh viên tự chi trả (vé máy bay, bảo hiểm, phí ở KTX...).

7. Địa điểm và hạn nộp hồ sơ: Các đơn vị đào tạo tổng hợp hồ sơ của sinh viên và gửi về Ban Đào tạo, phòng 505 tòa nhà điều hành ĐHQGHN trước ngày



05/03/2019 (địa chỉ liên hệ: đ/c Vũ Công Tùng, email: vucongtung@vnu.edu.vn,
SĐT: 098 99 55 068).

DHQGHN thông báo để các đơn vị đào tạo gửi thông tin, tư vấn cho sinh viên,
xét chọn hồ sơ đáp ứng yêu cầu chương trình.

Trân trọng thông báo./.

Nơi nhận:

- Như trên;
- PGĐ. Nguyễn Hồng Sơn (để b/c);
- Lưu: VT, ĐT, VCT15.

**TL. GIÁM ĐỐC
TRƯỜNG BAN ĐÀO TẠO**



Nguyễn Đình Đức



Seoul National University Student Exchange/Visiting Program Guideline for Fall 2019

Exchange Student Program

SNU Student Exchange Program is for students from SNU's partner universities who wish to study at SNU for one or two semesters and transfer credits to their home university program. The first official student exchange started in 1995 with the University of Tokyo, Japan, and for the last 30 years, the number of student exchange partners has increased to 240 institutions (university-wide) in the globe (as of December 2018). To study as an exchange student, candidates must be officially nominated to SNU by their home university and pay the tuition fee to home university.

Visiting Student Program

SNU Visiting Student Program is for students who are from SNU's non-partner universities but wish to study at SNU for one or two semesters. Students should pay the tuition fee directly to SNU and cannot apply for SNU on-campus housing. To apply for visiting student program, students must apply directly to Office of International Affairs (OIA), SNU, through the website (<http://oia.snu.ac.kr>).

"Exchange Student" vs "Visiting Student"

	Exchange Student	Visiting Student
Application	Nominated through home university	Apply directly to SNU (http://oia.snu.ac.kr) Pay the application fee (82,000 KRW)
Document Submission	Online application ONLY	Both online application & postal submission (official and sealed)
Tuition Fee	To home university only	To SNU
Course	Students can choose their courses even outside their major/department at SNU *Note: Some courses may have restrictions	
Credits	Transferrable	Ask home university before applying
Official Transcript	Posted to home university	Issuable upon request (fee-paying)
On-campus Housing	Eligible (but not guaranteed)	Not eligible
Korean Language Program	Fee-paying; full or partial financial support to be provided *To exchange students with Korean studies major, a 100% tuition fee waiver will be applied.	Fee-paying; no financial subsidy available
More Information	http://oia.snu.ac.kr/page/exchange_program.php	http://oia.snu.ac.kr/page/visiting_program.php



Application Criteria & Process

1. Eligibility

1) Qualification

- Candidates must be enrolled in at least second semester at home university program (= have completed at least one semester at the application stage)
 - * We cannot accept graduate students who are enrolled in the first semester of the Master's program at their application stage.
- Candidates must have a GPA 3.0 or above / 4.0
- Language proficiency of either English or Korean is highly recommended, but no certification is required.

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

2) Restriction (Newly added restrictions: red-colored)

* Please note that applicants from the college/department-level partner universities can only choose the specific, partnered college/department. We strongly suggest that candidates must be advised of which college/department at SNU they are eligible for.

- **College of Business Administration** is restricted to students who are currently majoring in business or economics at their home institutions.

Considering the current lack of course capacity for exchange students, CBA has decided that from Fall 2019's admission, they will **strictly control the number of accepted exchange students to CBA** to provide quality education and better administrative support. In this regard, it is more likely than the past that students who apply for CBA **might get rejected** during the screening procedure.

- Applicants who apply for **Korean History/Psychology/Statistics/Pharmacy** department must provide proof of Korean language proficiency. A satisfactory level of Korean language ability should be Level 5 or above of the official Korean Language Proficiency Test, TOPIK.

- **College of Law** is NOT open to undergraduate level students from Spring 2018.

* School of Law, a specialized law school for graduate level students, however, will be open to undergraduate level students from Fall 2018. Please note that these undergraduate students will be enrolled as graduate (Master's) students in SNU law school during their study.

- Applicants who want to study in the discipline of Pharmacy, Dentistry, Nursing, Music, and MBA must, in advance, be advised of their eligibility by SNU exchange program coordinators.

- **College of Medicine** is NO longer available to exchange students.

- **School of Dentistry** is open only to graduate students currently enrolled in a Master's program at School of Dentistry or the equivalent at home university.

- **Vocal Music** major is restricted to students who are currently studying vocal music at their home university.

- **Graduate School of Business (MBA program)** is restricted to current full-time MBA candidates at home university. Candidates must be aware that the academic system of MBA program differs from that of other programs (Details to be individually announced from the MBA coordinator). 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 Package Sent by
Spring	September 20	October	November	Late November
Fall	March 20	April	May	Late May

3. Document Submission

- **Important Notes:** Exchange program candidates can complete the application by **online submission of the required documents**. However, visiting program candidates must complete **both online and postal submission** of the documents.
- All documents should be submitted in original or verified as an official copy (often stamped), and should be in Korean or in English. If the documents are not in Korean or in English, have them translated in Korean or in English and certified and sealed by an authorized body.
- Application documents are non-returnable once submitted to SNU.
- Please be aware that SNU cannot process applications if there is any missing document or information.

The required documents for applicants are as follows:

	List of Required Documents	Notes
A	<p align="center">Online Application</p> <p>*In order to start the online application, exchange candidates must be officially nominated to SNU by their home university. The nominated students will receive detailed information on how to log in and apply online by the designated SNU coordinator.</p>	Exchange program candidates should upload the scanned copies of the documents below to the application system.
B	Certificate of Enrollment of Home University	
C	Official Academic Transcript	
D	One Letter of Recommendation from a Professor at Home University	- SNU template available - Exchange program candidates should submit the sealed letter to their exchange program coordinator.
E	Statement of Purpose (Free Essay in English or Korean)	
F	Passport Copy (Personal Information Page)	The passport must be valid during the prospective stay in Korea.
G	Photographs of works/Recording of performances	<u>Fine Arts, Music, and Physical Education applicants only</u>
H	Financial Certificates *Please refer to the OIA website for more information.	- SNU template available - <u>Non-Korean visiting program applicants only</u>
I	Application Fee	<u>Visiting program applicants only</u>

*The sealed letter of recommendation must be obtained by the applicant and submitted to the exchange program coordinator. The coordinator can open the letter, scan it, and send it to the designated SNU coordinator via e-mail.



4. Screening Procedure

SNU OIA receives applications and reviews if all the application requirements have been met. The applications are then forwarded to the screening committee of each college/department for assessment. Not every candidate nominated will be successful; some may fail to be accepted if the requirements do not meet the committee's expectation. When the acceptance is confirmed, OIA will announce the results through students' home institution. *Please note that SNU OIA is not responsible for the selection process and its results as the decisions are made by each college that candidates apply for.*

5. Acceptance Package

The acceptance package encloses necessary documents for pre-arrival at SNU, including the Certificate of Admission (for non-Korean nationals), an official Letter of Acceptance, and other information. The package will be sent to the accepted candidates shortly after the acceptance announcement.

Academics & Students Life

1. Academic Calendar

Semester	Date	Grade Submission	Official Transcript Issuance
Spring	March 1 – June 14 (Final exams can be seated afterwards.)	End of June	Mid-July
Fall	September 1 – December 14 (Final exams can be seated afterwards.)	End of December	Mid-January

For exchange students, SNU OIA will post an official academic transcript to home university by the end of July and by the end of January for each semester. Visiting students, however, must request for its issuance in person at SNU Division of Educational Affairs.

2. Courses

- **Regular Curriculum:** The majority of courses are taught in Korean but each college or department offers a number of courses in English as well. The course catalog for the 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. More information: <http://sugang.snu.ac.kr>
- **Korean Language Program:** SNU Language Education Institute (LEI) offers Korean Language Programs (KLP) on a fee-paying, extracurricular basis. For exchange students taking KLP classes, however, SNU OIA will provide financial support to encourage international students to learn the Korean language and culture. More information: <https://lei.snu.ac.kr/mobile/en/klec/main/main.jsp>

3. Housing

- **On-Campus Housing:** Gwanak Residence Halls, SNU's on-campus student dormitories on its main campus, have 18 residential buildings for both domestic and international students. Exchange students can apply for the dormitories, but please note that the room assignment is not guaranteed to every student. These dormitories are not available to visiting students. More information: <http://dorm.snu.ac.kr/eng/>
- **Off-Campus Housing:** Off-campus housing is available around the campus. It is students' own responsibilities to find accommodation outside the campus. More information: http://oia.snu.ac.kr/page/c_housing_off.php



4. Student Activities

- SNU Buddy Program

SNU Buddy was established in 2005 to help international exchange and visiting students and to build a real friendship by multilateral ways of communication. Students will do all the fun, student-oriented activities together with SNU domestic students during their semester. Sign-up notice will be sent through e-mail before the semester starts.

- Student Club

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.

5. Estimated Budget to Study at SNU

Tuition Fee (for Visiting Students ONLY)	Tuition fee varies depending on your college/department at SNU
Housing	(On-campus) 456,000 – 762,000 KRW / semester (undergraduate) 190,000 – 293,000 KRW / month (graduate) (Off-campus) 300,000 KRW – 700,000 KRW / month
Local Transportation	100,000 KRW / month (A bus/subway ride costs 1,200 KRW.)
Meals	300,000 KRW / month (On-campus meal costs 2,500 – 4,000 KRW)
Books/School Supplies	200,000 KRW / semester
Telecommunication	20,000 KRW - 100,000 KRW / month
Personal Expenses	300,000 KRW / month

**Note: The estimation above may vary depending on personal budget.*

6. Insurance & Health Care

Travel Insurance

It is mandatory for every exchange/visiting student to obtain a travel medical insurance that covers the entire period of their stay in Korea. 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 at least sickness and accident during the stay in Korea.
- It is the responsibility of students that they are insured with an appropriate insurance. No additional assistance can be provided by SNU.

7. Visa

A student visa (D-2) is required for every non-Korean student who will be studying in Korea, and it must be acquired before entering Korea. In most cases, exchange/visiting students can acquire their D-2 visa easily when they present the Certificate of Admission (CoA) issued by SNU to the relevant officials in their home country. For more detailed information on the visa application process, please contact your nearest Korean Embassy or consulate and refer to <http://www.hikorea.go.kr>.



8. Contact Information

General information on Student Exchange Program: http://oia.snu.ac.kr/page/exchange_program.php

General information on Visiting (non-partner) Program: http://oia.snu.ac.kr/page/visiting_program_faq.php

Contact Persons for University-wide Partnerships:

Europe: Ms. Jaeyeon SHIN, Office of International Affairs (colormysoul@snu.ac.kr)

Asia, America, Oceania: Ms. Joo Hyun PARK, Office of International Affairs (jd4ever@snu.ac.kr)

*The list of the university-wide partners can be found at http://oia.snu.ac.kr/bbs/board.php?bo_table=op_partner_univ

Contact Persons for College or Department-level Partnerships:

Please contact the designated coordinator of each SNU college/department.

Contact Person for Visiting Program Applicants:

Ms. Joo Hyun PARK, Office of International Affairs (jd4ever@snu.ac.kr)

Incoming Exchange Students FAQ

Office of International Affairs
Seoul National University

1. HOW CAN I APPLY FOR THE STUDENT EXCHANGE PROGRAM?

To apply for SNU student exchange program, your home university must first nominate you to SNU. Once nominated, SNU or your home university will provide you with the details about the application procedure. Please visit the following website to see more information.

http://oia.snu.ac.kr/page/exchange_program.php

2. WHY DO I HAVE TO CHOOSE A SPECIFIC COLLEGE AND DEPARTMENT DURING THE ONLINE APPLICATION PROCESS?

Once we receive all the application materials, we will forward them to the specific department that you have selected during the online application process. The department's screening committee will review your credentials on the basis of the submitted documents and will make a decision whether to accept you or not. Therefore, it is important for you to choose a college and department that most suits your academic background and study purpose.

Once accepted, you will be admitted to the college and department as a non-degree-seeking exchange student and can access modules and facilities with the same access with the one that domestic students have.

3. HOW CAN I APPLY FOR THE ON-CAMPUS DORMITORY? IS DORMITORY SPACE GUARANTEED?

Dormitory application guide will be provided to the students who are offered acceptance from SNU. While all exchange students can apply for the on-campus dormitory, *Gwanak Residence Halls*, the room assignment is not guaranteed due to lack of spaces. Please visit the following website to know more information about on-campus housing. <http://dorm.snu.ac.kr/eng/>

4. HOW CAN I FIND AN OFF-CAMPUS HOUSING IN CASE I AM NOT ASSIGNED TO ON-CAMPUS DORMITORY?

You can request for information on off-campus housing to SNU OIA or ask your SNU buddy for help. While SNU will assist you in searching for housing, it is your own responsibility to obtain and maintain the off-campus housing contract.

http://oia.snu.ac.kr/page/c_housing_off.php

5. HOW CAN I REGISTER FOR COURSES?

Course registration guide will be provided to the students who are offered acceptance from SNU. In general, course registration is scheduled at the end of July for Fall semester and at the end of January for Spring semester. Undergraduate students can take up to 18 credits, while graduates can take up to 12 credits.

6. WHERE CAN I FIND THE COURSE LIST AND SYLLABI?

You can find the course list and syllabi on SNU course registration website. Please note that the final course catalog is updated online every July for Fall semester and January for Spring semester. Until then, you should refer to the catalogs of the previous semesters. <http://sugang.snu.ac.kr>

7. CAN I TAKE COURSES OUTSIDE OF MY DEPARTMENT?

Yes, you can take courses that are provided from other colleges and departments. However, please note that some courses have restrictions..

8. HOW CAN I OBTAIN ACADEMIC TRANSCRIPTS AT SNU?

SNU OIA will send one original copy of the transcript to your home university by the end of July and end of January for Fall and Spring semester.

9. IS THERE A KOREAN LANGUAGE PROGRAM AVAILABLE FOR EXCHANGE STUDENTS?

Exchange Students can take Korean Language Programs provided by the SNU Language Education Institute, on a fee-paying basis. OIA will provide a full or partial financial support for the tuition fee for exchange students. To exchange students with Korean Studies major at home university, OIA offers a full tuition fee waiver. Please visit the following website to see the program information.

<https://lei.snu.ac.kr/mobile/en/klec/main/main.jsp>

10. WHEN CAN I APPLY FOR A VISA?

All the non-Korean exchange students must apply for student visa (D-2) after receiving the acceptance packet from SNU. You have to visit your local Korean embassy/consulate with Certificate of Admission (CoA) which is to be enclosed in the packet along with other supporting documents. Please contact your nearest Korean Embassy/Consulate for more details on the visa application process.

11. CAN I STUDY IN KOREA WITH A TOURIST VISA?

No, it is illegal for you to participate in student exchange program with a tourist visa. You must obtain a student visa (D-2) before your arrival in Korea to study at SNU. If you have already obtained a different type of visa, you must check with the Korean Immigration Office in advance to confirm if your existing visa type is applicable for continuing the student exchange program. <http://hikorea.go.kr>

12. DO YOU HAVE A STUDENT GROUP WHICH HELPS EXCHANGE STUDENTS? HOW CAN I JOIN THE GROUP?

SNU runs *SNU Buddy*, a student group helping exchange students' settlement at SNU. SNU buddy organizes various events and activities throughout the semester. All exchange students offered acceptance will receive an invitation e-mail to join the SNU buddy before the beginning of the semester.

January 4, 2019

Warmest greetings from Seoul National University!

We are more than delighted to announce that we are opening nomination for Fall 2019 Exchange Program. For information, please find attached the fact sheet, **Fall 2019 Guide for the SNU Student Exchange Program**. As previously announced, we have an **important policy change** in College of Business Administration (CBA), where they will strictly control the number of exchange students accepted. Please note the new restrictions on College of Medicine and Pharmacy as well.

1. How to Nominate?

If you have any nominee(s) for the Fall 2019, please provide us with information on your nominee student(s) via the link below no later than **March 10, 2019**.

https://docs.google.com/forms/d/e/1FAIpQLScadSjJtxE-iEjPixvUhUTYD4wFda-NARvuaxnP7bzoKzGRtw/viewform?usp=sf_link

*Please make sure your candidate(s) meet(s) the entry requirement stated in the attached fact sheet. Especially, please note that we cannot accept graduate students who didn't complete at least one semester at their "graduate" program. Graduate students must be able to prove that they have completed at least one semester of the graduate program at the application stage.

2. After Nomination?

Nominated student(s) will receive an application guideline, along with instructions regarding the online application process, from the coordinators at SNU Office of International Affairs (central international office), SNU.

3. How to Apply?

The application deadline is **March 20, 2019**. **Only the online application** will be required for the application. Please make sure that your students carefully read through the attached guideline and prepare for the application process in advance.

IMPORTANT NOTICE ON SUBMISSION OF RECOMMENDATION LETTER

As the application process is conducted online only, candidate(s) will be required to upload the digital copies of the required documents. As the recommendation letter, however, should be confidential, **we will guide candidate(s) to submit the sealed letter to the exchange program coordinator so that the coordinator can open the letter and send us its scanned copy**. Please send the copies to the following persons at the Office of International Affairs, SNU:

Ms. Jaeyeon SHIN (Europe) – colormysoul@snu.ac.kr

Ms. Joo Hyun Park (Asia, America, Oceania) – jd4ever@snu.ac.kr

4. More Information on Course Catalog?

Students can find information on the courses that were previously provided at our course registration website <http://sugang.snu.ac.kr>. Attached you can find the course search instruction, and please share this with your nominee students.

***IMPORTANT NOTES FOR AY2019/20:**

- Please make sure that applicant(s) have completed at least one semester on the current program at their application stage. This means that if the study abroad semester is applicant(s)' first semester of Master's program, they are not eligible for our program.
- Considering the current lack of course capacity for exchange students, CBA has decided that from Fall 2019's admission, they will strictly control the number of accepted exchange students to CBA to provide quality education and better administrative support. In this regard, we would like to inform you that it is more likely than the past that students who apply for CBA might get rejected during the screening procedure. (Applying to SNU's university-wide partners only)
- College of Medicine is no longer available to exchange students.
- College of Pharmacy newly require applicants to have Korean language proficiency, in addition to the Department of Korean History, Department of Psychology, and Department of Statistics.
- College of Law is NOT open to undergraduate students from Spring 2018, as the undergraduate level does not exist any longer. The School of Law, a specialized law school for graduate level students, will be open to undergraduate level students, instead. Please note that these undergraduate students will be enrolled as graduate (Master's) students in SNU law school during their study. These students must be advised that the credits they take at SNU should be transferred under their current undergraduate program, not their prospective graduate program.
- Priority for course registration for some of the Business Administration courses (See attachment, "College of Business Administration_Requisite Subject for Major") will be given to the regular degree-seeking students. Exchange students may take the course only when there are extra spots available. As the courses are mandatory courses for degree-seeking students, generally, all seats are quickly filled up. Please advise your nominee(s) of this issue and make sure that they plan ahead, and have a Plan B.
- When there are applicant(s) for Pharmacy/Dentistry/Nursing/Music /Global MBA, please let us know before the nomination as these are relatively restricted ones than the other majors. We will check with the department of their eligibility.

Should you have further inquiries regarding our student exchange program, please do not hesitate to contact us.

Thank you for your continuous support and cooperation.

College of Business Administration
Requisite Subjects for Major

No	Course No.	Course Title(Korean)	Course Title(English)
1	251.101	경영학원론	Principles of Management
2	251.103	경제원론	Fundamentals of Economics
3	251.205	회계원리	Principles of Accounting
4	251.207A	경영과학	Management Science
5	251.209	조직행위론	Organizational Behavior
6	251.301	재무관리	Financial Management
7	251.303	인사관리	Human Resource Management
8	251.306	관리회계	Managerial Accounting
9	251.320	생산관리	Operations Management
10	251.321	마케팅관리	Marketing Management
11	251.326	경영정보론	Management Information System
12	251.424	경영전략	Corporate Strategy

For the modules classified as “Requisite Subject for Major” above, only the degree-seeking students are eligible for the registration for the first four days of the course registration period. Exchange/visiting students who are accepted to College of Business Administration will have access to the left spots of the courses on the last day of the course registration period only. The additional registration opportunities for the rest of the exchange/visiting students will be given after the semester starts.

Please note that students have access to the other courses of Business Administration for the entire registration period.