

| | | | | |
|--|--|---|----------------|----------------|
| | Exchange Scheme | <input type="checkbox"/> AUN <input type="checkbox"/> MOU Another: | | |
| | Student leadership record (if applicable) | Time (From/ to) | Organization | City/country |
| | | | | |

11 English language proficiency (indicate your certificate and score):

12 Other languages: Level:

13 Are you applying for another student exchange program: Yes No
 if yes, please indicate the University and program:

14 I, the undersigned, hereby acknowledge that all the information supplied herein in complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agreed to abide by the policies, rules, and regulations of the Vietnamese Government and Vietnam National University, Hanoi.

Applicant's signature:
 (Signed and written in full name)

Date:

Home University:
 We confirm that the proposed program of studying/learning agreement is approved:

| | |
|--|---|
| Board of Rectors/Directors (Signed, written in full name and stamped) | Representative of the office responsible for the exchange program (Signed, written in full name) |
| Date: | Date: |

Representative of the Board of Directors of Academic Affairs Department, VNU
 (Signed, written in full name)

Date:

Document Checklist

Each applicant should submit 01 set of documents (printed on A4-size paper) listed hereunder. Documents in languages other than English or Vietnamese must be attached with duly notarized translation into English or Vietnamese. The submitted documents will not in any case be returned to the applicants.

1. Application documents required by Host University
2. Completed VNU's application form.
3. Academic transcript of all studied courses at Home University (in English) with GPA 2.8/4.0 at least or meets Host University's requirement.
4. Medical examination certificate issued within 6 months from the date of application by competent health authorities of the sending country to with conclusion of good health for studying abroad.
5. Duly certified copy of international language proficiency (at least IELTS 5.5, TOEFL 500, TOEFL iBT 61, TOEIC 600) and/or meeting Host university's language requirement.
6. Home University's nomination letter.
7. Resume with photo attached and 04 pictures (size 3x4 cm).
8. Copy of passport with a validity at least one year duration from the starting date of semester in Vietnam.

Representative of the Board of Directors of Department Academic Affairs, VNU

(Signed, written in full name)

Date:



Seoul National University Student Exchange/Visiting Program Guideline for Spring 2020

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 245 institutions (university-wide) in the globe (as of April 2019).

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

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. To apply for visiting student program, students must apply directly to Office of International Affairs (OIA), through the website (<http://oia.snu.ac.kr>).

More information: http://oia.snu.ac.kr/page/visiting_program.php

"Exchange Student" vs "Visiting Student"

| Application | | |
|------------------------------|--|---|
| Application | Candidates selected by home university and officially nominated to SNU | Required to directly apply to SNU and pay for the application fee (82,000 KRW) |
| Document Submission | Online application ONLY | Both online application and postal submission of original documents required |
| Tuition Fee | To home university only | To SNU |
| Academics | | |
| Course | Students can choose courses even outside their major/department at SNU *Note: Some courses may have restrictions | |
| Credit Transfer | Transferrable | Required to check with home university first |
| Scholarship | Eligible *Scholarship availability might vary by semester. | Ineligible |
| Official Transcript | Posted to home university | Issuable upon request (fee-paying) |
| Korean Language Program | Fee-paying; full or partial financial support to be provided *Korean studies major: 100% tuition fee waiver The rest: Partial reimbursement (30-50%) | Fee-paying; no financial subsidy available |
| Student Life | | |
| Visa and Immigration | Exchange Student Visa (D-2-6) | Short-term Study Visa (D-2-8) *Maximum 1 years; part-time jobs and internships might not be permitted. |
| On-campus Housing | Eligible | Ineligible |
| Student Services and Support | Various types of health care and student support services, including buddy program, are available. | |



Application

1. Eligibility

1) Qualification

- Applicants must currently be enrolled in at least second semester of home university program (= have completed at least one semester at the application stage)
- * We cannot thus accept graduate students who are enrolled in the first semester of the Master's program at their application stage.
- Applicants must have a GPA 3.0 or above / 4.0
- Fluent level of either English or Korean language proficiency is 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 partnered college and department**. We strongly suggest that applicants be advised of which college/department at SNU they are eligible for by home university in advance.

* Applicants who wish to study in the discipline of **Medicine, Pharmacy, Dentistry, Nursing, Music, and MBA** must, in advance, be advised of the program availability by SNU exchange program coordinators.

- **Undergraduate** applicants for **Dept. of Computer Science and Engineering** must have earned at least 15 credits in CSE-related courses (one credit corresponds to 15 lecture hours or 30 lab hours). This must be explicitly shown on the official transcript; if not, additional proof must be prepared by the student.

Starting from Spring 2020's admission, CSE has decided to **control the number of accepted exchange students on the undergraduate-level**, due to lack of course capacity and placement. During the screening procedure, various criteria (including GPA) could be used in determining acceptance.

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

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.

- **Dept. of Korean History/Psychology/Statistics/Pharmacy** requires applicants to provide a 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 available to undergraduate level students from Spring 2018.

* School of Law, a specialized law school for graduate level students, instead, will be open to undergraduate 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.

- **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.

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

- **Graduate School of Business (MBA program)** is restricted to current full-time MBA applicants at home university. Applicants 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 | Nomination Starts | Application Deadline | Screening Procedure | Screening Result Announcement | Acceptance Package |
|----------|-------------------|----------------------|---------------------|-------------------------------|--------------------|
| Spring | Early July | September 20 | October | November | Late November |
| Fall | Early January | March 20 | April | May | Late May |

3. Document Submission

- **Important Notes:** Exchange program applicants can complete application **by online submission of the required documents**. However, visiting program applicants must complete **both online and postal submission** of the documents.

- All documents should be submitted in original or verified as an official copy (stamped), and should be in Korean or in English. If the documents are not in Korean or in English, applicants must have them translated in Korean or in English and certified and sealed by the 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 | Online Application *Once officially nominated by home university, applicants will receive detailed information on how to log in and file an application from the designated SNU coordinator. | Exchange program applicants should upload the scanned copies of the documents below to the application system. |
| B | Certificate of Enrollment at Home University | |
| C | Official Academic Transcript | |
| D | One Letter of Recommendation from a Professor at Home University | - SNU template available - Exchange program applicants 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 | Portfolio: Photographs of works/Recording of performances | - <u>Fine Arts, Music, and Physical Education applicants only</u> ; required to be submitted through e-mail |
| 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 (82,000 KRW) | - <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 and reviews all applications to see if all the requirements have been met. The applications are then forwarded to the screening committee of each department that applicants chose to apply for. During the assessment, not every nominee will be successful; some may be rejected if their credentials do not meet the committee's expectation. When the decisions are made, OIA will announce the acceptance results to all applicants and home university. *Please note that OIA is not responsible for the selection process and its results.*

5. Acceptance Package

Acceptance package encloses a Certificate of Admission (CoA, for non-Korean nationals), an official Letter of Acceptance, and other information necessary for pre-arrival. The package will be electronically sent to the accepted students shortly after the acceptance announcement.

Academics

1. Academic Calendar

| Semester | Welcome Orientation | Dates | Grades Published | Official Transcript Issuance |
|----------|----------------------------|---|------------------|------------------------------|
| Spring | February 28 (tentative) | March 1 – June 14 (Final exams and paper deadlines can be seated until the end of June.) | End of June | Mid-July |
| Fall | August 31 (tentative) | September 1 – December 14 (Final exams and paper deadlines can be seated until the end of December.) | End of December | Mid-January |

More information: <http://en.snu.ac.kr/academic-calendar>

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

2. List of Academic Programs

All applicants for exchange/visiting program must choose one college and department as their affiliation and in general, applicants choose one that most suits their academic background or study abroad purpose. Applicants from SNU's university-wide partners can in principle apply for any academic program. Please, however, note that applicants must read the restrictions above thoroughly and applicants might be required to change their choice if SNU finds it difficult to accommodate. Applicants from SNU's college/department-level partners must choose the specific college and department.

More information: <http://en.snu.ac.kr/undergraduate-programs> / <http://en.snu.ac.kr/graduate-school> / <http://en.snu.ac.kr/professional-graduate-schools>

3. Courses

Regular Curriculum

The majority of courses are taught in Korean but each college and department offers some courses in English as well. The course catalog for the new semester is available at the beginning of January and July each year. Undergraduate students can take courses up to 18 credits and graduate students can take up to 12 credits. Korean universities use a credit system based on the number of lecture hours and 1 credit amounts to 15 lecture hours. For credit transferability and conversion criteria, applicants must refer to their home university's academic policy on study abroad.

More information: <http://sugang.snu.ac.kr>



Korean Language Program (KLP)

SNU Language Education Institute (LEI) offers credit-bearing Korean Language Programs (KLP) on a fee-paying, extracurricular basis. For exchange students taking KLP, SNU OIA will provide financial support to encourage international students to learn Korean language and culture.

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

Student Life

1. Visa & Immigration

Student 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 home country. For detailed information on the visa application process, students must contact the nearest Korean embassy/consulate or refer to <http://www.hikorea.go.kr>

Alien Registration

After arrival in Korea, all international students who stay for more than 90 days are required to apply for alien registration through Korean immigration office. More detailed information will be provided before arrival.

2. Housing

On-Campus Housing

Exchange students can apply for on-campus housing, and there are two types of residence halls available on the main campus. More information: <http://dorm.snu.ac.kr/eng/>

- *Gwanak Residence Halls*: Double rooms or shared flats (double rooms) available for undergraduate students (2,428 residents); singled or double rooms available for graduate students (2,349 residents)

- *Global Residence Halls (since Fall 2019)*: Double rooms or shared flats (single rooms) available for undergraduate and graduate students (960 residents)

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

Estimated Cost for Living in Seoul

| | |
|-----------------------|---|
| Housing | (On-campus) 456,000 – 906,000 KRW / semester (undergraduate) 190,000 – 247,000 KRW / month (graduate) (Off-campus) 300,000 KRW – 700,000 KRW / month (deposit excluded) |
| Local Transportation | 40,000 – 80,000 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 | 150,000 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.



3. Health Care & Well-being

Health Insurance

It is mandatory for every exchange/visiting student to obtain a travel/study abroad medical insurance that covers the entire period of their stay in Korea, which should cover potential medical expenses incurred by sickness and accident during the stay in Korea. No additional financial assistance can be provided by SNU.

From March 2021, all non-Korean international students will be mandatorily and automatically subscribed to Korea's National Health Insurance. We will send out detailed information on the impact of this new policy and changes made to our student exchange program on a separate note.

SNU On-campus Health Service Center (SNUHSC)

Conveniently located in the center of the campus, SNUHSC runs a comprehensive primary care clinic and various specialty clinics in cooperation with SNU Hospital (SNUHC) and SNU Dental Hospital (SNUHDH). It also provides a range of health checkup, immunizations, and medical tests, including Family Medicine, Psychiatry, Ear/Nose/Throat, Dermatology, Ophthalmology, Gynecology, Orthopedics, Smoking Cessation Clinic, and Dentistry. *More information:* <http://health4u.snu.ac.kr/en/home.do>

Mental Health

- *SNU Health Service Center:* SNUHSC offers multiple therapeutic programs, including stress clinic, neuro-feedback, biofeedback, and group therapy, along with various campaigns and education programs.

- *SNU Center for Campus Life & Culture:* The center offers a variety of types of professional counseling programs, including English counseling services for international students.

More information: <http://snuounsel.snu.ac.kr/psyhealthup/foreginerCounsel.do>

Disabilities

SNU Center for Students with Disabilities, located in the campus center, facilitates academic accommodations and services for students with disabilities so that these students have equal access to any on-campus facilities and offerings and fully immerse themselves into campus life. It is strongly advised that students with disabilities contact SNU OIA as early as possible to inform their necessities.

4. Student Support & Activities

S-CARD

With a student ID card, namely S-CARD, exchange/visiting students can take advantage of access to on-campus facilities and get a discount for every meal on cafeterias.

SNU Buddy Program

SNU Buddy was established in 2005 to help international exchange and visiting students settle in SNU and to build a real friendship and network. SNU domestic and international students by themselves organize intercultural events activities throughout the semester. Sign-up notice will be e-mailed to all incoming exchange/visiting before the semester starts.

Student Club/Society

There are a number of student activities and sports clubs at SNU, including musical bands, choir, orchestra, dance, painting, photography, student newspaper, traditional Korean music, travel clubs and SNU International Students Association (SISA). Sports clubs ranging from fencing, golf, basketball, rugby, scuba-diving, snowboard, ski, horse riding, baseball, yacht, judo, kendo, soccer, taekwondo, tennis, etc.

More information: <http://sisa.snu.ac.kr> / http://oia.snu.ac.kr/page/c_student_activities.php



서울대학교
SEOUL NATIONAL UNIVERSITY

Contact Information

Student Exchange Program: http://oia.snu.ac.kr/page/exchange_program.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)

Contact Persons for College or Department-level Partnerships:

Each college and department has its own international office or a staff assigned for it.

Visiting Student Program: http://oia.snu.ac.kr/page/visiting_program_faq.php

Contact Persons for Visiting Student Program:

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