

# MYONGJI UNIVERSITY

## GUIDELINE FOR 2024 SPRING EXCHANGE PROGRAM



- ✓ **Courses offered in 2024 Spring are subject to change without prior notice**
- ✓ On-campus dormitory is not available due to renovation.  
Information about off-campus housing can be found at : [international.mju.ac.kr](http://international.mju.ac.kr)
- ✓ Each student is required to choose his/her study track according to his/her own language proficiency.
- ✓ Course registration : Tutorial on how to register for courses will be distributed in January.

## Academic Information

### ① Spring Semester

- Mandatory Orientation : 27.02.2024 ~ 28.02.2024 (*may change*)
- Beginning of Term : 04.03.2023
- End of Term : 14.06.2023 (*may change*)
- Leave Date : Before 14.07.2024 (for one semester students)

### ② Fall Semester

- Mandatory Orientation : 27.08.2024 ~ 28.08.2024 (*may change*)
- Beginning of Term : 02.09.2024
- End of Term : 13.12.2023 (*may change*)
- Leave Date : Before 13.01.2025 (for one semester students)

## Qualifications

### Students must:

- ① Be officially nominated by the home university and completed at least one academic year in the home university.
- ② Choose the program depending on their language proficiency:
  - **ENGLISH TRACK** : TOEFL IBT 70 or above (or IELTS 5.5, TOEFL ITP 527, TOEIC 750 ) OR proved by the home university for an excellent level of English language skills
  - **KOREAN TRACK** : TOPIK Level 3 or up
  - **CHINESE TRACK** : Students whose mother tongue is Chinese
- ③ Be a non-Korean national

## Application Procedure

Contact Home University	Students should contact the international office of his/her home university to start the application procedure.
Receive Instruction from Home University	Home university's international office should instruct students who have chosen MJU as an exchange destination to start the online application process ( <a href="http://international.mju.ac.kr">international.mju.ac.kr</a> )
Complete your Online Application	Students must complete the application form at <a href="http://international.mju.ac.kr">http://international.mju.ac.kr</a> . Check below for the required documents when applying.
Gets accepted by MJU	MJU will Issue the Certificate of Admission, Letter of Acceptance, and other related materials by late December-early January (for the Spring semester) and late June-early July (for the Fall semester).
Apply for visa	Students must apply for the visa as soon as they receive the Certificate of Admission, Letter of Acceptance, and Certificate of Business Registration.
Pay for the Dormitory <i>(if applicable)</i>	For students who checked the dormitory when submitting the application, the dormitory office will contact them separately for them to pay for the dormitory.
Purchase the Flight Ticket	Students should purchase the flight ticket after they receive the visa since it is not guaranteed that they will get a visa in time.
Purchase the Travel Insurance	Students must purchase and send us travel insurance that covers from the day of the departure to Mid-April (for the Spring semester) and to Mid-October (for the Fall semester).
Apply for KLEC <i>(if applicable)</i>	Students who wish to take additional intensive Korean courses must apply on their own and pay an additional fee for the courses.

## VISA

Once students receive the Letter of Acceptance, Certificate of Admission, and Certificate of Business Registration, they must visit the nearest Korean embassy/consulate at the earliest date possible to apply for a student visa. Make sure you contact the embassy/consulate in advance to find the required visa documents. Respective Korean embassy/consulates have sole discretion on the issuance of a visa, and Myongji University is not in a position to offer any support in this regard. It may take over three months in certain countries, or different documents may be required depending on the country. Please DO NOT purchase your plane ticket until you obtain a visa (since there is no 100% guarantee that your visa will be issued in time).

# Required Documents (OECD Countries)

All documents should be uploaded as a PDF, except for the ID photo, which should be a JPG.

The documents below are documents needed for applying to Myongji University.

You may need to prepare additional documents for applying for the visa.

No.	Document	Information
1	Online Application ( <a href="http://international.mju.ac.kr">international.mju.ac.kr</a> )	
2	Passport copy	-A copy of the first page of the passport -The Code below MUST be visible -Passport must be valid at least until March 2025
3	Identification copy (valid in your home country)	i.e., driver's license, residence card, student card - Must include student's name and date of birth
4	Guardian (Parental) Consent Form	
5	Nomination Form	By International Office coordinator, professor, academic advisor, or Dean/Director responsible for the exchange program
6	Official Transcript in English (with total average GPA)	
7	Certificate of Enrollment in English	<u>No need for an apostille</u>
8	TOPIK, TOEFL, IELTS test report	if applicable
9	Bank balance statement of a minimum \$5,000 (for 1-semester exchange students) (\$10,000 for 2-semester exchange students)	The certificate of bank balance can be of either the applicant himself/herself or his/her legal guardians. Please submit the document to prove the parent-child relationship in case of the latter.
10	Colored ID Photo(JPG)	-An ID photo taken at a <b>photo studio ONLY</b> *Photos taken with mobile phones are not accepted. -MUST be white background (3.5cm×4.5cm) -Bring 2 photos with you to Korea.
11	Copy of Certificate of Travel Insurance purchased in your home country	- The certificate of insurance which is effective from the day of your departure from your home country to approximately November 1, 2023. (Once you register for an official ID card, you will be automatically subscribed to the Korean National Health Service. You are required to be covered under a private insurance until your registration in Korea, which will be around mid-late September.

## OECD Countries :

AUSTRALIA / AUSTRIA / BELGIUM / CANADA / CHILE / COLOMBIA / COSTA RICA / CZECH REPUBLIC / DENMARK / ESTONIA / FINLAND / FRANCE / GERMANY / GREECE / HUNGARY / ICELAND / IRELAND / ISRAEL / ITALY / JAPAN / LATVIA / LITHUANIA / LUXEMBOURG / MEXICO / NETHERLANDS / NEW ZEALAND / NORWAY / POLAND / PORTUGAL / SLOVAK REPUBLIC / SLOVENIA / SPAIN / SWEDEN / SWITZERLAND / TÜRKIYE / UNITED KINGDOM / UNITED STATES

# Required Documents (non-OECD Countries)

All documents should be uploaded as a PDF, except for the ID photo, which should be a JPG.

The documents below are documents needed for applying to Myongji University.

You may need to prepare additional documents for applying for the visa.

No.	Document	Information
1	Online Application ( <a href="http://international.mju.ac.kr">international.mju.ac.kr</a> )	
2	Passport copy	-A copy of the first page of the passport -The Code below MUST be visible -Passport must be valid at least until March 2025
3	Identification copy (valid in your home country)	i.e., driver's license, residence card, student card -Must include student's name and date of birth
4	Guardian (Parental) Consent Form	
5	Nomination Form	By International Office coordinator, professor, academic advisor, or Dean/Director responsible for the exchange program
6	Official Transcript in English (with total average GPA)	
7	Certificate of Enrollment in English	Nationals of non-OECD member countries: Must be certified by the Korean Embassy for Consular Confirmation or be attached by Apostille, issued by the competent authority
	For Chinese students only (Submit ENGLISH version)	In accordance with the new regulation of the Ministry of Education in Korea, required for students holding Chinese citizenship to submit 在线验证报告. Can be issued from <a href="http://www.chsi.com.cn">http://www.chsi.com.cn</a>
8	TOPIK, TOEFL, IELTS test report	if applicable
9	Bank balance statement of a minimum \$5,000 (for 1-semester exchange students) (\$10,000 for 2-semester exchange students)	The certificate of bank balance can be of either the applicant himself/herself or his/her legal guardians. Please submit the document to prove the parent-child relationship in case of the latter.
		<Chinese Students> - Only from 中国工商银行, 中国农业银行, 中国银行, 中国建设银行 The money should be frozen -for one semester students, until 14 June, 2024 -for two-semester students, until 13 December, 2024
10	Colored ID Photo(JPG)	-An ID photo taken at a <b>photo studio ONLY</b> *Photos taken with mobile phones are not accepted. -MUST be white background (3.5cm×4.5cm) -Bring 2 photos with you to Korea.
11	Copy of Certificate of Travel Insurance purchased in your home country	- The certificate of insurance which is effective from the day of your departure from your home country to approximately November 1, 2023. (Once you register for an official ID card, you will be automatically subscribed to the Korean National Health Service. You are required to be covered under a private insurance until your registration in Korea, which will be around mid-late September.

## Information about Apostille / Consular Confirmation

Official Certificate of Graduation must be certified by the Korean Embassy for Consular Confirmation or be attached by Apostille, issued by the competent authority.

1. Students applying from a country that is a party to the Apostille Convention: Must request the competent authority to issue the Apostille, which is then to be attached to your document.

※Please contact the Ministry of Foreign Affairs and Trade for related inquiries

2. Students applying from a country that is not a party to the Apostille Convention: Must have their high school diploma certified by the Korean embassy in your city/country of residence or the respective embassy/consular in Korea for Consular confirmation.



# Course Registration

There are two campuses: Seoul and Yongin (divided by faculty).

Students will first choose the program track (English, Korean, or Chinese) depending on their language proficiency, and depending on the chosen track, they will choose the faculty:

※ All Students must take a minimum 12 to maximum 17 credits per semester.

## All Students MUST take at least one Korean Language Course.

KOREAN TRACK	
Eligibility	TOPIK 3 or higher
Major	Students can choose any
Campus	Depending on the chosen major
Courses	Any courses (all delivered in Korean)
Colleges and Majors in Seoul/Yongin campus can be found at: international.mju.ac.kr	

ENGLISH TRACK			
Eligibility		TOEFL 70, IELTS 5.5, TOEIC 750	
Major	Major Courses	Electives	
<b>Seoul Campus</b>	<b>Political Science &amp; Diplomacy</b>	-International Organizations -International Political Economy -Political Process	<ul style="list-style-type: none"> <li>- Korean Language Conversation</li> <li>- Korean Language Grammar</li> <li>- Korean Language Application</li> <li>- Korean Language Reading</li> <li>- Understanding International Politics</li> <li>- Globalization and Social Change</li> <li>- Asian History and Culture</li> <li>- Asian International Relations</li> <li>- Asian Culture and Tourism Management</li> <li>- Understanding of International Development Cooperation</li> <li>- Global manner for Global leader</li> <li>- Global Culture</li> <li>- Integrative Approach to Global Diversity: Society and Culture</li> <li>- Introduction to Global Corporate Strategy</li> <li>- Business and management (2)</li> </ul>
	<b>Digital Media</b>	- Media Literacy in Digital Age - Research Method in Media	
	<b>Public Administration</b>	- Leadership and Organizational Behavior - Emotional Government - Intro. to Public Administration	
	<b>English Language &amp; Literature</b>	- British and American Fiction - Intensive Course for English Composition - British and American Novels	
	<b>Business Mgmt and Int' Trade</b>	- Marketing Research - Organizational Behavior - Seminar on International Business	
<b>Yongin Campus</b>	<b>Architecture</b>	<ul style="list-style-type: none"> <li>- 건축설계 1 Architectural Design Studio 1 (5)</li> <li>- 건축설계 3 Architectural Design Studio 3 (5)</li> <li>- 건축설계 5 Architectural Design Studio 5 (5)</li> <li>- 건축설계 6 Architectural Design Studio 6 (5)</li> <li>- 건축종합설계 1 Comprehensive Architectural Design Studio 1 (6)</li> <li>- 공간디자인 3 Space Design 3 (5)</li> <li>- 공간디자인 7 Space Design 7 (5)</li> </ul>	None

CHINESE TRACK		
Eligibility		Chinese as a native language
Major		Major Courses
		Electives
Yongin Campus	Global Business	- 경영학원론 Principles in Management - 경영전략 Management Strategy - 인사관리 Human Resource Management - 국제경영 International Business - 재무관리 Financial Management - 경쟁전략론 Competitive Strategy
		- Korean Language Conversation - Korean Language Grammar - Korean Language Application - Korean Language Reading

## KLEC Registration for Exchange Students

- Korean Language Education Center (KLEC) is available on both campuses. Composed of 4 Sessions, each session lasts for 12 weeks. Exchange students have the option to take:
  - <Coming at Spring Semester>
    - For the 1-semester student: Spring Session
    - For the 2-semester student: Spring, Summer, Fall Session
  - <Coming at Fall Semester>
    - For the 1-semester student: Fall Session
    - For the 2-semester student: Fall, Winter, Spring Session
- Each KLEC semester is 6 credits. Depending on your period of enrollment in KLEC, the number of credits you can register will change because the total cannot exceed 17 (total = KLI + Regular undergraduate). For example,
  - [Example Case 1]
    - If you take 1 semester of KLEC, which is 6 credits, the maximum number of credits you can register for undergraduate (major or elective) courses are 11, therefore.
  - [Example Case 2]
    - If you take 2 semesters of KLEC, which are 12 credits, the maximum number of credits you can register for undergraduate (major or elective) courses are 5, therefore.
- Spring and summer Session credits go to the Spring Semester, and Fall and Winter Session Credits go to the Fall Semester.
- Tuition : 20% tuition reduction for exchange students per KLEC semester.
- Detailed information can be found at: [klec.mju.ac.kr](http://klec.mju.ac.kr)

# Accommodations

## Seoul

### <StayforU (Hongdae)>

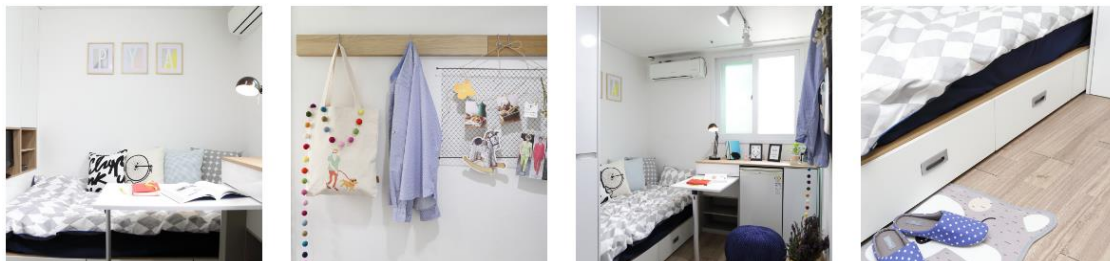


Room Type	Price + Deposit	To/from Univ.	Included
Single (Economy)	570,000 KRW/month (for 4 months) 510,000 KRW/month (for 6 months) (Deposit: 500,000 KRW)	25 min by bus	Bed, desk w bookshelf, chair, desk lamp, mini-fridge, personal bathroom w a shower, shared kitchen, shared dining space, shared laundry room, etc.
Single (Standard)	670,000 KRW/month (for 4 months) 610,000 KRW/month (for 6 months) (Deposit: 500,000 KRW)	25 min by bus	Bed, desk w bookshelf, chair, desk lamp, mini-fridge, personal bathroom w a shower, shared kitchen, shared dining space, shared laundry room, etc.

Website: <http://stayforu.com/>

Address: 60 Yeonhui-ro 2-gil, Seodaemun-gu, Seoul

### <Raon-Nuri (Eungam)>



Room Type	Price + Deposit	To/from Univ.	Included
Single	650,000 KRW/month (Deposit: 650,000 KRW)	- 22 min on foot - 7 min on bicycle	TV, Fridge, AC, bed, desk, digital door lock, bed linen, towels, toiletries, wireless internet, personal bathroom w a shower, shared kitchen, shared dining room, shared laundry room, etc.

Website: <http://raon-nuri.kr>

<https://profuse-aura-817.notion.site/Raonnuri-61fdb21180b346d28f58cdd1a7417219>

Address: 9, Gajwa-ro 9-gil, Eunpyeong-gu, Seoul



### <Home Kim A Share house for Women>



Room Type	Price + Deposit	To/from Univ.	Included
4-persons	270,000 KRW/month (Deposit: 500,000 KRW)	5 min on foot	Bed, hanger, desk, drying rack, personal cabinet, AC, hair dryer, fridge, bathroom w a shower, washing machine, kitchen, wireless internet
2-persons	300,000 KRW/month (Deposit: 500,000 KRW)		
Single	490,000 KRW/month (Deposit: 500,000 KRW)		

### <Home Kim B Share house for Women>

Room Type	Price + Deposit	To/from Univ.	Included
4-persons	270,000 KRW/month (Deposit: 500,000 KRW)	5 min on foot	Bed, hanger, desk, drying rack, personal cabinet, AC, hair dryer, fridge, bathroom w a shower, washing machine, kitchen, wireless internet
2-persons	300,000 KRW/month (Deposit: 500,000 KRW)		
Single	490,000 KRW/month (Deposit: 500,000 KRW)		

\* Contract period is 6 months (cannot be changed).

Website: <https://bit.ly/3DMKvVI>

Address: 3floor,120, Jeungga-ro, Seodaemun-gu, Seoul (Home Kim A) /  
53-33, Gajaeul-ro 6-gil, Seodaemun-gu, Seoul (Home Kim B)

## Yongin

### <On-Campus Dormitory>

Room Type	Price + Deposit	To/from Univ.	Included
4-persons (Room w bathroom)	Around 650,000 KRW (Deposit: 30,000 KRW)  Mandatory Meal Plan: - Option A (50 meals): 300,000 KRW - Option B (100 meals): 500,000 KRW - Option C (150 meals): 800,000 KRW	On Campus	Bed, desk, chair, dry rack, wireless internet, digital door lock, bathroom w a shower, shared kitchen, shared laundry room, shared dining room, etc.

Website <https://dorm.mju.ac.kr/dorm/index.do>

Address: 116, Myongji-ro, Cheoin-gu, Yongin-si, Gyeonggi-do,

# ARC (Alien Registration Card)

## After Arrival



You must apply for a Certificate of Alien Registration **on the mandatory orientation day**. Our partner, HireVisa, will guide this procedure, and students are not allowed to do it on their own.

\*\* Failure to do so may result in compulsory eviction from the Republic of Korea, subject to imprisonment for up to one year or fines of up to 10 million won.

\*\* If students leave the country before the ARC comes out, the visa will stop immediately, and will not be able to return.

The required documents include:

1. 2 photos (will be taken during the orientation day)
2. Passport
3. Proof of Residence
4. Application Fee (40,000 KRW **only in CASH**)

1. Residence Documents	
You must submit your residence documents for <b>a contract period of 60 days or more from the supplementary deadline</b> , so that you do not have to move during the application period.	
Type of residence	Required Documents
school dormitory	dormitory residence certificate
property contracted in own name	1. Rental contract document 2. business license of the accommodation -only when a leaser is a corporation (business))
property contracted in another's name ex ) Friend, acquaintance.	1. Confirmation of Residence/Accommodation 2. Rental contract in the name of a residence provider 3. front & back of residence provider's ID card
Accommodation with a business license e.g. Gosiwon, guest house, hotel, AirBnB, etc	1. Confirmation of Residence/Accommodation 2. Business license of the accommodation 3. Monthly rent receipt within the last month (4. Airbnb Order Page)
Accommodation without business license e.g.) Boarding, Sharehouse, AirBnB, etc	1. Confirmation of Residence/Accommodation 2. Rental contract in the name of a residential provider 3. Front & back of residence provider's ID card (4. Airbnb Order Page)

## Bank Account and Student ID Card

### After Arrival

Students can choose to open a Korean bank account only if they wish.

Students also can choose to make their student card only if they wish.



Students wishing to make a bank account can write the application form **on orientation day**. It will take 2-3 weeks to make a bank account, NOT A DEBIT CARD. If you wish to make a debit card, you need to write another application form for a student card. It will take about 2-3 weeks from the day you get your ARC.

To make a bank account, students need:

1. Application Form (available on Orientation Day)

\*\* No money is needed to open a bank account. It is free!

To make a student card, students need:

1. A Bank Account (above)
2. Application Form (available on Orientation Day)
3. One ID Photo

# NHIS (National Health Insurance Service)

## After Arrival

The Korean Government's new health insurance policy requires all foreigners enrolled in programs offered by Korean institutions of higher education, which include Korean Language programs, undergraduate, and graduate programs, to be subscribed to the National Health Insurance.

### Enrollment Time

※ Any international student staying in Korea without health insurance is subject to the mandatory subscription to the National health insurance of Korea from March 1, 2021.

Visa Type	Enrollment Time
Overseas study (D-2), Elementary/Middle/High school students (D-4-3)	First entry → Alien registration date Reentry → Reentry date
General training (D-4)	Six months after the entry date
Overseas Korean students and foreign nationality Korean students	On the date of admission into a school (if a copy of the proof of enrollment is submitted)

### <National Health Insurance Exclusion Application>

- 1) Please check with NHIS for detailed exception conditions.
  - 2) Required Document: documents verifying that medical guarantee, such as applications for exclusion of membership, insurance certificates, etc., is available.
    - France: exclusion application
    - Japan: Japan health insurance card, exclusion application
    - U.S.A: Uniform Card or Blue Cross Blue Shield insurance card, exclusion application
- ※ For documents in foreign languages, you can submit the original and Korean translations together. (Apostille certification and translation notarization are not required.)
- ※ If you would like to apply for a subscription exception, please first contact the NHIS (Tel. 1577-1000) and prepare the documents.
- ※ Please refer to the National Health Insurance Service website ([nhis.or.kr/english/wbheaa02600m01.do](https://nhis.or.kr/english/wbheaa02600m01.do)) for further information.

Click the below links for detailed information :

- <ENG> <https://youtu.be/cUC3B0BnJ5U>
- <VNM> [https://youtu.be/cuNm9\\_hqGIM](https://youtu.be/cuNm9_hqGIM)
- <CHN> [https://youtu.be/cLK7\\_IPAUR8](https://youtu.be/cLK7_IPAUR8)

### Promotional leaflet download :

<https://www.nhis.or.kr/nhis/together/wbhaea01000m01.do?mode=view&articleNo=10804491&article.offset=0&articleLimit=10>

# Cultural Activities

## After Arrival



Exchange students will receive a tuition waiver from Myongji University each semester they attend. All students are required to pay the student activity fee.

### <Student Activity Fee>

The student activity fee is **a mandatory fee** for all our incoming International exchange students that is collected by the Office of International Affairs on behalf of such student governing bodies as the International Students Outreach Club and International Students Association to support their activities.

What is included:

1. Entrance tickets to 2 cultural/historical sites  
(ex. Everland, Lotte World, Han River Cruise, Taekwondo, Kimchi Class, etc.)
2. Games Day – Transportation/lunch included (Fall Semester) OR World Food Festival (Spring Semester)
3. Transportation to the immigration bureau for fingerprint registration
4. Photoshoot for the ARC Card
5. Light refreshment on Orientation Day and Closing Ceremony
6. Welcome Kit on Orientation Day

### <FAQ>

1. How much is the Activity Fee?  
- It varies each semester (approximately 100,000 ~ 120,000 KRW)
2. How do I make the payment?  
- You pay in **Cash** on the **Orientation Day**
3. If I don't want to participate in certain activities, can I get a discount?  
- No, there are no discounts for not attending the activities.



## After Arrival Procedure

Arrival	Check in to your accommodation. Buy a SIM Card, etc.
Mandatory Orientation	<ul style="list-style-type: none"> <li>- Orientation</li> <li>- ARC Application (mandatory)</li> <li>- Buy a SIM card (not mandatory)</li> <li>- Bank Account Application (not mandatory)</li> <li>- Student Card (Debit Card) Application (not mandatory)</li> <li>- Cultural Activity Application (mandatory)</li> <li>- Pay for Student Jacket (not mandatory)</li> </ul>
Receive Bank Book	Receive at the OIA Only can be used at the machine with the bank book
Fingerprint Registration	Visit the Immigration Office for the Fingerprint Registration
Receive Student Jacket (If applicable)	Receive at the OIA from Oulami students For Exchange Students
Receive ARC	Receive at the OIA Carry it everywhere, every time.
Gets registered for NHIS (Automatically)	Students will be registered to NHIS from the reception of the ARC
Receive Student Card (If applicable)	It can be used as a Student Card, Debit Card, and T-money.
Mandatory Closing Ceremony	On the next day of the final day of the final exam
Departure Date	<b>Regardless of the expiration date written on the back of the student's ARC, students must leave the country before the aforementioned departure date. If failed to do so, that student will be considered to be staying in the country illegally.</b>