**Information Sheet for Student Exchange Program**

The Student Exchange Program allows students from SWU's partner university to study at SWU for one or two semesters. The credits earned at SWU can be transferred to the student's home institution.

**Quick Facts about SWU**

• Established in 1961, Christian (Presbyterian) Denominational.

• Student population of about 8,000 undergraduates.

• Location: 621 Hwarang-ro, Nowon-gu, Seoul 01797, Republic of Korea

• About 15 minutes’ walk from Hwarangdae Station (Subway Line 6)

• International student population: Approximately 200 annually.

• Homepage: [www.swu.ac.kr/ia](http://www.swu.ac.kr/ia)

**Nominations**

• Students should be selected by the home institution based on SWU’s admission requirement.

**• Outgoing coordinators will provide the list of nominated students to the incoming coordinator at SWU.**

**Eligibility**

Students need to meet ALL of the following requirements to be eligible to apply

• Students should be a full-time student of SWU's partner university.

• Need to be nominated by the international office of home institution.

• Need to be able to take courses either in Korean or in English.

\* Even if a nominated student meet all of these requirements, he/she would not be able to enroll if your visa application is rejected by local Korean consulate.

**Application Deadline**

|  |  |  |
| --- | --- | --- |
| Term | Application Deadline | Issuance of Certificate of Acceptance |
| Spring | November 30 (prior year) | Late December |
| Fall | May 31 | Late June |

\* Application deadline may be sooner at your home university.

**Visa**

• Students should get a student visa (D-2) from the nearest Korean consulate, with the Certificate of Acceptance issued by Seoul Women’s University.

• The Certificate of Acceptance will be issued after accepting the original documents of application.

**Medical Insurance**

• All incoming international students are obligated to possess medical insurance plan that covers medical expenses to be incurred during the stay in Korea. Seoul Women's University accepts following plans:

- International medical insurance plan that is applicable in South Korea (proof must be provided)

- National Health Insurance

- Foreigner Student Insurance Plan (can be purchased through the SWU International Affairs Team)

**[Important] Notice of Changes**

**Dormitory fees during vacation(applied from Summer Vacation 2020)**

• SWU dormitory requires all residents to move out from the dormitory a week before each new semester begins.

• Meanwhile, SWU allows international students to reside free of charge during the duration of between semesters in consideration of not providing temporary residence during that period. **HOWEVER, starting from Summer Vacation 2020, KRW 62,000 will be charged for this period if student prefer to stay in dormitory.**

• Dormitory fees subject to change in case if the tuition of undergraduate program changes.

**Class hours and Official Transcript for Intensive Korean Courses**

• Class hours for Intensive Korean was changed from 160 hours to **120 hours** from Fall Semester 2019.

• As class hours has been changed, **the official transcript issuance will be changed as well.**

• Grades in the spring and Fall Semesters and grades in the summer and winter vacations will be issued in separate forms.

• Please see the example attached in this e-mail.

**Medical Insurance**

**• From February 28, 2021, international students (D-2, D-4) will also be eligible for National Health Insurance.**

**•** We will inform you of the details. Until then, student must purchase insurance from home country before entering Korea or purchase medical insurance provided by SWU after entering Korea.

**Residence tax**

• From February 8, 2019, international students must pay residence tax if they stay in Korea for more than one year.

**Academics**

**Academic Schedule**

|  |  |
| --- | --- |
| **Term** | **Semester Dates** |
| Spring Semester | Early March - Middle of June |
| Summer Vacation | Middle of June - Late August |
| Fall Semester | Early September - Middle of December |
| Winter Vacation | Middle of December - Late February |

• Check the Academic Calendar: <http://www.swu.ac.kr/ia>

**Courses**

• The course schedule of international students would be any combination of the following categories:

- Major and General Education Courses in Korean

- Major and General Education Courses in English: There are roughly 20-30 Courses taught in English in General Education and across the majors.

- Korean Language Program

International students may choose to take Korean Language Center (KLC) Courses free of charge.

KLC has an intensive program where you may take heavy load of Korean language course (**120 hours** per semester), as well as general education courses that will give you a brief introduction to Korean language.

**Course Registration**

• A student should take a minimum of 10 credits and a maximum of 18 credits per semester while enrolled in Seoul Women’s University.

• Course Registration schedule

|  |  |  |
| --- | --- | --- |
| **Term** | **Confirmation of Course List****& Announce for Course Registration** | **Course Registration Deadline** |
| Spring Semester | Late December - Early January | Late January |
| Fall Semester | Late June - Early July | Late July |

• The list of courses that open for each semester will be provided at the time of course registration. Please refer to the list of classes of the previous academic year.

• Once all the classes are filled up, you will no longer be able to register as there are limited seats per class. Therefore, avoid registering for the same courses with many international students. (The only exception is Korean Language Courses)

• If you wish to register for Korean Language Course, you MUST take a placement test at SWU.

• The first week of class is the Add/Drop period in which you can add or drop the courses. Specific steps and the period will be announced during the orientation for international students. You should keep in mind that you may not be able to register for some classes as there are limited seats and there are some courses that you cannot drop.

**Issuance of Official Transcript**

• A Official Transcript will be mailed to the International Affairs Team of students’ home university after the entire exchange period has ended.

**Life @ SWU**

**Airport Pick-up**

• “Entrance” offers an airport pick-up service on **February 26, 2020**. (Paid service, KRW 30,000~50,000)

• Book a Pick-up: <https://www.enter-biz.com/swu>

• If you are going to come to SWU campus by yourself, please provide your arrival information (flight number, arrival time at SWU campus) to ir\_admin@swu.ac.kr no later than **February 19, 2020**.

**Dormitory and Housing**

• International Residence Hall provides foreign students with basic residence environment as well as facilities necessary for living so that students can focus on their studies. Students from different nationalities reside in International Residence Hall, so it is a great opportunity to learn each other's culture and how to live harmoniously. Female exchange or undergraduate students of SWU live in International Residence Hall, but need to move to Shalom House during breaks.

• Depending on the country of the exchange student's home institution, SWU may provide a 30% discount for the on-campus dormitory for the regular semesters. This scholarship is in principle for the students from the third world countries.

• Facility: <http://domi.swu.ac.kr/bbs/bbs/index.php?bbs_no=10>

**Dormitory Check-in for New Incoming International Students**

**• February 26, 2020 (wed.), 9 am - 8 pm**

• Please plan to arrive at campus on this date. If you intend to stay in Korea before and/or after the program,

you must find your own housing.

**Guidance for off campus housing**

• Male students must find an off-campus housing by themselves. (SWU may assist in finding a place to stay)

• Housing information: http://www.studyinkorea.go.kr/en/overseas\_info/allnew\_lifeinKorea.do

**Estimated Cost for Exchange Student at SWU**

|  |  |
| --- | --- |
| **Fee** | **Per Semester** |
| **Tuition** | Tuition depends on the pre-determined amount in the agreement.  |
| **On-Campus Dormitory** | Semester: 2 bedroom KRW 998,000 + KRW 20,000 (Process Fee)Vacation- 3 weeks: 2 bedroom: KRW 275,000, 4 bedroom: KRW 220,000- 11 weeks: 2 bedroom: KRW 688,000, 4 bedroom: KRW 551,000**- 12 weeks(Summer Vacation, 2020): 11 weeks + KRW 62,000** |
| **Korean Language Program****On Vacation(Elective)** | **KRW 980,000/term**(A student who wants to take additional 10 weeks’ Korean Language Program during vacation, needs to pay the KLC tuition.) |
| **Medical Insurance** **(If purchased at SWU)** | 6 months’ plan: KRW 80,000~100,00012 months’ plan: KRW 120,000~150,000 |
| **Alien Registration Fee** | KRW 30,000 |
| **Airport Pick up** | KRW 30,000~50,000 |
| **Meal plan (On Campus)** | The dormitory cafeteria offers two types of menus: Type I 3,800 KRW, Type II 4,100 KRW. You can pay by cash or credit card at the cafeteria. If you purchase a meal card, you can get a discount of 300 KRW per menu. Meal card: 240,000 KRW / 360,000 KRW / 480,000 KRW |

**\*The fees are subject to change**

**Contact Information**

**International Affairs Team**

**Mailing Address: # 304, Golden 50 Commemoration Hall, 621 Hwarang-ro, Nowon-gu, Seoul (01797)**Telephone: +82-2-970-5141~4
homepage: [www.swu.ac.kr/ia](http://www.swu.ac.kr/ia)

**Incoming Coordinator for Exchange Students**

**Contact Person: Ms. Dasol Kim**
Title: Program Coordinator
Email Address: china@swu.ac.kr
Telephone: +82-2-970-5142

**Outgoing Coordinator for Exchange Students**

**Contact Person: Mr. Danny Donghwan Kim**
Title: Program Coordinator
Email Address: dannykim@swu.ac.kr
Telephone: +82-2-970-5143

**Application Materials for Student Exchange Program**

Please note that candidate must submit the following documents along with application form.

The Certificate of Admission will only be issued after all of 1 ~ 7 documents are submitted.

**1) Completed Application Form**, including:

- Application for Student Exchange Program

- Essay: A 500-word introduction about yourself in Korean or English

- Application for SWU Buddy

- Application for Dormitory (Submit only if you apply for a dormitory)

**2) Official English Transcripts of all college work to date**

**3) Official Certificate of Enrollment**

**4) Bank Statement**

- Minimum of US$ 4,000 for one semester

- Minimum of US$ 8,000 for two semesters (one academic year)

\* A personal account of applicant which is issued within 3 months

**5) Copy of Certificate of Insurance that covers your period of study**

**6) Copy of passport**

**7) 1 ID Photo** (not including photos on application, 3cm×4cm, white background, ears shown, without a hat)

**8) Chest x-ray**

 **- Effective date of chest X-ray: After January 29, 2020**

 - Only for student who apply for dormitory

 - Submit to the International Affairs Team directly after entering Korea.

 - Or, take a chest x-ray examination in the clinic near the SWU campus on February 26. (Fee: 30,000 KRW)

**Application for Student Exchange Program**

Please type or print clearly in English or Korean.

Photo

**I. PERSONAL INFORMATION**

 Name in Full: (as in your passport)

 Preferred Name or Name in Korean: (if you have one)

E-mail:

Telephone:

Mailing Address:

SNS Address:

**II. APPLYING TERM(Check all semesters you want to apply)**

[ ]  **Spring Semester 2020** [ ]  **(Optional) Summer Korean Language Program(10 weeks)**

[ ]  **Fall Semester 2020** [ ]  **(Optional) Winter Korean Language Program(10 weeks)**

[ ]  **Dual Degree (2020-2021 Academic Years)**

**\*Student who wants to take additional Korean Language Program during vacation, needs to pay 70% of tuition (approx. 910,000 KRW)**

**III. ACADEMIC INFORMATION**

Name of Home Institution:

Attended since (semester/year):

Major:

Grade(year):

Field of Study at SWU:

Interested in: [ ]  Major related courses in Korean [ ] Major related courses in English

[ ]  Korean Studies Courses in English [ ] Korean Language Courses

**IV. LANGUAGE PROFICIENCY**

Native Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Korean Proficiency: [ ]  Excellent [ ]  Good [ ]  Fair [ ]  Poor [ ]  I have a TOPIK certificate. Level ( )

English Proficiency: [ ]  Excellent [ ]  Good [ ]  Fair [ ]  Poor [ ] I have a TOEFL score: ( )

**I certify that the above information is correct. I agree to observe all regulations of Seoul Women’s University.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application for Student Exchange Program**

**Affidavit of Support**

*Indicate the person (including yourself) or organization that will be responsible for your tuition (if any) fees and living expenses.*

**Student’s Name:**

**Sponsor’s Name and Relationship to the applicant:**

**Sponsor’s occupation:**

**Contact information:**

**Address:**

*I certify that I will be responsible for the above named applicant’s tuition and living expenses for the duration of the academic program.*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sponsor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supplementary Information**

1. **Housing application**

[ ]  I want to apply for housing at the International Residence Hall on SWU Campus.

[ ]  I want to find my own housing outside the campus

\* Male students are not allowed to live in International Residence Hall

\* Check with the international office of your home institution if you are allowed to live outside the campus

**b. Insurance**

It is mandatory to be covered by proper insurance while you are staying in Korea. Choose your options:

[ ]  I already bought my insurance, or plan to buy one from my home country.

[ ]  I would like to buy insurance in Korea where SWU recommends. (cost about KRW 150,000 per year)

**c. Airport Pick-up**

[ ]  I want pick-up from airport to SWU.

(The cost is 30,000~50,000 KRW per person and you can apply the service through “Enterance”)

[ ]  No, I do not want pick-up service. (You must come to the campus by yourself)

**d. SWU Buddy**

SWU Buddy is a student organization at SWU where international and Korean students get together for cultural exchange. We advise new exchange students to join, but it is not mandatory. If you choose to participate, you are required to meet for at least 30 throughout the semester.

[ ]  I would like to sign up for SWU Buddy. (You need to fill out the next page)

[ ]  No, I am not interested in SWU Buddy.

**ESSAY**

In approximately 500 words: Please write an introduction about yourself and your study plan at Seoul Women's University.

Please type or print clearly in English or Korean.

**Application for SWU Buddy**

Please type or print clearly in English or Korean.

Photo

**I. Personal Information**

Name in Full:

Preferred Name:

Date of Birth:

Nationality:

Gender:

E-mail:

**II. Language Proficiency**

Native Language:

Korean Proficiency: [ ]  Excellent [ ]  Good [ ]  Fair [ ]  Poor

English Proficiency: [ ]  Excellent [ ]  Good [ ]  Fair [ ]  Poor

Other Languages:

**III. Interests**

Likes:

Dislikes:

**IV. Anything you would like to say to SWU Buddy**

**I understand and agree that, by submitting this application, I meet with Buddy for at least 30 hours for the first semester at SWU.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_