



# Seoul National University Student Exchange/Visiting Program Guideline (Spring 2024 Admission)

## 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. You must first be selected by your home university and be nominated.

More information: [http://oia.snu.ac.kr/page/exchange\\_program.php](http://oia.snu.ac.kr/page/exchange_program.php)

## Visiting Student Program

SNU Visiting Student Program is for **students from SNU's non-partner universities** who 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>). The call for visiting program will be announced on our website's notice board ([https://oia.snu.ac.kr/page/bo\\_notice.php](https://oia.snu.ac.kr/page/bo_notice.php)).

More information: [http://oia.snu.ac.kr/page/visiting\\_program.php](http://oia.snu.ac.kr/page/visiting_program.php)

### “Exchange Student” vs “Visiting Student”

Application		
	<u>Exchange Student</u>	<u>Visiting Student</u>
Application	Candidates selected by home university and officially nominated to SNU	Required to directly apply to SNU and pay the non-refundable 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	Send to home university by OIA	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 may 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 the home university program (= have completed at least one semester before they apply)

\* We cannot thus accept graduate students who are enrolled in the first semester of the Master's program at their application stage. **In other words, you must have at least one semester's grades on your transcript.**

- GPA requirement. (from Fall 2020's admission)

Undergraduate	GPA 2.5/4.0 (equivalent to 2.7/4.3) or percentile rank 83
Graduate	GPA 3.0/4.0 (equivalent to 3.3/4.3) or percentile rank 89

- Language: No certification is required, but a fluent level of either English or Korean language proficiency is highly recommended.

English	<b>TOEFL</b>	IBT 88 or above
	<b>IELTS</b>	6.0 or above
	<b>TEPS</b>	560 or above
Korean	<b>TOPIK</b>	Level 5 or above

\* **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.

#### 2) 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. Students can, however, take other unrestricted courses from different colleges and departments.

- Applicants from SNU's university-wide partners can in principle apply for any academic program. Please, however, note that applicants must read the restrictions below thoroughly before making a department choice and applicants may be required to change their choice if SNU finds it difficult to accommodate it.

- Applicants from SNU's college/department-level partners must choose the specific college and department.

More information:

Undergraduate <http://en.snu.ac.kr/undergraduate-programs>

Graduate <http://en.snu.ac.kr/graduate-school>

<http://en.snu.ac.kr/professional-graduate-schools>

#### 3) Restriction

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

- **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.

- **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 presented 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.

- **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.

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

- **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.

- **Graduate School of Business (MBA program)** is only offered for the Spring semesters (not offered for the Fall Semesters). It is also 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](http://gsb.snu.ac.kr) or contact MBA Office at [mba@snu.ac.kr](mailto:mba@snu.ac.kr).

## 2. Application Procedure

### <Exchange Program>

Semester	Nomination	Application Deadline	Screening Procedure	Screening Result Announcement	Acceptance Package
Spring 2024	September 10	September 25	October-November	Late November	December

\* Exchange students will receive application instructions after the nomination deadline, September 10th.

### <Visiting Program>

Semester	Application Deadline	Screening Procedure	Screening Result Announcement	Acceptance Package
Spring 2024	September 10	October-November	Late November	December

## 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 <b>upload</b> the scanned copies of the documents to the application system.
B	Certificate of Enrollment at Home University	
C	Official Academic Transcript	
D	Statement of Purpose (Free Essay in English or Korean)	
E	Passport Copy (Personal Information Page)	- The passport must be valid during the prospective stay in Korea.
F	One Letter of Recommendation from a Professor at Home University	- SNU template available - <u>Optional; mandatory for Graduate School of International Studies (GSIS) applicants, though</u> - The sealed letter of recommendation must be obtained by the applicant and submitted to the home university's exchange program coordinator. The coordinator can open the letter, scan it, and send it to the designated SNU coordinator via e-mail.
G	Portfolio: 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 (82,000 KRW)	- <u>Visiting program applicants only</u>

College	Guidelines
<b>College of Music</b>	<p><b>Vocal Music, Instrumental Music, Music Conducting, Korean Music:</b> Youtube link address or video that contains a performance within <b>10 minutes</b></p> <p><b>Composition:</b> A scanned copy of <b>3</b> sheet music composed by yourself</p> <p><b>Musicology:</b> 1 essay or a thesis on music</p> <p>Portfolios should be submitted at <a href="mailto:cho1you@snu.ac.kr">cho1you@snu.ac.kr</a> Email Subject/Title: [Exchange Student] Student name – Home University Portfolio Submission Deadline: <b>October 6, 2023.</b> Please contact <a href="mailto:cho1you@snu.ac.kr">cho1you@snu.ac.kr</a> for inquiries regarding portfolio submission.</p>
<b>College of Fine Arts</b>	<p>Submit portfolio related to your intended major. (No required number of pieces or topics)</p> <p>Portfolios should be submitted at <a href="mailto:yunju96@snu.ac.kr">yunju96@snu.ac.kr</a>. Email Subject/Title: [Exchange Student] Student name – Home University Portfolio Submission Deadline: <b>September 25, 2022</b></p>

#### 4. Screening Procedure

SNU OIA initially 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.)	Early-July	Mid-July
Fall	August 31 (tentative)	September 1 – December 14 (Final exams and paper deadlines can be seated until the end of December.)	Early-January	Mid-January

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

#### 2. 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. Until then, applicants will have to refer to the previous year's catalog.
- Undergraduate students can take courses up to 18 credits and graduate students can take up to 12 credits. There is no minimum credit requirement that SNU imposes on exchange students.
- Korean universities use a credit system based on the number of lecture hours and 1 credit usually amounts to 15 lecture hours. For credit transferability and conversion criteria, applicants must refer to their home university's academic policy on study abroad.
- Course registration is held online a month before the semester begins; it is on a first-come first-served basis and exchange/visiting students are not guaranteed with registering courses they wish to take.

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>

### 3. Academic Transcript

For exchange students, SNU OIA will send one official academic transcript to home university by the Mid-August and February for each semester. Visiting students, however, must request for its issuance in person at SNU Division of Educational Affairs.

## 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: <https://snudorm.snu.ac.kr/en/>

- *Gwanak Residence Halls*: Double rooms or shared flats (double rooms) available for undergraduate students; single or double rooms available for graduate students
- *Global Residence Halls*: Double rooms or shared flats (single rooms) available for undergraduate and graduate students

#### Off-Campus Housing

Off-campus housing is available around the campus. It is students' own responsibilities to find accommodation outside the campus. More information: <https://oia.snu.ac.kr/campus-0>

#### Estimated Cost for Living in Seoul

Housing	(On-campus) 124,800 – 248,100 / month (undergraduate) 190,000 – 293,000 KRW / month (graduate) (Off-campus) 400,000 KRW – 800,000 KRW / month (deposit excluded)
Local Transportation	50,000 – 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

From March 2021, all non-Korean international students are mandatorily and automatically subscribed to Korea's National Health Insurance (NHIS) upon the date of alien registration. Given that administrative process of alien registration takes about a month, it is expected that exchange/visiting students will be subscribed to KNHIS from April (for Spring semester) or from October (for Fall semester). NHIS will charge about 40,000 KRW (about 35 USD / 30 Euro) per month.

To fill the gap between students' arrival date and the NHIS's application date, it is strongly recommended to purchase a travel/study abroad medical insurance that covers until late-April (or late-October), 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.

#### 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 (SNUDH). 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://snucounsel.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 at designated 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 students 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: <https://snusisa.com/> <https://oia.snu.ac.kr/student-organizations>

### **Contact Information**

**Student Exchange Program:** <https://oia.snu.ac.kr/exchange-program>

**Visiting Student Program:** <https://oia.snu.ac.kr/visiting-program-overview>

**Contact Person:** Ms. Yunju Hwang (황윤주), Office of International Affairs ([yunju96@snu.ac.kr](mailto:yunju96@snu.ac.kr))



Warmest greetings from Seoul National University!

We are more than delighted to announce that we are opening a call for nomination for Spring 2024 Student Exchange Program. For more information, please find attached the fact sheet, **Spring 2024 Guide for the SNU Student Exchange Program**, or SNU OIA's website (<https://oia.snu.ac.kr/exchange-program>).

RECENT CHANGES

We will be able to accept applicants who satisfy **either** the GPA requirement or its equivalent percentile rank.

GPA Requirement
<b>[Undergraduate]</b> GPA 2.5/4.0 (2.7/4.3) or percentile rank 83
<b>[Graduate]</b> GPA 3.0/4.0 (3.3/4.3) or percentile rank 89

In addition, **one recommendation letter** that each applicant should have received from a professor from home university **will be deemed optional for all applicants, except for applicants for Graduate School of International Studies (GSIS)**. Applicants who apply for GSIS must submit one recommendation letter.

**List of Required Documents**

Classification	Documents
Required to All Applicants	A. Online Application B. Certificate of Enrollment C. Official Academic Transcript D. Statement of Purpose E. Passport Copy
Additionally Required to the Following Groups	F. One Letter of Recommendation (optional; for GSIS applicants only) G. Portfolio (for Music, Fine Arts applicants only)

**Guide on portfolio submission**

College	Guidelines
College of Music	<p><b>Vocal Music, Instrumental Music, Music Conducting, Korean Music:</b>                      Youtube link address or video that contains a performance within <b>10 minutes</b></p> <p><b>Composition:</b> A scanned copy of <b>3</b> sheet music composed by yourself</p> <p><b>Musicology:</b> <b>1</b> essay or a thesis on music</p> <p>Portfolios should be submitted at <a href="mailto:cho1you@snu.ac.kr">cho1you@snu.ac.kr</a>.                      Email Subject/Title: [Exchange/Visiting Student] Student name – Home University                      Portfolio Submission Deadline: <b>October 6, 2023</b>                      Please contact <a href="mailto:cho1you@snu.ac.kr">cho1you@snu.ac.kr</a> for inquiries regarding portfolio submission.</p>
College of Fine Arts	<p>Submit portfolio related to your intended major. (No required number of pieces or topics)</p> <p>Portfolios should contain <u>captions</u> and be submitted at <a href="mailto:yunju96@snu.ac.kr">yunju96@snu.ac.kr</a>.                      Email Subject/Title: [Exchange/Visiting Student] Student name – Home University                      Portfolio Submission Deadline: <b>September 25, 2023</b></p>

NOMINATION & APPLICATION PROCEDURE**1. How to Nominate?** **NOMINATION LINK:** <https://forms.gle/JALAPTD7W3qR2t1fA>

If you have any nominee(s) for Spring 2024(one semester) or from Spring 2024 to Fall 2024(two semesters, one full year), please provide us with information of your nominee student(s) **through college and department exchange manager** no later than **September 10, 2023**.

\*For college and departmental-level exchange, submit the nomination through college and department exchange manager.

\*If you have difficulty accessing the above link, please fill out your University-level nominees' information to the attached spreadsheet and submit it via email([yunju96@snu.ac.kr](mailto:yunju96@snu.ac.kr)). If you have a college-level or departmental-level exchange partnership, please send the nomination sheet to the manager at that college/department.

\*Please make sure your candidate(s) meet(s) the entry requirement (**both semester condition and department restrictions**) 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.

\*\* Students who have postponed their placement must be nominated through this survey/spreadsheet again. These students must re-apply with updated documents and go through the screening procedure again.

**2. After Nomination?**

**After the nomination deadline, September 10**, the 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. In other words, we do not send out the application instructions right after we receive nomination from each university. They will be sent out altogether a few days after the nomination deadline.

**3. How to Apply?**

The application deadline is **September 25, 2023**. **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.

\*GSIS applicants must have their recommendation letter be submitted to SNU coordinators in the following way:

**Candidate(s) must submit the sealed recommendation letter to their home university's exchange program coordinator so that the coordinator opens the letter and sends us its scanned copy.** We ask you to send the copy to the following persons at the Office of International Affairs, SNU:  
**Ms. Yunju Hwang** – [yunju96@snu.ac.kr](mailto:yunju96@snu.ac.kr)

**4. Selection Process**

If students successfully finish their application, their application documents will be carefully reviewed by each department's selection committee. They will decide whether students will be accepted to the exchange program or not. Please note that acceptance to the exchange program is not guaranteed.

**5. More Information on Course Catalog?**

Students can find information on the courses that were provided in the previous semesters through our course registration website <http://sugang.snu.ac.kr>. Attached you can find the course search instruction as well.

**\*IMPORTANT NOTES FOR AY2023/24:**

- 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 as a graduate exchange student.
- All nominated students will be screened by each department's selection committee comprised of its faculty members. **Acceptance to the exchange program is not guaranteed.**
- Please ensure that all your nominees read the eligibility and restrictions stated on the fact sheet thoroughly before they apply. Some departments have specific restrictions including:
  - **Starting from Spring 2020's admission, Dept. of Computer Science and Engineering (CSE)** has decided to control the number of accepted exchange students on the **undergraduate**-level, due to lack of course capacity and placement. **Undergraduate applicants for CSE 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.
  - Considering the current lack of course capacity for exchange students, **College of Business Administration (CBA)** has decided that **from Fall 2019's admission, they will strictly control the number of accepted exchange students to CBA** and 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)
  - Course registration priority for some of the undergraduate Business Administration courses (See attachment, "College of Business Administration\_Requisite Subject for Major") will be given to degree-seeking domestic students first, since these courses are requisite towards their graduation. Exchange students can take these courses only when there are extra spots available. Please advise your nominee(s) of this issue and make sure that they have a Plan B.
  - **Dept. of Korean History/Psychology/Statistics/Pharmacy requires applicants to provide a proof of Korean language proficiency.**
  - College of Law is NOT open to undergraduate students from Spring 2018, as the undergraduate level does not exist any longer. **Instead, School of Law, a specialized law school for graduate level students, will be open to undergraduate level students.** 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.**
  - When there are applicant(s) for Medicine/Pharmacy/Dentistry/Nursing/Music/Fine Arts/Global MBA, please let us know before you make nomination as these are relatively more restricted than the others. We will check the availability and capacity of the department in advance.

## 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](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* and *Global 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.

<https://snudorm.snu.ac.kr/en/>

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

You can request for information on off-campus housing to SNU OIA. 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](http://oia.snu.ac.kr/page/c_housing_off.php)

<https://snugle-i.snu.ac.kr/housing/off-campus>

### 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 beginning of August for Fall semester and at the beginning of February 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 by other colleges and departments. However, please note that some courses have restrictions. Thus, it is advised to contact the instructor in advance to ask whether it will be approved to register/take the course.

#### 8. HOW CAN I OBTAIN ACADEMIC TRANSCRIPTS AT SNU?

Basically, you can get issued your transcript via mySNU portal which is an official administrative website of SNU members. The detailed guidance is distributed at each end of the semester. SNU OIA will also send one original copy of the transcript to your home university by the end of August and the end of February for Fall and Spring semesters.

#### 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/kllec/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.

<http://www.snubuddy.com/>

## 2023학년도 1학기 수강신청 기간안내

※ 장비구나는 선착순이 아닙니다.

수강신청 구분	일자	시간	대상
장비구니신청(1일차)	2023-01-31(화) ~ 2023-01-31(화)	09:00 ~ 23:59	재·휴학생 (국내학점교류생 제외)
장비구니신청(2일차)	2023-02-01(수) ~ 2023-02-01(수)	00:00 ~ 16:00	재·휴학생 (국내학점교류생 제외)
장비구니 전산확정	2023-02-02(목) ~ 2023-02-02(목)	09:00 ~ 18:00	학과과 전산확정
선착순수강신청(1일차)	2023-02-03(금) ~ 2023-02-03(금)	08:30 ~ 16:00	재·휴학생 (국내학점교류생 포함)

선착순수강신청(2일차)

1. Access <http://sugang.snu.ac.kr>
2. Switch the language to 'English'

- Q 재수강 및 성적평가방법 변경 FAQ
- Q 정원의신청 및 수강신청변경 FAQ

장비구니 초보를 위한 수강신청 안내 →

수강신청방법 매뉴얼 ↓

공지사항

더보기 >

- [필독] 2023학년도 1학기 수강신청 부하시간 및 점.
- [2023-1] 2023학년도 1학기 기초교양 수강편람..
- ★2023학년도 1학기 수강신청 안내
- ★2022학년도 2학기 출석인정 신청 및 조기취업자 출..

더보기 >

Search ▾ Click magnifier button to check list of all courses

Course Search

Advanced Search 2023 Year 1st Semester Browse courses.

Academic Year  ▾

Department  ▾

- Course classification
- Subject for Liberal Education
  - Requisite Subject for Major
  - Elective Subject for Major
  - Elective General Subject
  - Subject for Teaching Certification
  - Reading and Research
  - Graduate Courses
  - Core Subject for Liberal Education
  - Undergraduate Courses

General Education  ▾

Program  ▾

Search exclusion conditions

Courses including the words inputted here are excluded from the search result. Separate multiple words with commas(,)

 Reset

 Search

1. Click  button right next to the search bar.
2. Click “Advanced Search(Past Semester) More” to change the search options.

Students)

Course Search

Advanced Search 2023 > Year 1st Semester > Browse courses.



General Education All > All >

Program All >

Search exclusion conditions  
Courses including the words inputted here are excluded from the result. Separate multiple words with commas(,)

Academic Year All >

Department All >

Course classification  
 Subject for Liberal Education  
 Requisite Subject for Major  
 Elective Subject for Major  
 Elective General Subject  
 Subject for Teaching Certification  
 Reading and Research  
 Graduate Courses  
 Core Subject for Liberal Education  
 Undergraduate Courses

Credits ~

Name Of Instructor ~

Quota ~

Number of registered students ~

Grading ~

Location (Bld-Room) All > Campus Map

Class Time All > Day Choice +

Lecture constituent All >  English Lecture

Grading Type Choosable  
 장바구니보류여부  
 Online Class

1. Choose the year and semester that you want to search for.

2. Tick 'English Lecture' to check out the English courses only.

*\*Please beware to not change the setting too specifically.*



# FAQ

- **SNU Semester Structure**

1<sup>st</sup> Semester = Spring Semester, 2<sup>nd</sup> Semester = Fall Semester, Summer/Winter Semester = Extra Session

(Exchange students are not eligible for these semesters)

- **How to Find Course Syllabus**

Click the course title and “Syllabus” Tab. You can also find the instructor’s information.

- **Courses Offered by Other Colleges/Departments**

At SNU, students, including exchange students, can take almost any courses offered from different colleges/departments, unless there is a specifically stated restriction on the course. If there is an ® mark below the course title, it has restrictions and you can find the detailed information about it by clicking the “Course Restriction” tab.

# FAQ

- **Academic Year**

Academic year classification at SNU indicates that the specific course is recommended to students who are in # year or above. For example, Year 1 course is recommended to 1-4 year students and Year 3 course is recommended to 3-4 year students.

- If undergraduate students wish to take graduate modules, and vice versa, please contact the instructor to check your eligibility and ask for a permission in advance.

- **Final Course Catalog**

Final course catalogs, which include timetable information, will be available in early January for Spring semester and early July for Fall semester.

# SEOUL NATIONAL UNIVERSITY

## RECOMMENDATION FOR ADMISSION TO EXCHANGE PROGRAM

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. The sealed letter should be submitted to the exchange program coordinator of your university.

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 should be enclosed and submitted to the exchange program coordinator of the applicant's university.**

**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 undergraduate 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.

In general, it is never easy to get a seat for the courses listed above, so it is advised you have alternative sets of courses in case you fail to register for these courses. SNU does not recommend students who are required to take more than two of these courses during the study abroad to apply for SNU.

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