2025 Fall Semester Student Exchange Program Guidelines

Thank you for your interest in the Student Exchange Program at Seoul National University of Science and Technology (SeoulTech). Please read the information below carefully before applying.
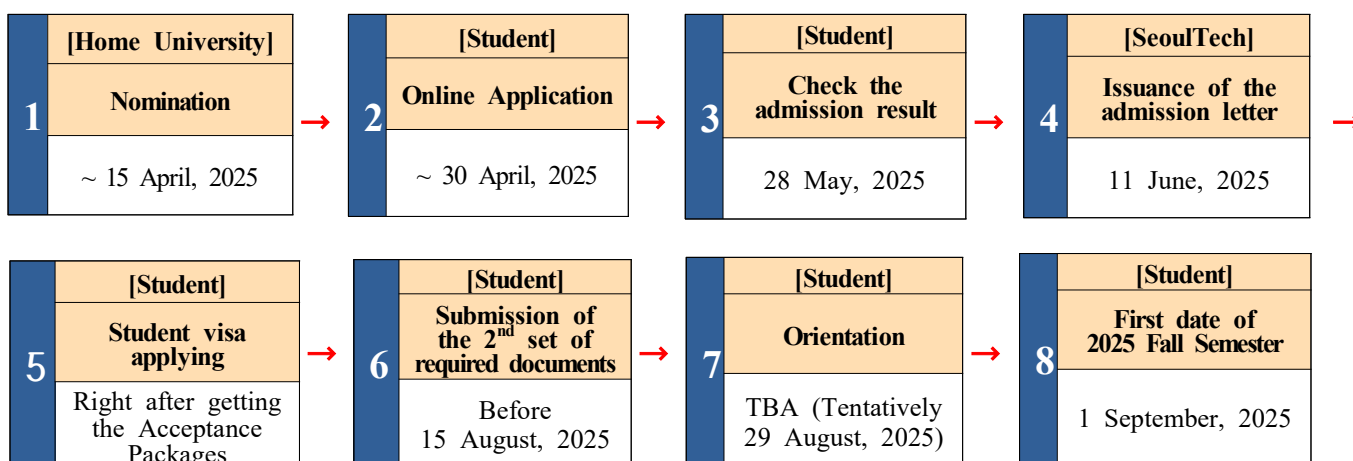
General information	
Name of the Institution	Seoul National University of Science and Technology (SeoulTech) Office of International Affairs
Address	Room 115, International Hall building (No.#38) SeoulTech, 232 Gongneung-ro, Nowon-gu, 01811, Seoul, Republic of Korea

Eligibility

Please check with the office or person in charge of the Student Exchange Program at your university to confirm your eligibility.

☐ An exchange student who wishes to study at SeoulTech must be;

○ Have completed at least two semesters at their home university.

○ Be enrolled as a full-time student at a university that has an active student exchange agreement with SeoulTech.

○ Be nominated as an exchange student candidate by their home institution.

○ Be able to study in either English or Korean for at least one semester (4.5 months).

○ Have not studied at any other Korean university in the previous semester.

　※ Based on immigration regulations, a D-2-6 student visa holder cannot transfer to a different school within Korea.

Application Procedure

1	**[Home University]** **Nomination** ~ 15 April, 2025	→	2	**[Student]** **Online Application** ~ 30 April, 2025	→	3	**[Student]** **Check the admission result** 28 May, 2025	→	4	**[SeoulTech]** **Issuance of the admission letter** 11 June, 2025	→
5	**[Student]** **Student visa applying** Right after getting the Acceptance Packages	→	6	**[Student]** **Submission of the 2ⁿᵈ set of required documents** Before 15 August, 2025	→	7	**[Student]** **Orientation** TBA (Tentatively 29 August, 2025)	→	8	**[Student]** **First date of 2025 Fall Semester** 1 September, 2025	

☐ *Online Nomination : ~ 15 April, 2025*

○ Online Nomination

　: The web address will be sent to the university coordinator directly.

　(The link is for the coordinator's use only. Please do not share it with students)

☐ *Online Application : ~ 30 April, 2025*

　* It will not be possible to apply after this date.

　* The Online Application system will be open from **April 1, 2025.**

○ Link: **http://for-a.seoultech.ac.kr/inbound**

○ **The 1st set of required documents**

  A. Photo(jpg file): A color photo taken within last the six months(full face without a hat, front view)

  B. Copy of passport

  - Ensure the validity date is checked.

  - The copy should be clear so that all personal information is easily visible.

  C. Study Plan: Refer to the attached **[Form 1]**

  D. Recommendation Letter : A recommendation letter from the home institution (in English, written by faculty or the International Office) with comments on why the student is being recommended.

  E. Copy of Official Transcript : Academic transcript that provides an overview of the student's grades and courses. The transcript must be issued **in English**.

  F. Language Proficiency Certificate

  - (For non-native English speakers): A minimum TOEFL iBT score of 72, IELTS (Academic Module) score of 5.5, TOEIC score of 750, or Cambridge English Scale score of 160/Global Scale of English (Pearson) score of 59 is required.

    * A supporting letter regarding the student's English proficiency (e.g., the student is capable of following classes conducted in English) is also acceptable.

  - (For native English speakers): Students are exempt from the language requirement.

□ *Notification of Admission Result : 28 May, 2025*

○ The admission result will be announced through the SeoulTech application system. You can check the result via the online system: **http://for-a.seoultech.ac.kr/inbound**

□ *Sending out the Acceptance Packages (Documents for visa application) : 11 June, 2025*

○ The Acceptance Package will include the following documents and will be sent **by email (soft copy),** not by courier (hard copy). If you need an original document (hard copy), please let us know.

  A. Certificate of Admission

  B. Acceptance Letter

  C. Certificate of Business Registration

○ Contact your local Korean Embassy/Consulate to check if they require additional documents beyond those provided by SeoulTech.

□ *Apply for a Student Visa : Right after receiving the Acceptance Packages from SeoulTech*

○ Processing time for the visa issuance : Approximately 20 to 50 days

  - Processing times vary by consulate, so it is important to apply for your student visa as soon as possible.

□ *Submission of Additional Documents*(The 2nd set of required documents) *: 15 August, 2025*

○ Link: **http://for-a.seoultech.ac.kr/inbound**

○ Submission of additional required documents(The 2nd set of required documents) :

  A. Health Clearance Form: Refer to the attached [Form 2] ※ Only dormitory residents need to submit this form.

  B. Flight Information: Fill out the itinerary information and upload the ticket on the webpage.

  C. Copy of Korean Visa: Ensure that all personal information is clearly visible.

  <For Students from non-OECD countries>

  D. Certificate of Bank Statement(Balance)

  F. Certificate of Enrollment(issued by home university): This must be notarized by the Korean embassy or Apostilled.

Academic Calender & Orientation

☐ ***2025 Fall Semester : 1 September, 2025 ~ 19 December, 2025***

☐ ***Course Enrollment :*** Mid-July 2025 ※ The exact date will be announced via email.

☐ ***Orientation :*** TBA (Tentatively 29 Aug, 2025)

☐ ***Midterm Exam:*** Third week of October

☐ ***Final Exam:*** Third week of December

☐ ***Issuance of Academic Transcript***

○ 2~3 weeks after the end of the semester

○ We will send the scanned transcript by email to your home university. If you need a hard copy, please let us know.

Course Syllabus and Course List

☐ *Syllabus*

○ Exchange students are allowed to select courses only from the "Module List";

https://irt.seoultech.ac.kr/inbound/courses/

○ You can find the course syllabus for the 2024 Fall semester on Google Drive;

https://drive.google.com/drive/folders/1Lp2S-3fSn-Ml0w1Rfyz7OED8Ua0no5bq?usp=sharing

☐ *Course Enrollment*

○ The course list for the 2025 Fall semester (taught in English) will be released in the **beginning of July 2025.**

○ In July 2025, we will send you the course list for the 2025 Fall semester approximately 7 days before course enrollment. You are required to submit your course wish-list form within 2－3 days after receiving the finalized course list in January. * Please check your email frequently.

○ Before receiving the updated course list for the 2025 Fall semester, you may refer to the 2024 English-taught course list temporarily. Please note that there is always a possibility that some courses may not be offered next semester.

○ Website: **https://irt.seoultech.ac.kr/inbound/courses/**

SeoulTech Grading System

1 Credit = 16 teaching hours, including lectures, exams, assignments, and attendance.

1 Course = 2 or 3 credits

Each course lasts for one semester (16 weeks)

ECTS Conversion Table	
SEOULTECH Credit	ECTS
none	0
2 credits	4
3 credits	6
4 credits	8
5 credits	10
6 credits	12

However, each university has its own conversion table. Please make sure to discuss the credit conversion ratio with your home university. You should follow the rules of your university.

Housing

< On-Campus Housing >

☐ *Dormitory Request*

○ SeoulTech guarantees only rooms in the Sunglim dormitory for exchange students.

○ Please note that there is a very limited quota for the international hall, and previous residents have priority to stay in the same room for consecutive semesters. In this regard, we will only accept a waiting list for the international hall from accepted students after the application results are announced. The chances of new residents being assigned to the international hall are very slim. While we can guarantee a room in the Sunglim dormitory, we do NOT guarantee a spot in the international hall. If you prefer a single room, it's advisable to seek off-campus accommodation.

※ **If a canceled room becomes available in the International Hall (single room), room assignments will be made based on the dormitory request submitted in the application form. The room assignment order is determined by the application submission date.**

○ There is no kitchen in the Sunglim dormitory room, and the dormitory restaurant does not offer special meal options such as religious(Halal food) or vegetarian cuisine.

○ The dormitory does not provide linens, pillows, or blankets.

※ **Please note that as the dormitory buildings are aging and in disrepair, particularly in the international hall, the room conditions may not meet students' expectations.**

☐ *Room Assignment – How?*

○ Please note that the dormitory office will randomly assign rooms. If you have a specific roommate with whom you wish to share a room, please indicate this on the application form. We only guarantee placement in the Sunglim Dormitory, and the International Hall is assigned only when there are cancellations. Therefore, you can only select the Sunglim Dormitory on the application form. If you would like to be placed on the waiting list for the International Hall, please write it in the "Other Requests" section.

(For example)

- **I want to be assigned to the same room with my friend, xx.**

- **Please assign me if an international hall single room becomes available.**

- **I would like to use a single room among the triple room types in the male dormitory.**

☐ *Room Assignment – When?*

○ The result of the dormitory room assignment will be released in February 2025.

☐ *Dormitory schedule*

○ Check-in Date : **28 Aug(Thur) ~ 29 Aug(Fri), 2025 (Tentitive)**

 * Tentative! Check-in dates may be subject to change.

○ Check-in Time : 10:00 ~ 17:00 (Lunch break time: 12:00~13:00)

○ Check-out Date : Before 12:00 P.M. on 20 Dec(Sat), 2025

☐ *Tuberculosis(TB) Test Result+Measles Vaccination Certificate :* *Before 15 August 2025*

○ **Online Submission**

 - Link: **http://for-a.seoultech.ac.kr/inbound**

- Submission Deadline: Before 15 August 2025
- Only dormitory residents are required to submit these forms.
- For the safety of all dormitory residents, anyone staying in a dormitory must submit a TB test result and Measles Vaccination Certificate before check-in. Without these documents, you can not stay in the dormitory. Vaccination status does not matter; there are no exceptions. For the safety of all dormitory residents, anyone staying in a dormitory must submit a TB test result and Measles Vaccination Certificate before check-in. Without these documents, you can not stay in the dormitory.

○ **Tuberculosis(TB) Test Result**
- **[Form 2]** Health Clearance form (Please use this form if the hospital does not have its own)
- You can submit any type of TB test result (Chest X-ray, blood test, or skin test).

- Only TB test performed after **June 2025** is acceptable.
- Do not get confused with "Positive" and "Negative". "Positive" means you have tuberculosis.
- Only students with a **"Negative"** result can stay in the dormitory.

○ **Measles Vaccination Certificate**
- **[Form 3]** Medical Certificate(Measles) (Please use this form if the hospital does not have its own)
- If you completed the measles vaccination in childhood, please submit the relevant proof. If you cannot find a record of the vaccination, you will need to get vaccinated again.

□ *Dormitory payment*
○ After check-in, you will receive an invoice from the dormitory office. You are required to pay the dormitory fee by visiting the bank on campus..
○ You can pay by cash (or domestic transfer), but credit cards are not accepted.
○ Dormitory Fee = Housing Fee + Meal Plan Fee (subject to change)

- Housing Fee

Room type			Remark	Price (for 110 days)
International Hall	Female	Single Room	1 student will stay at a private room	KRW 2,105,400
	Male			
Sunglim Dormitory	Female	Double Room	**2** female students will share a room	KRW 971,300
	Male	Triple Room	Room 1	**3** male students will share a room	KRW 1,214,400
			Room 2	* (Room 1) 1 male student will stay * (Room 2) 2 male students will stay	KRW 955,900

- Meal plan Fee

Options	Meal	Price (for 105 days)
No meals	-	-
1 Meal (a day)	Breakfast Lunch Dinner	KRW 521,700
2 Meals (a day)	Breakfast & Lunch Lunch & Dinner Breakfast & Dinner	KRW 910,200
3 Meals (a day)	Breakfast& Lunch& Dinner	KRW 1,298,700

○ Facilities
- In-room: Desk, bookshelf, bed, chair, fan, internet access
- Communal area: Vending machine, coin-operated washing machine, fitness room, cold and hot water purifier, study room, restaurant, table tennis room, seminar room, café

☐ *Dormitory Room Architecture Plan(Sunglim Dormitory)*
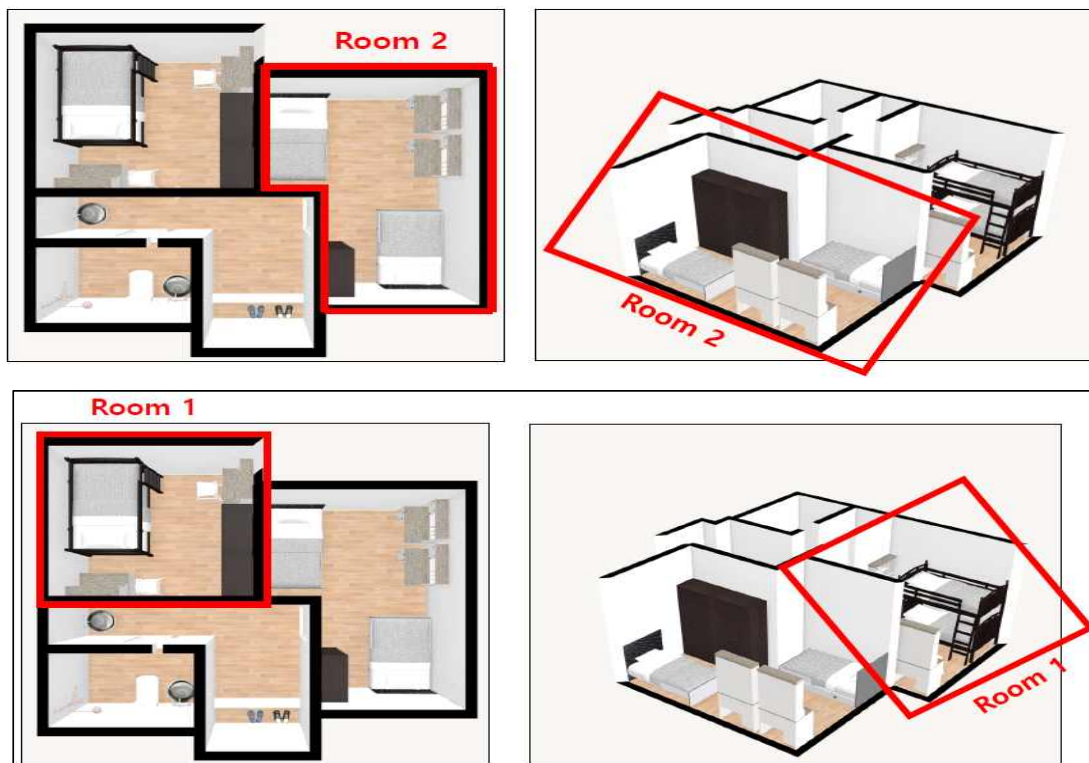
○ **Female students : Sunglim Women's Dormitory**

- Double room, No kitchen / 2 female students per room

○ **Male students : Sunglim Men's Dormitory**

- Triple room, No kitchen / 3 male students per room

  ※ Triple Room = Room 1(1 student stay at Room 1 + Room 2 (2 students stay at Room 2)

<Off-Campus Housing>

○ SeoulTech does not collaborate with any private companies. However, we provide housing information to students for their convenience. If a dispute arises between the housing company and the students, the school does not assume any responsibility

- Blessing in Seoul : https://blessing-in.seoulhotelspage.com/en/
- Stay14 : www.stay14.com
- Goshipages : https://goshipages.com/ko
- Borderless House: https://www.borderless-house.com/kr/
- Ziptoss: https://global.ziptoss.com/en/
- HaniSeoul: https://www.haniseoul.com/
- Air B&B

○ Before booking accommodation, please make sure to ask the landlord whether they can provide the following documents, which are required as proof of residence when applying for a residence card at the immigration office. If the landlord is unable or unwilling to provide these documents, it's recommended to find other accommodation options.
  - **Confirmation of Residence form** * You can download this form from the immigration office website
  - **Landlord's ID card** * Some landlords strongly dislike providing a copy of their ID, which is required
                         when students apply for a residency card
  - **Housing contract**

Visa

☐ *Online Submission*
○ Link: http://for-a.seoultech.ac.kr/inbound
○ Before 15 August 2025

☐ *Apply for a student visa (D-2-6)*
○ A student visa (D-2) is required to study in Korea if the student is not of Korean nationality.
○ Please contact your nearest Korean Embassy or consulate for more detailed information on the visa application process.
○ Be aware that students cannot change a visitor visa to a student visa while in Korea. You must apply for a student visa (D-2-6) before arriving. You cannot pursue your studies in Korea with a K-ETA visa(tourist visa).
○ The Ministry of Justice introduced new regulations in June 2022, and immigration policies have been strengthened. They now require additional documents for exchange students from non-OECD countries.
  * **Students from OECD countries** : Normally, the three documents (Certificate of Admission, Acceptance Letter, Certificate of Business Registration) are sufficient to apply for a student visa (D-2-6).
  * **Students from non-OECD countries** : The Ministry of Justice has strengthened immigration policies and requires additional documents, even for exchange students.
  - Certificate of bank statement(balance) : The bank statement should cover your living costs during the exchange period (USD 4,000 for one semester / USD 10,000 for one academic year).
  - Certificate of enrollment of home university(issued by home university): : It must be Apostilled or notarized by the Korean embassy in your country. The certificate of enrollment should

OECD countries(38 countries)
Austria, Australia, Belgium, Canada, Chile, Colombia, Costa Rica, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea, Latvia, Lithuania, Luxembourg, Mexico, the Netherlands, New Zealand, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, the United Kingdom and the United States.

☐ *Processing time for visa issuance*
○ Approximately 20 to 50 days *Processing times depend on each consulate.
○ Sometimes, it may take longer. Therefore, please apply for your visa immediately after receiving the Acceptance Package from SeoulTech.
  - It is highly recommended that students contact the Korean embassy or consulate in their country well in advance to inquire about the required documents for the student visa (D-2) application and prepare them in advance to ensure timely visa issuance.
  - Students must obtain a student visa (D-2-6) before the start of the semester. It is impossible to change your visa type from C-2 (Tourist Visa)/ K-ETA to D-2 (Study Visa) within Korea.

□ *Important Notes*

- Exchange students will most likely receive a **single-entry** D-2-6 visa. Therefore, if you leave the country before issuance of your residency card after entering Korea, you will not be able to re-enter with the single-entry visa that has already been used.

National Health Insurance Service (NHIS)

○ International students staying in Korea are automatically registered for the National Health Insurance (mandatory, no separate application required) as of March 1, 2021.

○ However, students on a D-2 visa who are entering Korea for the first time are registered from the date of registration to the immigration system (not the date of entry to Korea). Once registered, the NHIS card and Subscription Guide will be sent to your residential address in Korea.

○ National Health Insurance Service (NHIS) bill will be mailed to the residential addresses that you reported to the immigration office. You must pay the insurance fee by the 25th of every month

○ Insurance Fee : KRW 76,390 / per month

○ To withdraw from NHIS scheme, please make a call to the service center or visit the service center.

 - **Insurance Benefits** : The same benefits as the Korean citizens

 - **Inquiry** : +82-33-811-2000 (English, Chinese, Vietnamese and available

Residence Card (RC)

□ *Group Application*

○ We partner with a visa agency (HireVisa) that assists students in applying for their Residence Card (RC) and submitting the documents to the immigration center on behalf of the students. This service, however, costs a fee of KRW 40,000 (including a KRW 10,000 application commission fee).

□ *Individual Application*

○ You can also visit the Immigration Office independently. We recommend that students make a reservation at the immigration center(**Sejongno** Branch) right after arriving in Korea.

 - You can make a reservation to visit the immigration office starting from the day after your arrival in Korea. It is not possible to make a reservation for applying for a Residence Card before entering Korea

 - It is quicker to obtain a Foreign Registration Card by applying individually. However, if you're unable to book an appointment at the immigration office, I suggest applying through the group application instead.

□ *Required documents for issuing the (Foreigner) Residence Card*

A. Registration Card Application form

B. Processing fee: KRW 35,000

C. Certificate of enrollment of SeoulTech

D. Copy of passport

E. Confirmation of Visa Issuance

F. 3.5 X 4.5 cm Photo

 - Please prepare both a **high-quality digital photo** and a printed-out photo

 a. The photo must be taken within the last six months.

 b. The same photo used in your passport cannot be re-used.

 c. The photo must be taken against a white background.

 d. Must face the camera directly, with both ears visible.

G. **Confirmation of Residence**
  - (Dormitory residents) : A certificate of dormitory residency
  - (Non-dormitory residents)
    a. Confirmation of Residence form (available on the immigration website).
    b. Proof of property ownership or rental agreement
      : Certified Copy of Business Register, Residential Lease Agreement, Housing Contract, etc.
    c. Copy of the accommodation provider's ID card.

Costs of living in Korea

☐ Living expenses for an average student in Korea are estimated to be between $500 and $900 per month. However, costs may vary depending on your spending habits and living situation.