How to Apply to Myongji University

1. Application Deadline: 15 (Wednesday) November, 2017
2. Send Applications To:
   Ms. Jiyoon Kim
   Inbound Program
   Program Officer, Office of International Affairs
   jiyoongkim@mj.ac.kr
   (1) Address: Rm. 5403, 4fl of Administration Building, Myongji University
   34 Geobukgol-ro, Seodaemun-gu, Seoul, Rep. of Korea (Zip Code: 03674)
   (2) Contact: ☎ (+82) 2 300 1514 (Fax: +82 2 300 1516)
   *Please EMAIL & MAIL your applications and required materials to the above address!
3. Required Documents: **Refer to the Guideline (p. 4)**
4. Orientation & Health check-up
   Feb. 27 (Tue) 10:30
   All International Students

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Exchange Program - Program Overview / Qualifications / Application Schedule

**Program Overview**

An international exchange student is a student who studies at Myongji University (MJU) for one semester or one academic year after being nominated by his/her home university in accordance with the terms and conditions specified in the valid partnership agreement (MOU) signed with MJU.

During their stay at MJU, international exchange students are:
- Exempted from paying tuition to MJU after paying the tuition fee to their home universities.
- Provided with a comprehensive orientation & closing ceremonies which includes academic details and life in MJU.
- Permitted to taking regular classes conducted in Korean or English to obtain credits.
- Able to participate in special cultural events including Korean cultural field trips with minimum charge.
- Supported by MJU’s International Outreach Student Club (OULAMI) and mentors in their departments to easily adapt to MJU life and culture and make Korean and international friends.
- After the study at MJU, official academic transcripts will be sent to the home universities for credit transfer.
- Participate in special summer program with tuition discount.
- Take intensive Korean language courses at the Korean Language Institute (KLI) with 50% tuition waiver.

**Qualifications**

Students must meet the following requirements to apply for the international exchange student program in MJU:
- Need to be nominated by the home university to apply for the program.
- Need to have finished at least one or more semester at the home university.
- Must have a good command of Korean or English or an interest in Korean language and culture.
- Should not have been involved in any illegal acts in Korea and in home country, including illegal stay.

**Application Schedule**

<table>
<thead>
<tr>
<th>#</th>
<th>What to do</th>
<th>When</th>
<th>To (from) Whom / Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dead line</td>
<td>Before November 15 (Wed), 2017</td>
<td>Ms. Jiyoon Kim at OIA</td>
</tr>
<tr>
<td>2</td>
<td>Apply for</td>
<td>Before November 15 (Wed), 2017</td>
<td>Ms. Jiyoon Kim at OIA</td>
</tr>
<tr>
<td>3</td>
<td>Receive Certificate of Admission</td>
<td>early December, 2017</td>
<td>Ms. Jiyoon Kim at OIA</td>
</tr>
<tr>
<td>4</td>
<td>Apply for</td>
<td>Right after receiving the documents</td>
<td>Individual Student</td>
</tr>
<tr>
<td>5</td>
<td>Pick up VISA</td>
<td>varies in each country</td>
<td>Korea Embassy</td>
</tr>
<tr>
<td>6</td>
<td>Send in Course Registration Form to MJU</td>
<td>after receiving VISA~ Feb 2, 2018</td>
<td>Individual Student</td>
</tr>
<tr>
<td>7</td>
<td>Register Course in MJU online system</td>
<td>Feb 12 (Mon), 2018</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Notify arrival date, time &amp; flight information to MJU</td>
<td>Feb 2, 2018</td>
<td>To Ms. Jiyoon Kim at OIA</td>
</tr>
<tr>
<td>9</td>
<td>Arrive in Korea &amp; Check-in MJU Dormitory</td>
<td>Only on Feb. 26 (Mon), 2018</td>
<td>Individual Student</td>
</tr>
<tr>
<td>10</td>
<td>Orientation &amp; Health check-up</td>
<td>Feb. 27 (Tue) 10:30</td>
<td>All International Students</td>
</tr>
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</table>

* OIA: Office of International Affairs  * Pick-up service cannot be provided if you send flight info before Feb 2, 2018.
* There is 40,000 KRW of pick-up charge, this is to provide responsibility to international students sending flight info by the due date and to be responsive to emails.
* Please check with your local Korean Embassy/Consulate in advance regarding the timeline of visa issue.
* It may take over a month in certain countries. Students are responsible for any delays in the issue of visa.
### Exchange Program - Application Procedure and Application Deadline

**Application Procedure**

Student contacts the international office of his/her home university. The home university’s coordinator provides related information and procedure to apply for MJU as exchange students.

Submit the required application documents to the international office of his/her home university. "Refer to "Application Checklist 2018" file for list of requirements.

The home university’s international office checks the application documents and interviews the student to verify qualifications.

The home university’s international office sends the application documents to MJU via email & mail in the fastest means of delivery, such as DHL, FedEx, UPS, TNT and EMS.

MJU screens the application documents and issues the Certificate of Admission, Letter of Acceptance and other related documents.

MJU sends the Certificate of Admission, Letter of Acceptance and other related materials to the international office of the student’s home university.

**Application Deadline**

<table>
<thead>
<tr>
<th>For Spring Semester 2018</th>
<th>For Fall Semester 2018</th>
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<tbody>
<tr>
<td>15 November (Wed) 2017</td>
<td>mid May 2018</td>
</tr>
</tbody>
</table>

Please submit the required forms and materials - through the home university’s international office – scanned version via email (File name: Home Institution name_Student Name_Exchange2018) & the original version via post mail in the fastest means of delivery, such as DHL, FedEx, UPS, TNT and EMS to the following address before the above deadline:

Ms. Jiyou Kim (jiyoukim@mju.ac.kr)
Office of International Affairs
Room #5403, 4F Administration Building
Myongji University
34Geobukgol-ro, Seodaemun-gu, Seoul, Rep. of Korea
Zip code: 03674
Phone: (+82) 2 300 1514

[For International Officer in charge of Outgoing Program in Partner Institutions]

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### Exchange Program - Required Document (Guide to Required Doc. included)

1. **Application form (Mandatory)**
   - Indicate your major at MJU.
   - Be sure to indicate your CORRECT e-mail address (Please list the most frequently used e-mail address)
   - Be sure to check your email frequently to not miss any important notifications. Students are in charge of any disadvantages from not checking the emails.
   - Before and after your arrival at MJU, important information and materials will be sent to the e-mail address in the application form. Please check your email frequently to not miss important notifications.
   - Indicate your application for MJU Dormitory including the room type and staying period.
   - Insert a mug-shot phot (3cm×4cm) in the application form. And send two other additional copies.
   - Read all the instructions carefully and fill-in the blank or check accordingly.
   - DO NOT HAND WRITE! MUST TYPE BY COMPUTER and send the WORD file document.

2. **Recommendation Form (Mandatory)**
   - An original recommendation form from a Professor, Academic advisor or International Office officer.

3. **Certificate of Enrollment (Mandatory)**
   - The latest version of your official certificate of enrollment, issued by the home university, which proves the student's current enrollment at the home university.

4. **Official Transcripts (Mandatory)**
   - The latest version of the official academic transcript issued by the home university.

5. **Guardian (Parental) Consent Form (Mandatory)**
   - Please use the MJU official templates.
   - Make sure you receive consent from your legal guardian. Parents are considered legal guardian. Should someone else sign the form instead of your parents, those students need to submit documents proving that the signee is the student’s legal guardian.

6. **Passport and Identification Card (Mandatory)**
   - A copy of the first page of the passport - the page which contains personal information.
   - Need to have at least one and half years remaining until the expiry date.
   - A copy of the front side of the personal ID Card which is used in the home country.

7. **Copy of Certificate of Travel Insurance (Mandatory)**
   - The Certificate of Insurance which covers during the stay in Korea (6 months to 1 academic year).
   - Insurance period is different according to the exchange student's staying period in Korea.
   - All exchange students must have travel insurance that covers diseases and injuries prior to arriving Korea.

8. **Health Report (Mandatory)**
   - The health report (MJU template) which needs to be filled out by a Medical Doctor at least 1 month prior to the student's entry to Korea (no sections should be left blank). You can use the hospital’s template as well, but all the questions of the MJU template should be answered.
   - Negative test results in Tuberculosis and Hepatitis are required in entering on-campus housing.

9. **Color ID Photo : 2 photoprint version & a JPG file (Mandatory)**
   - A ID photo taken at a photo studio ONLY (3.5cm×4.5cm) (no photoshop)
   - The background color of the picture needs to be WHITE!
   - You MUST SEND 2 photoprint version and the JPG file of the printed picture
   - Do not submit black-and-white version and the ones taken on the street or at the metro station by photo machine.
   - Do not submit scanned color printer printed picture or taken by mobile phones.
   - All pictures are to be used for official documents such as student identification card and alien registration documents.

All document needs to be scanned and sent via EMAIL then POST-MAILED to Myongji University.
Exchange Program - Certificate of Admission / VISA(D-2-F) / Arrival in Korea

**Certificate of Admission**

Submitted application documents will be screened by the OIA of MJU (Submission does not automatically mean admission). Upon screening the application documents, the OIA will issue original certificates of admission for qualified students and send the certificates to international coordinators of the home universities after 2 to 3 weeks, via post mail in the fastest means of delivery, such as DHL, FedEx, UPS, TNT and EMS.

**VISA**

After the students obtain the certificate of admission from his/her international officer, the students must visit - at the earliest date possible - the nearest Korean embassy/consulate with the Letter of Acceptance, Certificate of Admission and other documents required by the embassy/consulate to obtain a student visa for international exchange students. The business registration number of MJU is ‘110-82-00297’. This number might be needed to apply for a visa. Please note that when it comes to the issuance of visa, it is the embassy/consulate’s decision, and MJU cannot make any guarantees nor provide support. MJU recommends students to check with their local Korean Consulate in advance (when submitting application to MJU) regarding the timeline of visa issue. It may take over three months in certain countries or require different documents. Students are responsible for all procedure and any delays in the issue of their visa.

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Exchange Program - Overseas Insurance

Foreign exchange students are required to purchase overseas travel health insurance before their arrival in South Korea. Be sure to check the insurance policies carefully for its coverage in South Korea. Make sure that the insurance policies cover the entire period of your stay at MJU - from the moment of stepping on the plane leaving for South Korea to the moment of stepping back on the soil of the home country after the end of the study. Some insurance only covers medical attention from selected hospitals so check the details and keep a hotline phone number.

Your arrival date MUST BE 26 February, 2018. Therefore, please make sure that your insurance period starts from 26 February 2018 (or earlier, your departure date) and ends on the last date of August 2018 for semester-long students and the last day of February 2019 for year-long students. In any case, please make sure that your insurance period is long enough to cover your personal leisure stay as well, and there are no missing (uninsured) days. Your insurance needs to cover injuries, sicknesses, diseases, and any personal damage such as robbery.

If students have difficulty in purchasing overseas travel insurance before leaving their home country, they can purchase insurance after arriving at MJU. Students MUST inform OIA of MJU prior to their arrival that they wish to sign up for Korean insurance. There will be a service charge of 5,000 KRW for signing up a Korean insurance through OIA. Guidance will be provided during the orientation. But this is highly unrecommended, as you will be uninsured from the moment you step on the plane leaving for South Korea to the moment you actually pay for insurance after arrival at MJU.

During this short uninsured period, anything can happen. Should you receive medical treatment at a hospital during this period, there will be no reimbursement for the money you paid for the treatment even if you buy insurance afterwards. And all injuries, diseases, sickness, and damages are students’ sole responsibility.

Of course, even if the students have purchased overseas insurance before leaving their home country, they may purchase additional insurance after their arrival at MJU according to their needs. Guidance will be provided during the orientation. Below is a sample for reference.
1. University dormitory residents

If students choose to live in the university dormitory, they are highly recommended to arrive at the airport between 09:00 am ~ 18:00 pm on the official arrival date designated by the OIA, to be picked up at the airport. Students will be picked up at Incheon International Airport by MJU’s contracted company and led to the dormitory for check-in. The official arrival (airport pickup) date designated by the OIA is the dorm check-in date set by the dorm (early check-in and late check-out is strictly prohibited and not allowed).

Of course, if students have friends or relatives living in South Korea, they may choose to arrive in the country before the official arrival date and leave the country after the official departure date designated by the OIA. Students will be informed regarding further details (eg. the official arrival [airport pickup, dorm check-in] date.) later via e-mail. Students may choose to live in their relatives’ place as well.

2. Off campus residents

Students are encouraged to stay in the dormitory due to affordable price, safety, and care. Even if students choose to live off campus, students must arrive in Korea before the date designated by the OIA to attend the orientation. Airport pickup cannot be provided on other dates except the official pick-up date. As they will not live in the dorm, they may arrive in South Korea any time (before the date designated by OIA) after they obtain the student visa. MJU recommends students to arrive in the country as early as they can, so that students can have longer time to look for off-campus housing and adapt to the new environments. Students need to arrive in the country no later than the date designated by OIA to attend the mandatory orientation for new international exchange students and course registration. Any disadvantages students experience due to missing the orientation is solely their responsibility.

Individual or separate orientation will not be provided for students who do not attend the official orientation.

3. Flight Schedule

Welcoming Party and Orientation takes place on February 27, Tuesday, 2018. Therefore, ALL STUDENTS MUST ARRIVE at MJU before February 27, Tuesday. If there are no flights that arrive on/before the 28th, please inform MJU in advance & arrive earlier so that you will not miss out on the information session and lunch party.
The Myongji International Outreach Student Club (OULAMI) buddy students are selected elite students who represent Myongji University on the international student body. They will help you in getting settled in and guide you through convenient facilities in Myongji and accompany you in official cultural excursions.

They also host weekly regular activities where international students are welcomed to participate freely. Fun activities such as tasting Korean food, visiting cultural sites, playing board games, trying out different traditional costumes, enjoying sports games and watching movies will be held every week in the OULAMI buddy room.

OULAMI buddies also help the international students enjoy Myongji University students’ culture, such as yearly festivals. International students cook their own traditional food and enjoy the festive atmosphere together. Through these activities, international students get the chance to really explore the youth life in Korea and interact with other Korean students at Myongji University.

You can easily find the pictures of OULAMI buddies’ exciting adventures and activities at the official FACEBOOK page by searching for Myongji University International Student Outreach Club in facebook. International students may ask questions in the page and/or freely upload fun videos and pictures.

At Seoul Campus, the OULAMI room is located right next to the Office of International Affairs. At Yongin Campus, the Office of International Affairs’s room is also the OULAMI’s room.

CONTACT INFO

● For English Assistance: Sang Hoon Lee 82-10-9117-0754 / Japanese : Yongho Jo 82-10-3263-2031
  Chinese : Hyeojin Park 82-10-9343-0958
  OULAMI Email : oulam2005@gmail.com
  OULAMI Facebook Group : https://www.facebook.com/groups/oulami/ (Join and See fun pictures!)
  Please download NAVER BAND app on your phone! It will be used for all official announcements!

Previous Program Pictures – Various Cultural Excursions
Contact Information

Ms. Jyoon Kim  
Inbound Program  
Program Officer, Office of International Affairs  
Myongji University  
Rm. 5403, 4F Administration Building  
34 Geobukgol-ro, Seodaemun-gu, Seoul 03674, Rep. of Korea  
Tel. (+82) 2 300 1514 / E-mail. jyoonkim@mju.ac.kr

*Please refer to separately attached application form files.  
*Students MUST TYPE all the contents.  
*All soft copy applications must reach MJU before November 15, 2017.