



Exchange/Visiting Student **HANDBOOK**

2020 Fall



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Important Dates

Month	Date	Description	Importance
June ~ July	June 26 – July 7	Due date: • SKKU dormitory application	★★★
	July 6 – 16	Due date: • Korean Language Program Application (for exchange/visiting students)	★★★
August	13 – 21	Due date: • Course Sign-up Period (Undergraduate, Graduate) (information sent via e-mail mid-January)	★★★
	25 -	Dormitory move-in date (*Don't forget to bring Tuberculosis X-Ray results)	★★
	28	Exchange/Visiting student orientation	★★★
September	Aug 31	First day of semester (If you have class / Regular Korean course may differ)	★★★
	Aug 31 – Sep 4	• Course add & drop period	★★★
	14	Due date: • Offline Course sign-up approval form	★★★
	18	Due date: • Course sign-up confirmation form	★★★★
October	mid-October	Mid-term exam	★★
	19 – 30	Mid-term Course evaluation	☉
December	Nov 30 – Dec 11	Second (final) course evaluation	★★★
	14 – 18	Final exams	★★
	18	Last day of semester (Regular Korean course differs: June 19)	★
	19	Dormitory move-out date (for both campuses)	★★★
	28 – 31	Final grade result announcements	☉
February	– 5	Dispatch of transcripts to home universities	★★

• **Importance Scale**

★★★ Very important / ★★ Quite Important / ★ Important / ☉ For Your Information

• Dates are subject to change with prior notice due to the university's circumstance.

VP's Greetings

Dear Students,

On behalf of Sungkyunkwan University (SKKU) and the Office of International Relations (OIR), I would like to welcome all new and current international exchange and visiting students for the coming semester. While staying with us, you are sure to gain both invaluable experiences and opportunities in achieving your academic goals.

In the pursuit of becoming a global top-tier university, the SKKU OIR is here to serve the international community at our university, including our exchange and visiting students, all the while seeking to broaden its global alliances. We remain committed to all of you, and extend our thanks for the many ways in which you help enrich the academic community of SKKU.

SKKU distinguishes itself through its highly relevant and interdisciplinary research and education programs it conducted in collaboration with Samsung. In doing so, SKKU is able to offer state-of-the-art facilities and a stimulating academic environment, thus attracting outstanding students like you, as well as faculty members and researchers from around the world.

We operate on the notion that your satisfaction with our services enhances the well-being of our university as a whole. In pursuing this principle, we are continuously looking for ways to improve the ways we assist you, and as such we welcome any feedback you might provide us with. We also pledge to do our best to meet your needs.

Again, I appreciate your choice to attend to SKKU, and I am confident you will exceed all your expectations.



Park, HYUN SOON(Ph. D.)
Vice President, International Affairs



Pre-Reading Highlights

NOTIFICATION

- Please read this handbook carefully in order not to miss any important information.
- *Neither SKKU Office of international Relations nor its staff shall be responsible for any consequences that may arise from not being aware of the information presented in this handbook.*
- Please pay special attention to [◆NOTE].
- Please understand the information herein provided is subject to change with appropriate and timely notice.
- Please contact us at incoming@skku.edu or +82-2-760-0156 for more information.

PARTICIPATION AGREEMENT

► ADDENDUM 1

In order to participate in the program, students are required to carefully read through the **Experience SKKU Program Participation Agreement** and agree with all terms and conditions thereof prior to registration of the program. This document must be signed by student and students' home university international program manager or study abroad advisor as an acknowledgement that they are aware of personal responsibilities and agree to abide by the rules and codes of conduct of Sungkyunkwan University in general and of the Experience SKKU Program in particular. This also includes clauses pertaining to academic issues, disciplinary rules, accommodation arrangements, health and insurance, indemnification, and waiver of liability.

GLOSSARY

Vocabulary	Description
Exchange Student (Tuition Waived)	<ul style="list-style-type: none">• Students with official nominations/recommendations from home universities that share a valid student exchange agreement with SKKU• E.g. Bilateral/Trilateral/Multilateral Student Mobility Program participants: CAMPUS ASIA Student Mobility Program, etc.
Visiting Student (Fee-Paying)	<ul style="list-style-type: none">• Students without official nominations/recommendations from home universities that share a valid student exchange agreement with SKKU• Students from foreign universities that does not share a valid student exchange agreement with SKKU• E.g. Free-movers, self/government-funded Study Abroad, Visiting Study participants: Science without Borders (SwB) Korea
Home/Sending University/Institution	<ul style="list-style-type: none">• Universities/institutions that send students enrolled in a degree-seeking program to SKKU
Host/Receiving University/Institution	<ul style="list-style-type: none">• Universities/institutions that receive students from home universities, which is in this case SKKU

READER'S COMMENTS

Reader's comments are more than welcomed. Please send your valuable ideas to to enable us to improve the content, structure and design of this handbook. Every semester, we select the most useful feedback and send a thank-you gift. Your participation will make our program better.

[EXPERIENCE SKKU] PROGRAM

[Experience SKKU] is a brand name that encompasses various international student mobility (inbound) programs offered by the SKKU Office of International Relations (OIR). As of now, the OIR manages 3 academic programs.



Program	Focus Group
ESP: Exchange Student Program	International students officially nominated by partner universities that have a valid student exchange agreement with SKKU
VSP: Visiting Student Program	International students who wish to study at SKKU for one or two semesters not going through a university-wide collegiate student exchange agreement
ISS: International Summer Semester	Unlimited

* This handbook is published only for ESP and VSP students

UNIVERSITY HISTORY AND MOTTO

◆ HISTORY

Sungkyunkwan University (SKKU) was established at the beginning of the Joseon Dynasty in 1398 as the national institution of the highest educational level in Korea. As the oldest university in East Asia, it has fostered distinguished leaders of our society for over 600 years.

◆ MOTTO

SKKU was founded on the principles of Neo-Confucianism, embodying its four cardinal virtues: *Humanity, Righteousness, Propriety and Wisdom*. These virtues represent an expression of humankind's four inherent elements of spirit, action, conscience, and intellect.

OFFICE OF INTERNATIONAL RELATIONS (OIR) INFORMATION

◆ CONTACT INFORMATION

Name	Title	Phone	Email
KIM, Yeahuen (Ms.)	Inbound Coordinator	+82-2-760-0155	hohoiui@skku.edu
SUNG, Hee Young (Ms.)	Assistant Coordinator	+82-2-760-0156	incoming@skku.edu

◆ **WORKING HOURS:** Monday ~ Friday (09:00 ~ 12:00 / 13:00~17:30)

◆ LOCATION

- Humanities and Social Sciences Campus: Office #90212, International Hall
- Natural Sciences Campus: 1st floor, Student Center

DORMITORY OFFICE INFORMATION

◆ CONTACT INFORMATION

Name	Title	Phone	Email
Hyoeun Kim (Ms.)	Housing Manager(Seoul)	+82-2-760-0163	dorms@skku.edu
Hyeri Kim (Ms.)	Housing Manager(Suwon)	+82-31-290-5181	dorm@skku.edu

◆ **WORKING HOURS:** Monday ~ Friday (09:00 ~ 12:00 / 13:00~17:30)

◆ LOCATION

- Humanities and Social Sciences Campus: 1st floor, 600th Anniversary Hall
- Natural Sciences Campus: 1st Floor, Shin-gwan (Building A)

Before and After Entry

VISA APPLICATION

A valid overseas exchange/visiting study visa (D-2-6) is required for all students who have a non-Korean citizenship. Since it may take anywhere from a few days up to several weeks to obtain a valid student visa, it is very important to inquire as early as possible to the closest embassy, or the consulate of the Republic of Korea in your country for detailed and accurate information.

◆ HOW TO APPLY

- Applicant: a person himself/herself
- Where to apply: an embassy or consulate of the Republic of Korea
- Required documents: refer to the list below

◆ REQUIRED DOCUMENTS FOR OBTAINING AN OVERSEAS STUDY VISA

- Passport
- Application for a visa issuance
- 1 color photo of applicant (size: 3.5 x 4.5cm)
 - Photo must have been taken within the past 6 months.
 - Printed photographs are not acceptable / Bright background is preferred over a dark one.
- Fee
- Letter of Acceptance (hardcopy sent to Home University) *
- Certificate of admission (issued by Ministry of Justice, Korea, hardcopy sent to Home University) *
- Census registry (only applicable to Chinese - all family members must be listed)
- Certificate of the latest scholastic achievement
- Certificate of bank balance
- Certificate of Business Administration of SKKU(sent via e-mail)

◆ NOTE

- Items with an asterisk will be sent by SKKU enclosed in the acceptance package.

◆ NOTE

Information regarding proper visa and status of sojourn may change after the publication of this handbook. Therefore, it is advised to visit the following website for up-to-the-minute information:

<http://www.hikorea.go.kr> > Information > Immigration Guide > VISA

Contact +82-1345 (Korea Immigration Office) for more detailed information for VISA change in Kor

ALIEN REGISTRATION CARD(ARC)

* Not applicable to Korean nationals.

All students holding a D-2-6 visa are required to register (or report) their status in Korea after arrival. Otherwise, they will be considered illegal immigrants. Registration should be done at the Immigration Office based on the jurisdiction of your stay. If you're living in a dorm in Seoul Campus, you must apply at the Seoul Immigration Office at Sejong-ro branch. For Suwon Campus residences, you must apply at the Suwon Immigration Office.

◆ **REGISTRATION PERIOD:** Within 90 days from the entry date

◆ **REGISTRATION LOCATION:** Immigration Office of Korea **(You must make a reservation at <http://www.hikorea.go.kr> prior to your visit, due to high workloads)**

◆ **NOTE**

- Prior online reservation is a must, and it is possible only after 3 days upon your arrival.

◆ **REQUIRED DOCUMENTS:**

- Application form
- Passport
- 1 color photo (3 x 4cm) with a white background
- Certificate of Exchange/Visiting Student(given at the Orientation)
- Certificate of Residence(Dormitory residences can issue through GLS system)
- Fee (KRW 30,000)

◆ **NOTE (VERY IMPORTANT!)**

• Once you have entered Korea with D-2-6 single visa, you can travel other countries only after having your ARC. Otherwise, your visa will be expired.

• Issuance of your transcript is only allowable with having valid D-2-6 exchange student VISA.

- If you apply for ARC during March or September (beginning of each semester), the expected issue date is at least after 1 month due to high workloads. It is the students' responsibility to arrange travel schedules.
- Information regarding foreigner registration may change after the publication of this handbook. Therefore, it is advised to visit the following website for more up-to-the-minute information:

<http://www.hikorea.go.kr> > Information > Immigration Guide > Foreigner Sojourn

RE-ENTRY PERMISSION

** Not applicable to Korean nationals*

Non-registered foreigners who have a single entry visa are required to get re-entry permission before they travel abroad.

Registered foreigners who want to depart and re-enter after one to two years must apply for **re-entry permission** at the immigration office. Registered foreigners who wish to re-enter after departure within one year do not need re-entry permission. Online application is also available.

◆ **REQUIRED DOCUMENTS**

- Application form
- Passport
- Foreigner Registration Card

◆ **NOTE**

- Information regarding re-entry permission may change after the publication of this handbook. Therefore, it is advised to visit the following website for up-to-the-minute information:

<http://www.hikorea.go.kr> > Information > Immigration Guide > Foreigner Sojourn

IMMIGRATION OFFICE INFORMATION

* Not applicable to Korean nationals.

The Immigration Office foreigners should refer to may differ according to the location of their residence. Therefore, students must check if their residence belongs to the right jurisdiction of the Immigration Office.

Office	Seoul Immigration Office (Sejong-ro Branch)	Suwon Immigration Office
	<i>For students at SKKU dorm in Seoul</i>	<i>For students in SKKU dorm in Suwon</i>
Address	Seoul Global Center, 38 Jongno, Jongno-gu, Seoul	39 Bandal-ro, Yeongtong-gu, Suwon, Gyeonggi-do
Website	http://www.immigration.go.kr	
Working Hour	09:00~18:00 (Monday~Friday)	09:00~18:00 (Monday~Friday)

◆ NOTE

- If not living in the SKKU dorm, it is strongly advised to check whether the residence belongs to the jurisdiction of the offices.
- Hotline: 1345 / • Official Website: <http://www.hikorea.go.kr>

INSURANCE

Students themselves are responsible for medical costs during their stay in Korea should any medical emergencies and accompanying expenses arise. Students must therefore have medical insurance coverage as a requirement, and verify that the insurance policy they carry covers hospitalization and medical care during the study period.

Moreover, according to Korean law, foreign students who wish to study in Korea should have an adequate insurance. Because of it, SKKU had made a rule for students to create their own health insurance before entering Korea. **It is required to upload a photocopy of the insurance on the online application webpage before your arrival.**

◆ NOTE

- Students who do not turn in either a certificate of health insurance will be forced to withdraw from the program.

ORIENTATION & WELCOME RECEPTION

It is a must for new and continuing students to attend the orientation to learn useful and detailed information regarding academic issues, practical matters, and general SKKU life. At the welcome reception, the GSN HI-Club, other Korean friends (MAPLE buddies) and international students from more than 30 countries and 120 universities worldwide will be introduced.

- ◆ **VENUE:** To be announced via email
- ◆ **WHEN:** August 28th, time to be announced

EXCHANGE/VISITING PROGRAM REGISTRATION

Every international exchange and visiting student is required to register online with the [Experience SKKU] program upon arrival at SKKU. This is for ensuring that each student arrives at SKKU safely and will attend classes as planned.

◆ NOTE

- One-year exchange/visiting students should register at the beginning of each term.
- How to register online will be demonstrated during the Orientation.

CHECKLIST

The first one or two weeks at SKKU will be very busy for “soft-landing” and trying to put everything in order. Please refer to the CHECKLIST below in order to not miss anything regarding entry, registration, and other steps needed for a faster adjustment.

◆ MUST SUBMIT		
Check	Item	Note
<input type="checkbox"/>	Photocopy of health insurance certificate/card	Before Entry
<input type="checkbox"/>	Tuberculosis test result(only applicable to dormitory residences)	After Entry
<input type="checkbox"/>	Exchange/Visiting Student Registration(via online)	
<input type="checkbox"/>	Course sign-up confirmation form	
◆ MUST DO		
Check	Item	Note
<input type="checkbox"/>	Obtain a proper visa.	Before Entry
<input type="checkbox"/>	Book a flight ticket.	
<input type="checkbox"/>	Arrange an on/off-campus housing plan in Korea.	
<input type="checkbox"/>	Attend the international exchange/visiting student orientation.	After Entry
<input type="checkbox"/>	Apply for foreigner registration card at the Immigration Office.	

Academic Programs

(1) IEC: International Exchange Course

OVERVIEW

International Exchange Course aims at providing high-quality English-taught courses that are carefully-customized and designed for international exchange/visiting students participating in the [Experience SKKU] program to help them make the most out of their study abroad experience.

Since prospective attendees of the International Exchange Courses are international exchange and visiting students from overseas, it is highly recommended to attend them with diverse students from around the globe.

Here are some benefits of attending this program:

- **Interdisciplinary:** all of the IEC modules have been organized, employing interdisciplinary approaches and methods employed for students' diverse course demands and academic expectations.
- **Diversity:** since the aim is to provide quality lectures to international exchange and visiting students, students will be able to attend courses with students from all around the world with diverse backgrounds.
- **Language:** the IEC courses will be delivered in English, so students will not come across any language barrier in classes.
- **Feedback:** attendees' feedback on any of our IEC courses will be valued as the OIR plays a major role in designing and managing classes.

◆NOTE

- Students may also choose courses in other colleges and departments.
- Prospective attendees: the IEC courses are designed for both undergraduate and graduate students.

IEC COURSE LIST

* All of the following courses are taught in the *English language*.

Code	Title	SKKU Credit
IEC4007	Economics in Global Environments	3
IEC4008	Understanding Asian Culture	3
IEC4009	Contemporary Korean Society and Culture	3
IEC4010	Political and Economic Development in Korea	3
IEC4013	The Population and Politics of Contemporary Korea	3
IEC4014	Comparative Thought and Culture: Horizons East and West	3

◆NOTE

The courses above may not be available depending on professors' situation. Please refer to course catalog for upcoming semester where you can find if courses are open.

(2) Korean Studies Program

OVERVIEW

The Korean Studies Program is a set of courses that are designed not only for exchange and visiting students, but also for all undergraduate international students at SKKU who have a high command of the Korean language and are interested in further improving their Korean language skills. Students are also able to register in one or a few of these courses.

COURSE LIST

* All of the following courses are taught in the *Korean language*.

* Availability of the following courses in a specific semester will be notified separately.

Code	Title	SKKU Credit
IKS2009	International Relations in East Asia	3
IKS2010	Korean Society and Family Relationships	3
IKS2011	Korean Society and Confucianism	3
IKS2012	Korean Society and Communication	3
IKS2013	Modern Korean History and Culture (Taught in English)	3
IKS2014	Introduction to Korean Cinema (Taught in English)	3

(3) Korean Language Program

OVERVIEW

In close collaboration with the Sungkyun Language Institute (SLI), which is the main operator of the program, the OIR offers a chance for students to learn the Korean language by providing Korean Language Programs to exchange and visiting students.

PROGRAM STRUCTURE

Program	Campus	Detail	Credit	Note
Regular Korean	Suwon	<ul style="list-style-type: none"> • 26Hours/week • Date: Monday ~ Friday • Time: 09:00~15:00 • Application will be sent to e-mail 	12	<ul style="list-style-type: none"> • Very tight schedule/application • All the other modules are NOT allowed to take except for this • The class has its own academic plans. (August 31st ~ December 23rd) • Two Regular Korean Modules per semester (August 31 ~ October 30 / November 2 ~ December 2) • Both modules must be completed to earn 12 credits
Intensive Korean	Seoul	<ul style="list-style-type: none"> • 6Hours/week • Date: Monday ~ Thursday • Application will be sent to e-mail 	6	<ul style="list-style-type: none"> • Students who want to study Korean more intensively • Basic to Advanced level
Basic Korean	Seoul/Suwon	<ul style="list-style-type: none"> • 3Hours/week • Date: Mon ~ Thursday 	3	<ul style="list-style-type: none"> • Survival Korean for Beginners

◆ **NOTE**

- Tuition-waived Korean Language Programs are available in spring and fall semester only. The program during the **vacation** would **not** be offered for **free**.

◆ **REQUIRED DOCUMENTS FOR APPLICATION**

Program	How to Apply	Note
Regular Korean	<ul style="list-style-type: none">• Application form• 1 Letter of Motivation(no specific form)• 2 Letters of Recommendation• Time: 09:00~15:00	<ul style="list-style-type: none">• Very tight schedule/application• Taking other modules are NOT allowed
Intensive Korean	<ul style="list-style-type: none">• Application form• Online Course sign-up	<ul style="list-style-type: none">• Students who want to study Korean more intensively with other modules• Basic to Advanced level
Basic Korean	<ul style="list-style-type: none">• Application form NOT needed• Online Course sign-up	<ul style="list-style-type: none">• Survival Korean for Beginners

□ **Letter of Motivation**

- No longer than two pages
- Preferred if written in the Korean language but not required
- No designated form provided: applicants may use their own format

□ **Letter of Recommendation**

- No longer than one page
- Preferred if written in the Korean language but not required
- No designated form provided: applicants may use their own format
- Any academic advisor or administrative staff of sending institution who can assure of applicants' motivations and academic capabilities is eligible for recommendation

◆ **NOTE 1**

- Admission to the Regular Korean Program (RKP) **may not be accepted** if any disqualifying factor is revealed during application document assessment carried out by the evaluation committee.
- Signing up for both RKP and the BKP is NOT allowed.

◆ **NOTE 2**

- **Later submissions will NOT be accepted.**
- Other types of Korean language programs are available during summer and winter semester. (*fee-paying*)

(4) ISS: International Summer Semester

OVERVIEW

The SKKU International Summer Semester (SKKU ISS) is an annual summer program that lasts for four weeks, involving more than 1,000 students every year. It singles out the most intriguing theme of the year with which every single course is cohesively related. Eminent professors from around the world and qualified SKKU professors are invited to share knowledge and insights with both intellectually and cross-culturally motivated international students on the SKKU campus.

For more information, please visit <http://summer.skku.edu>, or reach us at issoffice@skku.edu

TUITION AND DORMITORY FEE

Item	Exchange Student	Visiting Student
Tuition Fee Per Course	Free	1400 USD per course(tentative)
Dorm Fee	650,000 KRW	650,000 KRW
Cultural Activity Fee	250,000 KRW	Free

OTHERS

◆ **PERIOD: 2020 ISS is cancelled**

◆ **CREDIT:** each ISS course bears 3 SKKU credits (40~48 class hours for 4 weeks)

◆ **COURSE LIST:** ISS courses change and are updated every year.

* course list and syllabi are posted on the following website : <http://summer.skku.edu> > ISS Introduction > Courses

Academic Information

(1) General Information

GRADING, CREDIT TRANSFER, TRANSCRIPT AND EVALUATION

◆ **GRADING POLICY**

• SKKU employs a relative grading system, although some courses might do not. Students should keep in mind, however, that professors possess the authority to give students a final grade based on their own evaluation criteria. The OIR only takes care of arranging course registration for exchange and visiting students.

◆ **CREDIT SYSTEM**

• One SKKU credit requires students to fulfill 1 class hour and 2 self study hours per week. This only counts the amount of time students are recommended to spend learning in the class/lectures.

SKKU Credit(s)	Class Hours/Semester	Self-Study Hours/Semester
1	16 hrs	32 hrs
2	32 hrs	64 hrs
3	48 hrs	96 hrs
4	64 hrs	128 hrs
5	80 hrs	160 hrs
6	96 hrs	192 hrs

◆ **CREDIT TRANSFER/CONVERSION**

• SKKU is not responsible for confirming the requirements of international students' home universities regarding credit transfer/conversion, as each of our partner universities employs different policies. SKKU only provides how its academic credit and grading systems work as reference.

◆ **COURSE EVALUATION**

• There are two course evaluation periods per semester, and students should finish the course evaluation on the GLS system. Students who do not evaluate courses during the given period will not be allowed to see grades online until a hardcopy of the academic transcript becomes available.

◆ NOTE

- Course evaluation is applicable to undergraduate students only.

◆ ACADEMIC TRANSCRIPT

- SKKU OIR will send each student's academic transcript to his/her home institution after the end of each semester, but only if the student has completed the final (or 2nd) program evaluation. It usually takes up to one month to print out the grades since the last day of each semester.

◆ ACADEMIC TRANSCRIPT GUIDE

- The university uses a letter grading system A, B, C, D and F. GPA (Grade Point Average) is also calculated on the transcripts based on the grade values provided below. These are the letter grades to be written on the official academic transcripts of SKKU.

Letter Grade	Grade Point Value	Numerical Scale of Marks (%)
A+	4.5	95 - 100
A	4.0	90 - 94
B+	3.5	85 - 89
B	3.0	80 - 84
C+	2.5	75 - 79
C	2.0	70 - 74
D+	1.5	65 - 70
D	1.0	60 - 64
F	0.0	0 - 59
P	Pass	
W*	Withdrawal	
I	Incomplete	

** W stands for "withdrawal" which is a mark for courses that students have registered for, but dropped within the first three weeks of the semester.*

COURSE INFORMATION

◆ COURSE CATALOGUE

- Directory > <http://www.skku.edu/eng> > International > Study at SKKU > Inbound Exchange/Visiting Program > Course Information > Course Catalog
- To find the syllabus, double click the boxes with the course code and section number are written.

◆ NOTE 1

- Academic courses and syllabi are subject to change and cancellation according to university circumstances.
- It is strongly recommended to be flexible in terms of pre-semester course selection, having a wide spread of backup courses.

◆ NOTE 2

- A course being written in English in the GLS system or any other sources does not denote that it is an English-taught class; only courses labeled with ***international language(국제어수업)*** are to be delivered in English.
- ***Foreign languages*** here refers to languages other than the Korean language; mostly English.

◆ COURSE INFORMATION ON THE GLS SYSTEM

- Students can find detailed course information, such as course code, section number, classroom, syllabus, lecturer's name, medium language, etc., on the GLS system, which is accessible with an SKKU ID and a password which will be notified individually. The ***SKKU online system user's guide*** will be sent to each student via email, which will inform of the way to access the information the student needs.

◆ COURSE CODE AND SECTION NUMBER

• Specific course code and section numbers are assigned to each course SKKU offers. Hence, it is very important to be well informed of this, and always put the course code and section number together during course selection and registration.

◆ NOTE: COURSE CODE & LEVEL OF STUDY

• The first of four digits in course code proceeded by 3~4 letters denotes the level of study. The table below shows how it works. Course codes usually consist of 7 digits with 3~4 letters and numbers (e.g. BUS3004, ICE3001, CFS5008), while section number has two digits (E.g. 01, 41, 11)

Code	Level of Study	Example
1	Undergraduate: 1st~2nd year	GED1001-01
2	Undergraduate: 2nd~3rd year	BIO2005-41
3	Undergraduate: 3rd~4th year	MCJ3004-01
4	Graduates & Undergraduates	IEC4001-01
5 or above	Graduates	MBA5001-01

RESTRICTIONS ON COURSE SELECTION 1: GENERAL RESTRICTIONS

The following programs/areas are subject to specific course restrictions.

Program	Restricted Area
Undergraduate Programs	Including, but not limited to: <ul style="list-style-type: none"> • Global Business Administration* • Global Economics* • Global Leader • School of Law • School of Medicine • School of Pharmacy
Special Graduate Schools (Not Available)	Including, but not limited to: <ul style="list-style-type: none"> • Graduate School of Confucian Studies • Graduate School of Education • Graduate School of Strategic Studies • Graduate School of Communication and Journalism • Graduate School of Information and Communications • Graduate School of Design • Graduate School of Translation and TESOL • Graduate School of Human Life Sciences • Graduate School of Social Welfare • Graduate School of Clinical Pharmacy • Graduate School of Clinical Nursing Science • Graduate School of Business Administration (iMBA)*
Specialty Graduate Schools	Including, but not limited to: <ul style="list-style-type: none"> • Graduate School of Business Administration (E.g. eMBA, MS in Management) • Graduate School of China (GSC) • School of Law • School of Medicine • SKK GSB (Graduate School of Business)

◆ **NOTE 1**

- SKKU has two different types of business and economics majors: Business Administration / Global Business Administration (GBA) and Economics / Global Economics (GEC).

◆ **NOTE 2**

- Some courses in GBA and GEC may be exclusively open to selected exchange students under the approval from each professor. You may register these GBA or GEC courses during the course add/drop period by getting the permission at the classroom.

◆ **NOTE 3**

- SKKU doesn't provide MBA programs anymore for exchange students. However, exchange/visiting students of MBA can take graduate level courses whose identification codes start with 'DBA' (e.g. DBA5078-01) and some advanced level of undergraduate level courses whose numbers of identification codes start with '3' (e.g. BUS3008-01) with the ***Course Sign-up Approval Form***.

RESTRICTIONS ON COURSE SELECTION 2: UNDERGRADUATE ↔ GRADUATE

◆ **UNDERGRADUATE ATTENDANCE IN GRADUATE PROGRAMS**

- In principle, undergraduate students are NOT allowed to take courses of graduate schools, unless the professor or lecturer of a specific course allows it by signing on the ***Course Sign-up Approval Form***.

◆ **NOTE**

- Some of the graduate courses (mainly ones belonging to 'specialty and special graduate schools') may NOT be open to exchange and visiting students regardless of whether they obtain approval from a professor or not.

◆ **GRADUATE STUDENTS IN UNDERGRADUATE PROGRAMS**

- Graduate exchange students can take undergraduate courses. However, graduate students cannot sign up online for the undergraduate courses as it is systemically blocked. Therefore, they are advised to sign up for the course by getting offline approval from the professor.

◆ **NOTE**

- Graduate students are not allowed to participate in Course evaluation for undergraduate courses.

RESTRICTIONS ON COURSE SELECTION 3: COLLEGE/DEPARTMENT ↔ COLLEGE/DEPARTMENT

All students may take courses of other colleges or departments as long as the total credits they plan to take do not violate the maximum credit policy of SKKU. It is electronically possible for students to sign up for courses, but some classes may not be open to non-major students.

◆ **NOTE**

In order to sign up online for non-major courses which are not available to non-major students, students need to use an offline course sign-up approval form.

MAXIMUM CREDITS

Exchange and visiting students are allowed to take up to the following number of credits per semester depending on the education level, or program they follow.

Program	Maximum credits/semester	Number of courses
Undergraduate	18 SKKU credits	6~7 courses
Graduate	9 SKKU credits	3~4 courses

◆ **NOTE**

- The Korean Language Program credits will be counted toward maximum credits allowed.
- SKKU does not adopt any minimum credit policy.
- Students are originally given up to the indicated credits per semester.

(2) Online System

ID AND PASSWORD / ONLINE SYSTEM

◆ **ID & PASSWORD**

- Individual ID and password will be sent to students by email around 1~1.5 months in advance of the beginning of the semester, with final confirmation of the full name and email that students use most frequently. They will be then able to log on to the SKKU online system.

◆ **KINGO PORTAL** (<http://www.skku.edu/eng> > Kingo Portal)

- Kingo Portal is the gateway website through which students can log on to the SKKU online system and access the GLS system. They can access it from the SKKU official English website (www.skku.edu/eng)

◆ **GLS SYSTEM** (<http://www.skku.edu/eng> > Kingo portal > GLS)

- The GLS system is a special online system for SKKU students through which students can see their final grades, make course evaluation, find course syllabi, etc. GLS system does not work on Macintosh.

◆ **SUGANG WEBSITE** (<http://sugang.skku.edu>)

- The Sugang website is an online space where students can sign up for courses they would like to take. They can also see their course schedules after course registration is completed.

◆ **I-CAMPUS** (<http://www.icampus.ac.kr>)

- Students can log on to the I-Campus website with their personal ID and password to attend the online courses as well as download class materials from the Course Library.

LECTURE TYPES

◆ **BLENDED-LEARNING (B/L) LECTURE**

- B/L lectures consist of online and offline classes. It is required to attend both types of classes.

◆ **IN-HOUSE VIRTUAL LECTURE**

- All lectures are electronically recorded and posted on I-Campus. Students should take this class before the next lecture becomes available.

◆ **SIMUTANEOUS E+ LECTURE**

- Simultaneous e+ Lecture is an offline class in which all of the lectures are videotaped in an [e+ lecture room] that are readily accessible on I-Campus.

ACCESSIBILITY/COMPATIBILITY OF SKKU ONLINE SYSTEM

As the SKKU website is optimized for Internet Explorer, although we have fixed the compatibility problem, it might not work properly on other kinds of web browsers, such as Firefox, Chrome, Safari and Opera. We recommend you to access the SKKU website through Internet Explorer.

◆ **NOTE**

- SKKU online system is optimized for Microsoft Windows; it may not work on Macintosh.
- The GLS system does **not** work on Macintosh. (We are working on to take away this inconvenience!)

(3) Course Registration and Change

GENERAL INFORMATION

All students are advised to complete course registrations before arrival at SKKU. A course registration guide will be sent to each student via email.

◆ **NOTE 1**

- There is a chance that some of the courses students would like to take may already be full with other students, which means there are no more vacant spots. Still, it is strongly suggested that they try to get all course sign-ups done electronically which is the best way to complete course registration.

◆ **NOTE 2**

- There are two ways of signing up for courses:
 - Online: Electronic registration at the Sugang Website (*recommended*)
 - Offline: Course Sign-up Approval Form

COURSE SIGN-UP APPROVAL FORM

If students are not able to register for the courses they want before the semester begins, they are kindly advised to make use of the *Course Sign-up Approval Form*, which is available at the Office of International Relations. The form requires a professor's approval and signature. Students should contact or visit the professor of the course they would like to take, and submit it to the OIR within the given period with his/her authentic signature on it. If students are not able to meet the professor in person, they may get a hold of the lecturer by email.

◆ **NOTE**

- Students are advised to be as flexible in course selection as possible, for the SKKU OIR cannot guarantee each student's enrollment in any specific course.

COURSE CHANGE AND CONFIRMATION

◆ **COURSE ADD & DROP (at Sugang Website)**

- Students may add or drop the courses during the Course Add and Drop period.

◆ **COURSE WITHDRAWAL (on GLS System)**

- Undergraduate exchange students can withdraw from up to two courses during the course withdrawal period. Withdrawn courses will not be removed on the electronic database of SKKU and the letter grade will be shown as "**W**" in transcripts. "**W**" stands for withdrawal. It does not imply course failure. Course withdrawal within the first three weeks of the semester could be acceptable if the personal reasons are suitable.

◆ **NOTE 1**

- Graduate courses cannot be withdrawn online. *Please contact the OIR for withdrawal concerns.*

◆ **NOTE 2**

- Course withdrawal applications are not irrevocable, and may also be rejected.

◆ **COURSE SIGN-UP CONFIRMATION**

- As soon as the course registration is completed, students are required to submit a *Course Sign-up Confirmation Form* to the Office of International Relations with a hardcopy of the online course list (at the GLS System or Sugang Website) attached.

(4) Others

EXTENSION OF STUDY

Students who wish to stay longer than originally scheduled to continue studying at SKKU should apply for an extension of study. To apply, a study abroad advisor or program manager must officially confirm/certify the student's extended study by sending an official email or letter to SKKU. Then, the applicant will be required to fill out the ***Extended Study Application Form at the OIR SKKU office.***

◆ **NOTE 1**

- Extension application may be denied considering the student exchange balance, evaluation of applicant's cumulative attitude and academic performance during the previous semester(s).
- Visa extension is a must for those whose request for extension of study is accepted.

CHECKLIST

Since international exchange and visiting students are not accustomed to the course registration procedure and the online systems of SKKU, it is strongly advised to see if they missed any information below.

◆ MUST CHECK		
Check	Item	Note
<input type="checkbox"/>	Able to log on to the SKKU online system with your personal SKKU ID and password	Before Entry
<input type="checkbox"/>	Courses are taught in a language that students have a good command of	
<input type="checkbox"/>	Courses selected do not create scheduling problems	
<input type="checkbox"/>	Start and end of course registration and course add-and-drop period	
◆ MUST DO		
Check	Item	Note
<input type="checkbox"/>	Becoming familiar with the Kingo Portal and the GLS system	Before Entry
<input type="checkbox"/>	Sign up for courses online	
<input type="checkbox"/>	Fully understand the course sign-up method	
<input type="checkbox"/>	Turn in the Course Sign-up Confirmation Form after course registration is completed	After Entry

Accommodation

OVERVIEW

SKKU provides housing during the academic semester(s) that students attend. SKKU on/off-campus housing for international exchange and visiting students includes four dormitories, three at the Humanities and Social Sciences Campus (Seoul) and one at the Natural Sciences Campus (Suwon).

Campus	Dormitory	Distance
Humanities and Social Sciences Campus	C-House	Off campus; 2 stops away by subway
	I-House	Off campus; 5 minutes away on foot
	M-House	Off campus; 5 minutes away on foot
	E-House	Off campus; 20 minutes away on foot
Natural Sciences Campus	Shin-gwan	On campus

◆ NOTE 1

- At the Natural Sciences Campus, Shin-gwan is the only dormitory where exchange and visiting students may stay; staying in the other dormitories at the Suwon campus during your first semester at SKKU is principally not allowed.

◆ NOTE 2: DORMITORY CAPACITY AT SEOUL CAMPUS

- Since the SKKU dormitories near the Seoul campus do not have sufficient accommodation capacity, not all SKKU Seoul dormitory applications are accepted.
- For the above mentioned reason, some students might be assigned to a domestic students' dormitory such as E-House (male/female students) or G-House (female students).

DORMITORY OFFICE

Humanities and Social Sciences Campus	Campus	Natural Sciences Campus
09:00~17:30 (Weekdays)	Operating Hours	09:00~17:30 (Weekdays)
1st Floor, 600th Anniversary Hall	Location	1st Floor, Shin-gwan (Building A)

FACILITIES AND AMENITIES

◆ C-HOUSE (Coart Ville)

Address (English)	[Room #], C-House, Bomun-ro 34-gil 49, Seongbuk-gu, Seoul, Korea
Address (Korean)	대한민국 서울특별시 성북구 보문로 34 길 49 C-하우스(코아트빌) [Room #]
<ul style="list-style-type: none"> • 8-storey dormitory • Bedding: blanket and pillow • Rooms are furnished with bed, dresser, desk and chair • About 5 rooms per floor, with refrigerator, washer/dryer, bathroom in each room • C-House has one well-equipped kitchen with refrigerators, a stove, and utensils, as well as dining space 	

◆ I-HOUSE (International House)	
Address (English)	[Room #], I-House, Sungkyunkwan-ro 5-gil 67, Jongno-gu, Seoul, Korea
Address (Korean)	대한민국 서울특별시 종로구 성균관로 5 길 67 번지 I-하우스(인터내셔널 하우스) [Room #]
<ul style="list-style-type: none"> • 5-storey dormitory • Bedding: blanket and pillow • Rooms are furnished with bed, dresser, desk and chair • About 15 rooms per floor with a refrigerator located on each floor • Bathroom is located in each room • I-House has one well-equipped kitchen with refrigerators, a stove, and utensils, as well as dining space • Television is in the lounge on the first floor 	
◆ M-HOUSE (Migaon Ville)	
Address (English)	[Room #](A), M-House, Hyehwa-ro 3-gil 20-9, Jongno-gu, Seoul, Korea <i>(for A bldg.)</i> [Room #](B), M-House, Hyehwa-ro 5-gil 15, Jongno-gu, Seoul, Korea <i>(for B bldg.)</i>
Address (Korean)	대한민국 서울특별시 종로구 혜화로 3 길 20-9 M-하우스(미가온빌) [Room #](A) <i>(for A bldg.)</i> 대한민국 서울특별시 종로구 혜화로 5 길 15 M-하우스(미가온빌) [Room #](B) <i>(for B bldg.)</i>
<ul style="list-style-type: none"> • 4-storey dormitory • Bedding: blanket and pillow • Rooms are furnished with bed, dresser, refrigerator, washer, water purifier, microwave, desk and chair • There are 3 rooms in one flat: 2 rooms shared by 2 students and one room shared by 4 students • There are 2 flats per floor • Each flat has 2 bathrooms and one kitchen with refrigerator, stove, and microwave 	
◆ SHIN-GWAN	
Address (English)	- New Address: [Room #], Shin-gwan, 2066, Seobu-ro, Jangan-gu, Suwon, Korea
Address (Korean)	- 신주소: 대한민국 경기도 수원시 장안구 서부로 2066 신관 [Room #]
<ul style="list-style-type: none"> • Building A (10-storey dormitory: graduate male & female, undergraduate female students) • Building B (15-storey dormitory: undergraduate male students only) • Rooms are furnished with bed, dresser, desk and chair • Dining room (accommodates seating for 1,500 people), fitness center (35 different types of exercise equipment), convenience store and <i>Domino's Pizza</i> 	

EARLY ARRIVAL

Students who arrive before the designated move-in date should arrange housing for themselves. The Housing Office / OIR is not responsible for arranging non-SKKU accommodation for individuals.

MOVE-IN AND MOVE-OUT

◆ HUMANITIES AND SOCIAL SCIENCES CAMPUS

Move-in	Step	Move-out
Go directly to the dormitory according to the information on the email from the Housing Office.	1	Make sure to keep everything in order and clean before moving out.
Find the room number on the bulletin board and get the key from a security guard.	2	Return the room key to a security guard.

◆ NATURAL SCIENCES CAMPUS

Move-in	Step	Move-out
Get the room number from the dormitory office.	1	Make sure to keep everything in order and clean before moving out.
Take the key and get more information about moving in at the office, if any.	2	Submit the check-out list application form online.
Submit the check-in application form online.	3	Return the room key to the security guard.

APPLICATION AND PAYMENT

◆ FEE

Campus	Dormitory	Fee (Full contract Period)
Humanities and Social Sciences Campus	All Houses	USD 1,700 (Meal Plan Not Available)
Natural Sciences Campus	Shin-gwan	USD 1,300 (Meal Plan Not Included)

- *The dormitory fee above is subject to change and includes overseas remittance fee.*
- *The exact amount will be notified via e-mail.*

◆ HOW TO APPLY AND PAY

Step	Description
1 Application	Submit a completed application form to incoming@skku.edu .
2 Payment Request	A payment request will be sent to each applicant's email.
3 Payment	Transfer the dormitory fee to the SKKU bank account.
4 Confirmation	Send a remittance/transfer receipt/certification issued at the bank to incoming@skku.edu .

◆ NOTE

- Please see [Important Dates] on the first page; early or belated dormitory applications will **NOT** be accepted.
- Late payment will result in the automatic cancellation/withdrawal of dormitory application.
- All kinds of transfer fees that may incur must be paid by the applicant.

- Double-check the dormitory fee before transferring it to the SKKU account.

DORMITORY ASSIGNMENT: RANDOM LOTTERY PROCESS

As the Humanities and Social Sciences Campus does not have sufficient dormitory rooms for the entire international exchange and visiting student population, SKKU dormitories will be assigned to applicants *by a random lottery process*.

- Students whose application is *accepted* will receive a *payment request* by email.
- Students whose application is *denied* will receive a *sorry note* by email.

ROOM ASSIGNMENT & CHANGES

All students are assigned to their rooms by a random computer lottery process; the dormitory office has the right to allocate rooms to applicants and no individual request for room share will be accepted. The dormitory office does not allow room change. We are at full capacity each semester, thus room changes are not possible.

DORMITORY POLICY, RULES AND REGULATIONS

◆ REFUND

- Because of penalty score or individual reasons, if you want to leave the dormitory mid-session, 15 days' fees and meal tickets will be deducted from the refund. (meal ticket part is n/a to Seoul students and the deposit will not be affected) If fewer than 30 days remain in the session, there will be no refund. Therefore, since the Winter Semester is shorter than 30 days, if residents staying only for the Winter Semester wish to leave mid-session then there will not be any refund.
- If you wish to cancel your plan to stay in the dormitory (after payment but before the entry date), 10% of the payment will be deducted from your refund, so please be aware that a full refund will not be possible even if you cancel before the entry date.

◆ CURFEW

1:00 am – 5:00 am (No Curfew for the nights between Friday and Saturday / Saturday and Sunday)

◆ NOTE

- Students who attempt to enter their dormitory during curfew hours will be given penalty points.
- Many students argue about curfew in Korean Universities. Please consider carefully when you apply.

◆ CODE OF CONDUCT

- It is required to conform to dormitory rules and code of conduct. A resident may possibly be charged, or be subject to cancellation of contract without any refund, should the resident breach the code of conduct resulting in any type of damage to the housing facility. The penalty point system will be executed by Housing Manager/Staff/assistants/instructors. Residents with more than 10 points will be forced to leave the dormitory.

◆ DAMAGE AND REPAIR

- All repairs and alterations to existing accommodations should be carried out only by SKKU staff members. SKKU will claim any sort of damage or loss of housing facility that may incur financial costs during the contract period.

◆ OTHERS

- All residents will share rooms with a roommate of the same sex.

- Residents are not allowed to: drink alcohol in dormitory, smoke inside the dormitory and possess, use, or offer illegal drugs.
- Refund policies may differ depending on dormitory; please contact the dormitory office to get up-to-date and precise information.
- *The rules and regulations above are a simplified version of the original rules and regulations, so please make sure to acquaint yourself with the originals. You can find them on the bulletin board or dormitory website.*

RESIDENT'S AGREEMENT FORM

All students who live in the SKKU dormitories are required to sign a resident's agreement form. For Seoul students, it will be provided at the guard's office upon their arrival at the dormitory. For Suwon students, it will be provided on GLS system.

TUBERCULOSIS TEST RESULT SUBMIT

All dorm residences are responsible for tuberculosis test from home country, and MUST submit the X-ray (or other kinds) result when checking-in. Students cannot check-in without the tuberculosis test result.

BAGGAGE STORING

SKKU dormitory does not provide baggage storage service for early move-ins or late move-outs. Therefore, please *do not ship luggage to our dormitory prior to arrival*, and do not ask for our Housing Manager/Staff to keep the luggage for any period of time after checking out.

CONTACT INFORMATION / OFF-CAMPUS HOUSING

Dormitory	Myeongryun Haksa Humanities and Social Sciences Campus Seoul	Bongryong Haksa Natural Sciences Campus Suwon
E-mail	dorms@skku.edu	dorm@skku.edu
Website	http://dorm.skku.edu	
Tel.	82-2-760-0162~4	82-31-290-5181~2, 5178

- For more information on dormitory, please refer to the dormitory website.

Campus Life

CAMPUS INTRODUCTION

SKKU has two separate campuses: the Humanities and Social Sciences Campus in Seoul and the Natural Sciences Campus in Suwon, each of which accommodate several colleges according to the field of study.

◆ Humanities and Social Sciences Campus (Seoul)

- College of Confucian and Oriental Studies
- College of Liberal Arts
- College of Law
- College of Social Sciences
- College of Economics
- College of Business Administration
- College of Human Life and Sciences
- College of Education
- College of Art
- University College

◆ Natural Sciences Campus (Suwon)

- College of Sciences
- College of Information and Communication Engineering
- College of Engineering
- School of Pharmacy
- College of Life Science and Natural Resources
- College of Sport Sciences
- School of Medicine

GSN HI-CLUB

The SKKU OIR closely cooperates with the **GSN HI-CLUB**, or Global Student Network; Help & Information Club, which is a student group that organizes various programs for international students at SKKU, and takes global initiatives at the student level to aid globalization of the university.



Its main responsibilities are:

- to hold an orientation for international exchange/visiting students in collaboration with the SKKU OIR
- to host cultural events for international students
- to organize global programs which can contribute to the globalization plan of SKKU

SG MAPLE (BUDDY) PROGRAM

The SKKU OIR and the GSN HI-Club manage a buddy program called **SG MAPLE** (*SKKU Global Mentoring and Assisting PeopLE*). Every semester, we bring in a group of SKKU students who want to make international friends. The GSN HI-Club is responsible for carrying out and monitoring this buddy program where international exchange and visiting students are best able to experience SKKU and Korea with Korean friends.

Korean buddies will be introduced to students at the welcome reception after the orientation.



STUDENT ID CARD (S-CARD)

The SKKU Student ID, a multi-functional card, is available for registered students. It can be used in the library (to enter, and to borrow books), and as a transportation card for the SKKU on campus shuttle bus. It can also officially prove students' status as a registered student of the university during their period of stay in Korea. The SKKU OIR will issue your card all at once in the beginning of the semester. If you have lost your card, please visit Office of Student Affairs (1F of 600th Anniversary Hall) with the reissuance fee.

SKKU SHUTTLE BUS

◆ INTRA-CAMPUS SHUTTLE

Campus	Humanities and Social Sciences Campus
Operating Hours	07:00 ~ 23:00 (07:00 ~ 19:00 on Saturday)
Interval	5~20 minutes
Operating Dates	Mon - Sat
From-To	Hyehwa Station (Line Number 4) ↑↓ Campus: Basketball Court
Fare	KRW 300 (cash)

◆ INTER-CAMPUS SHUTTLE

Humanities and Social Sciences Campus ↓ Natural Sciences Campus	Direction	Natural Sciences Campus ↓ Humanities and Social Sciences Campus
600th Anniversary Hall	Bus Stop	Samsung Digital Library
Weekdays (during spring/fall semester)	Operating Dates	Weekdays (during spring/fall semester)
Free with S-card	Fare	Free with S-card
Find more shuttle service information on SKKU website		

CLASSROOMS AND BUILDINGS WITH IDENTIFICATION NUMBERS

Classrooms of SKKU have their own identification number, which consists of a 5-digit combination of numbers and roman alphabets in some cases.

* The first two digits of the classroom number is the building identification number.

* The third digit indicates the floor: the last two digits is the classroom number.

E.g. 9B217: Classroom 17 in the 2nd basement (floor) of the International Hall

Humanities and Social Sciences Campus	No.	Natural Sciences Campus	No.
600th Anniversary Hall	10	Student Center	30
Law Building	20	Natural Science Building 1	31
Toegye Hall of Humanities	31	Natural Science Building 2	32
Dasan Hall of Economics	32	Chemistry Building	33
Business School Building	33	Semiconductor Building	40
Faculty Hall	40	General Studies Building	51
Hoam Hall	50	School of Pharmacy Building	53
Suseon Hall	61	Life Science & Technology Building	62
Suseon Hall - Annex	62	Medical Building	71
Student Center	80	Research Complex 1	81
International Hall	90	Research Complex 2	83
-		Drug Delivery Technology Research Center (DRC Building)	30
		Engineering Building 1	21~23
		Engineering Building 2	25~27

WIRELESS INTERNET USE

SKKU Campus has two kinds of Wireless Internet Systems, **KT Nespot (Olleh Wifi)** and **SKKU Wifi**.

Humanities and Social Sciences Campus	SKKU	Olleh	Natural Sciences Campus	SKKU	Olleh
600th Anniversary Hall	O		Student Center		O
Law Building	O		Natural Science Building 1	O	
Toegye Hall of Humanities	O		Natural Science Building 2	O	
Dasan Hall of Economics	O		Chemistry Building	O	
Business School Building	O		Semiconductor Building	O	
Faculty Hall	O		General Studies Building	O	
Hoam Hall	O		School of Pharmacy Building	O	
Suseon Hall	O		Life Science & Technology Building	O	
Suseon Hall - Annex	O		Medical Building	O	
Student Center	O		Research Complex 1		O
International Hall	O		Research Complex 2		O
Central Library	O		Drug Delivery Technology Research Center (DRC Building)	O	
-			Engineering Building 1	O	
			Engineering Building 2	O	
			Samsung Digital Library	O	

◆ SKKU WIFI

• SKKU Wifi Internet System is set up at the buildings above; individual SKKU ID and password are needed for Wifi access.

◆ OLLEH WIFI

• Students can be provided with Olleh Wifi service for free. Students need to get a separate ID and password, which will last for 30 days, and renew when it expires. They can apply at the following address:
<http://www.skku.edu/eng> > Campus Life > IT Service > Wifi Services

FITNESS CENTER

At each campus, SKKU runs Health Enhancement Centers only available to SKKU undergraduates and graduates. A student ID card must be presented upon registration.

Campus	Location	Registration Fee	Operating Hours
Seoul	B4 floor of Business Building	KRW 35,000 (1 month) KRW 80,000 (3 months)	Weekdays: 7:30 ~ 22:00 Saturdays: 9:00 ~ 18:00
Suwon	Suseong-gwan (Gymnasium)	KRW 35,000 (1 month)	Weekdays: 7:00 ~ 21:00 Saturdays: 9:00 ~ 13:00

◆ **REGISTRATION PERIOD:** the last week of every month (competitive to get membership due to limited spots)

◆ PHONE NUMBER

- Humanities and Social Sciences Campus: 02-760-0848
- Natural Sciences Campus: 031-290-5365

E+ GLOBAL ZONE

The E+ Global Zone provides an environment for those interested in improving their knowledge of foreign languages and cultures. This is a place where people from a variety of cultures can come together and communicate in order to promote mutual understanding. The E+ Global Zone has a FLO (*Foreign Language Only*) policy. Therefore, every student is encouraged to use only foreign languages here.

The following facilities and materials are available at the E+ Global Zone

- Satellite broadcasting in 6 languages
- Computer for online language resources
- Periodicals in several foreign languages
- Seminar rooms for group discussion and study

Humanities and Social Sciences Campus	Campus	Natural Sciences Campus
9:00 ~ 17:30 (Weekdays)	Operating Hour	9:00 ~ 17:30 (Weekdays)
3F, Dasan Hall of Economics	Location	1F, Engineering Building 2

LIBRARY

At the main library, students and faculty have access to books in a number of languages as well as current and past issues of newspapers and academic journals. Electronic access to the library system and also journals is available 24 hours (<http://lib.skku.edu>) using SKKU ID. Both Korean and English versions of the library website are available.

• **Library Hours**

Semester		Vacation	
Weekdays	08:00-21:40	Weekdays	09:00-17:30
Saturday	10:00-17:00	Saturday	10:00-17:00

* Closed: Sundays, holidays, Confucius Birthday(Sept. 28), and the University Foundation Day(Sept.25).

• **Borrowing & Returning**

Status	No. of books	Loan period	Overdue fine
Undergraduate	10 books	15 days	KRW 100 per day for each overdue item
Graduate	20 books	30 days	

POST OFFICE

Humanities and Social Sciences Campus	Campus	Natural Sciences Campus
09:00~18:00 (Weekdays)	Operating Hour	09:00~18:00 (Weekdays)
B1, 600th Anniversary Hall	Location	2F, Student Service Center

MEDICAL SERVICE

Humanities and Social Sciences Campus	Campus	Natural Sciences Campus
09:00 ~ 20:00 (09:00 ~ 17:30 during vacations)	Operating Hour	09:00 ~ 17:30
2F, Student Center	Location	2F, Welfare Center

COMPUTER/INTERNET COMMONS

Humanities and Social Sciences Campus		Natural Sciences Campus	
Building	Floor	Building	Floor
Dasan Hall of Economics	4F, 5F	Engineering Building 2	4F
Suseon Hall	6F	Samsung Digital Library	-
Business School Building	2F	-	
Law School Building	B1F		
Central Library	-		

COPY CENTER

Humanities and Social Sciences Campus		Natural Sciences Campus	
Building	Floor	Building	Floor
Business Building	B1F	Samsung Library	B1F
Central Library	3F	Engineering Building 2	1F
Law School Building	B2F	Student Center	1F

INTERNET KIOSK (PRINTER)

Humanities and Social Sciences Campus		Natural Sciences Campus	
Building	Floor	Building	Floor
International Hall	B2F	Engineering Building 1	1~2F
Student Center	3F	Engineering Building 2	1~4F
600 th Anniversary Hall	1F	Samsung Library	B1F

Central Library	2F	Shin-gwan (A)	1F
Business Building	B1F/2F	Shin-gwan (B)	B1F
K-House	1F	Student Center	2F

SMOKE-FREE CAMPUS

Smoking is strictly prohibited on campus. There are a few designated places where smokers are allowed to smoke.

Everyday Essentials

BANKING

International students can open bank accounts in Korea. Students have easy access to Woori Bank which is located on the campus. To open a new account at Woori Bank, students should bring your passport. Most banking institutions in Korea open weekdays between 09:00 and 16:00. Global ATMs, where you can use your credit/debit cards, are available at several banks near each campus.

There are two ways of opening a bank account:

- Foreigner Registration Card - A Foreigner Registration Card will suffice for opening a bank account
- Passport and Financial Guarantor - A financial guarantor who has Korean citizenship is needed for those who do not possess a Foreigner Registration Card.
- Those who would like to open a bank account upon arrival due to scholarship or dormitory payment concerns are kindly recommended to make use of the second option.

NATIONAL HOLIDAYS

Date	Holiday
January 1	New Year's Day
In February (3 days)	* Seollal (Lunar New Year)
March 1	Independence Movement Day
In April or May (1 day)	* Buddha's Birthday
May 5	Children's Day
June 6	Memorial Day
August 15	Independence Day
In September or October (3 days)	* Chuseok (Korean Thanksgiving)
October 3	Korean Foundation Day
October 9	Hangul Proclamation Day
December 25	Christmas

◆ NOTE

- The dates with an asterisk (*) are subject to change according to the lunar calendar.

CURRENCY AND COST OF LIVING

Korean currency (KRW) is called Won – shown as a ₩ before monetary amounts. Denominations are ₩10, ₩50, ₩100 and ₩500 in coins; and ₩1,000, ₩5,000, ₩10,000 and ₩50,000 in bills. ₩1,000 and coins are widely used for public transportation and vending machines. Most shops including taxis will accept Visa and MasterCard. Debit cards are also acceptable, but make sure the card is approved for use in Korea.

Item	Price
Basic fare for subway & bus	₩1,350
A glass of beer (500cc/1 pint)	₩4,000
Cafe Latte (Tall) in Starbucks	₩4,800
A lunch at SKKU cafeteria	₩3,000~5,000
A Big Mac set	₩6,700
A pack of milk (500 ml)	₩1,200
A movie ticket	₩12,000

Living in Korea

◆ Climate and Weather

The climate in South Korea can be characterized into four distinct seasons: spring, summer, autumn and winter. Summer temperatures average 26 °C with a high of 36 °C while the humidity is usually around 80 to 85%. August is usually the hottest month and July is the most humid, which means those months are considered the best for outdoor activities, such as visiting the beach.

Winter temperatures average just below freezing temperature for most areas of the country and just above it on the coast as well as at Jeju Island. January is the coldest month with a mean temperature ranging from -5 °C to 5 °C. The winter months tend to be quite dry. Inside Seoul there tends to be less snow fall than outside of the city. Snow storms in Seoul rarely yield more than a few centimeters of accumulation at a time.

South Korea has a very pronounced Spring season; temperatures tend to rise quite rapidly at the end of March and beginning of April. During April, yellow dust travels from the West as well as pollen which can affect those with seasonal allergies. Over-the-counter medicines that alleviate symptoms are affordable and conveniently located at pharmaceutical shops.

Precipitation over most of the peninsula averages 1,300 mm per year. Most rain comes during the summer, primarily from mid-July to early August, but monsoon rains are not continuous; usually a few days of rain are followed by a few days of clear skies. Most typhoons hit in late July or early September. Large storms are rare, especially in Seoul.

◆ Food

There are a great variety of local dishes to sample while staying in Korea. Fish, fresh & pickled vegetables, seaweed, rice and noodles are staples of the traditional Korean diet; barbequed meat is also common. Regarding Western food, there is an ample supply of restaurants from fast-food (McDonalds, Burger King, Taco Bell, KFC and Subway) to fine-dining all over Seoul.

There are grocery stores of all sizes located conveniently throughout the city. Most stores carry an assortment of Korean ingredients, sauces, frozen foods and snacks as well as meats, fish, dairy products, vegetables, bread, pasta and some Western spices and sauces. More non-Korean foods and ingredients can be found at larger grocery stores such as COSTCO and Emart, department stores like Hyundai, Lotte and Shinsegye and in foreigner-oriented areas such as the district of Itaewon.

Eating at home is the most affordable option for students staying in Korea. Dining out can be inexpensive,

particularly if you choose Korean food, which averages between ₩7,000 and ₩15,000 per meal for the most common dishes. Lunch prices are usually lower and meat dishes tend to be more expensive. Western fast-food is priced comparably, but a real restaurant experience costs a bit more; regarding that, prices may vary from a ₩20,000 steak at a small restaurant to a ₩45,000 one at VIPS or Outback Steakhouse, for example.

◆ NOTE

- Tipping is not customary in South Korea for anything, including food-service or taxis. Some Koreans may even be offended if offered a tip.

◆ Healthcare

Students who are in need of medical attention can seek treatment at hospitals, public health centers and private clinics. It is not usually necessary to make an appointment at a hospital. If there is no emergency, simply walk in and consult the staff at the front desk; they will take care of your payment information as well as guide you to the correct department. Most hospitals are open Monday to Saturday; Sundays, only the emergency rooms are open.

In the case of a medical emergency, push the emergency button or dial 119 on your phone. Tell the dispatcher your name, location and the nature (if known) of the emergency. If it is unclear to you what your address is, note landmarks or the proximity to other familiar places.

For medicine, it is necessary in Korea to go to a separate pharmaceutical shop. These shops are located virtually everywhere and even within some larger department stores. Most of them are open every day but Sunday and the prices for over-the-counter items are usually quite low when compared to those found overseas. Basic pain relievers and bandages can be obtained at convenience marts as well.

TRANSPORTATION

◆ SUBWAY

The subway is the easiest and quickest way to get around in the metropolitan area. A pre-paid card can be a useful and convenient tool for using the subway. All signs and most announcements are in both Korean and English. In addition, color-coded train lines as well as numbered stops make navigation relatively simple and easy.

◆ BUS

There are two types of buses in Korea: the regular city bus and the deluxe bus. It is possible to pay with a bus card instead of with cash. Since bus lines are very complicated, even for Seoul residents, we recommend students use the subway unless they are certain about the bus numbers and stops.

◆ TAXI

The basic fare is ₩3,800 for a regular taxi, and the black luxury taxis (called deluxe taxis) cost more. A 20% extra fare will be charged from midnight to 04:00 am. There is also a special orange cab for international residents living in Korea in which users can use foreign languages.


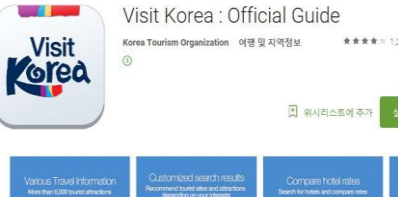



MOBILE PHONE

There are three mobile phone service providers in Korea: SK Telecom, KT Show and LG U+. All three run mobile phone shops near the campuses in Seoul and Suwon. Phones, as well as other electronic devices can also be found in great supply at the Electronic Market and I'Park Mall in the Seoul district of Yongsan, less than 30 minutes by train from the Humanities and Social Sciences Campus. Pre-paid mobile phones are the best solution for short-term visitors such as exchange and visiting students.

ELECTRICITY

The standard voltage in South Korea is 220V. There are two-pin plugs on most Korean electrical equipment. Western plugs can be adapted using simple inexpensive plug converters or with voltage adaptors which range from ₩20,000 to ₩30,000; these items can be obtained at hardware stores that are conveniently located throughout any Korean city or town.

USEFUL SMART DEVICE APPLICATIONS (Google Play Store)

 <p>KakaoTalk Messenger 4+ Kakao Corp. > Offers In-App Purchases ★★★★☆ (159) OPEN</p> <p>Details Reviews Related</p> <p>FREE Calls World's first group call with crystal clear sound Calling...</p> <p>FREE Messages Animated Emojis</p>	 <p>Visit Korea : Official Guide Korea Tourism Organization 여행 및 지역정보 ★★★★★ 1,265 ₩19,900 ₩29,900</p> <p>Various Travel Information Customized search results Compare hotel rates</p> <p>Google 번역을 사용하여 설명을 한국어(으)로 번역하시겠습니까? 번역</p> <p>"VisitKorea is a smart phone app created by the Korea Tourism Organization and provides users with useful and timely travel and tourism information about Korea. The brand new VisitKorea is equipped with new functions, a more user-friendly interface, and much more useful information. This newly designed app makes traveling Korea more convenient and offers you the opportunity to experience Korea more in-depth! If you are planning to visit Korea and you would like to know more about Korean travel, history and culture, then VisitKorea is here for you!"</p>	 <p>i Tour Seoul 4+ Seoul Tourism Organiza... > ★★★★☆ FREE</p> <p>Details Reviews Related</p> <p>Seoul's Choice Attractions General Information Dining Shopping Hotels Events Tours & Itineraries Translation Taxi Information Public Transit</p>
<p>The most popular social networking service among Korean people.</p>	<p>Tourism and life in Korea</p>	<p>Tourism and life in Seoul</p>
 <p>Subway Korea 12+ Broong, Inc. > Offers In-App Purchases ★★★★☆ (309) OPEN</p> <p>Details Reviews Related</p> <p>Gangnam Line 2 Sinsa Nonhyeon Gangnam Office Banpo Samjung Samreun Sapyeong Sinnonhyeon Seolleung Yeoksam</p>	 <p>KakaoBus(SeoulBus 4.0) 카카오 Maps & Navigation ★★★★★ 43,902 ₩19,900 ₩29,900</p> <p>Bus arrival information on the first page Don't miss traffic info and remained seats</p> <p>Seoul Bus reborn as KakaoBus! KakaoBus provides you real-time bus and bus stop information of 57 Korean cities. * Real-time bus arrival information * Bus route information with real-time bus location * Departure Alarm Set up the departure alarm to receive notifications five minutes, three minutes or one minute before the bus arrives at your stop. * Arrival Alarm Set an alarm to make sure you get off at the right stop. * Bus Arrival Notification You can get notifications for buses at a certain day and time without having to set them manually every time. * Suggestions based on your current location : Nearby Stops, Night Buses Nearby, Direct Bus to</p>	<p>-</p>
<p>Subway map and information</p>	<p>Seoul metropolitan bus schedule</p>	<p>-</p>

* Images above may differ by some degree from those found at online application stores.

USEFUL WEBSITES

Category	Title	URL
Korea/Seoul	Korean Culture and Information Service	http://www.korea.net
	HI Seoul; Soul of Asia	http://english.seoul.go.kr
Transportation	Incheon International Airport	http://www.airport.kr
	Seoul Metropolitan Rapid Transit Corporation	http://www.smrt.co.kr
	Seoul Metro	http://www.seoulmetro.co.kr
	Korean National Railroad	http://www.korail.com
	Transportation Operation and Information Service	http://topis.seoul.go.kr/eng
Daily Life	Seoul Global Center	http://global.seoul.go.kr (Email: hotline@seoul.go.kr)
	Korea Meteorological Administration	http://www.kma.go.kr
Language Support	Before Babel Brigade, Korea	http://www.bbbkorea.org
	Korean Language Study on the Internet	http://www.kosnet.go.kr
	An Introduction to Korea	http://langintro.com/kintro
Tourism	Korea Tourism Organization	http://www.visitkorea.or.kr
	Seoul City Tourism	http://www.visitseoul.net
Media	The Korea Herald	http://www.koreaherald.co.kr
	The Korea Times	http://www.koreatimes.co.kr
	Arirang TV / Radio	http://www.arirang.co.kr
	TBS eFM	http://www.tbsefm.seoul.kr
Banking	Woori Bank	http://www.wooribank.com
	Korean Exchange Bank	http://www.keb.co.kr
	Hana Bank	http://www.hanabank.com
Others	Post Service	http://www.epost.go.kr

USEFUL PHONE NUMBERS

*Office of International Relations	-
- Humanities and Social Sciences Campus	(02) 760 – 0155~6
- Natural Sciences Campus	(031) 290 – 5026~7
Fire Station / Emergency	119
Police Station	112
Translation Volunteers (BBB Korea)	1588 – 5644
Information/Emergency Call Center for foreigners	119
Dasan Call Center for general questions	120 (extension 9)
Seoul Global Center	2075 – 4130~1 (English)
*Immigration Office (hotline)	1345

* Numbers in parenthesis are area codes

ADDENDUM 1: PARTICIPATION AGREEMENT

■ PROGRAM ARRANGEMENTS AND INFORMATION

- I understand that although SKKU will attempt to implement the program as designed and introduced in a set of materials, including but not limited to participation agreement, student handbook, it reserves the right to change the program with or without prior notice at any time and for any reason it deems sufficient to satisfy institutional needs.
- I will make myself well-informed and clearly understood about the latest program information presented by a series of emails, website, student handbook provided by SKKU, and will also take full accountability of missing or misunderstanding the information owing to my negligence.

■ CODES OF CONDUCT

- I understand that Korea has its own laws and regulations and has standards of acceptable conduct in the areas of dress, manners, morals, politics, alcohol use, drug use and behavior.
- I take full responsibility for my behavior and conduct and agree that SKKU will be released and indemnified for any claim, loss, injury or liability that may be caused by my behavior or conduct.
- I agree to make reasonable and good faith efforts to become informed of all laws, regulations and standards for Korea, and I further agree that I will abide by and comply with those laws, regulations and standards.
- I also agree to comply with all SKKU rules, standards and instructions for student behavior including but not limited to those set forth in the SKKU Code of Student Life; I further agree to comply with any supplemental rules or standards adopted by SKKU for the programs in which I am participating.
- I agree that SKKU has the right to enforce all of the standards of conduct, rules and regulations; I further agree that if I violate those standards, rules or regulations, I may be sanctioned including immediate exclusion from the program.
- I also recognize that if my behavior is determined to be detrimental to or incompatible with the interest, harmony and welfare of SKKU, or program or program participants, my acceptance of responsibility, my waiver of process and my consent to being sent home also apply if I engage in such detrimental or incompatible behavior.
- I agree that I am responsible for any legal problems that I have with Korean government or any individual; I understand and agree that SKKU is not responsible for providing any assistance under such circumstances.

■ COURSE OFFERINGS, LEARNING AGREEMENT AND CREDIT CONVERSION

- I understand that SKKU will offer a list of courses taught in various languages, e.g. Korean, English or Chinese, that I feel most comfortable with, and this list is subject to change or cancellation due to institutional inevitable needs, or any others with or without prior notice; herein *change* can be a change of class schedule, lecturer, language of instruction, class structure, syllabus, textbook, or any other components of academic modules.
- In the cases above, I understand that I may need to alter my course selection accordingly and modify learning agreement as well which may be composed in advance of application, admission, or participation.
- I further understand that this change does not create any liability issue on SKKU regarding requirements of my graduation, future study plans, scholarship, job application, and personal risks of not being able to attend alternatives, even though SKKU will make reasonable efforts to meet my expectations and course demands.
- I further understand that even though SKKU will make reasonable and good faith efforts to duly provide information on course registration procedure, subject lists and access to it, it does not guarantee any of my course sign-ups; that is to say I need to consider wide range of pre-semester course selection in case of aforementioned variables.

■ ACCOMMODATION ARRANGEMENTS AND RULES

- I understand that I am expected to adapt to differences in physical accommodations which may be perceived as inconvenient or uncomfortable by standards of my home country or home university.
- I understand that even if SKKU will make its reasonable and good faith efforts to arrange SKKU accommodation plan for international students, it may not be able to provide on/off-campus dormitory due to the university's

housing circumstance in a specific semester.

- I understand and agree that SKKU shall not be liable for any injury, loss, damage, accident, expense or inconvenience arising in SKKU accommodation.
- I understand that SKKU reserves a right to evict any individual, including but not limited to myself, when it is obvious that doing so will contribute better housing environment for other residents and surrounding community.

■ COMMUNICATION REQUIREMENTS

- I understand that I should maintain contact with my home university and next of kin in the event of emergency, or with regard to academic issues, such as credit conversion, learning agreement, and exchange/visiting period change, health and security issue.
- Therefore, I agree to select and utilize appropriate and ongoing communication links with a designated program manager/coordinator at my university/institution, my family and other support structure.

■ HEALTH AND MEDICAL ISSUES

- I understand that study/travel abroad may expose me to certain conditions, diseases or illnesses. I have or will have acquired all immunizations recommended and all other inoculations necessary for safe living in Korea.
- I will secure health insurance on my own in preparation for the program and I also understand that SKKU is not obligated to pay for medical treatment or hospital care in Korea during my participation in the program, or to attend to my medical or medication needs.
- I also certify that I am medically in general, or emotionally in particular, able and capable to participate in the program, in the activities associated with the program and in the travel incident to the program.

■ SAFETY ISSUES

- I understand that there are potential safety risks associated with the program and travel incident thereto and that SKKU is not responsible for such risks or injuries, damages or loss caused by them.
- I agree that SKKU shall not be liable for such injuries, damages or loss except as may be caused by the gross negligence or willful misconduct of the employees, officials of SKKU.
- I understand that neither SKKU, any faculty member nor any other SKKU representative is responsible for any injuries, loss or damage I may suffer when I am traveling independently or am otherwise separated or absent from any SKKU-supervised activities even if a faculty member or other SKKU representative accompanies me in any independent travel or activity not sponsored by or affiliated with SKKU.

■ ACKNOWLEDGEMENT OF MY RESPONSIBILITY AND ASSUMPTION OF RISK

- I fully accept this possibility of risks and assume all risks associated with this program. I therefore agree to release, hold harmless, discharge and indemnify, the SKKU Board of Trustees, SKKU academic and administrative staff, and volunteers from any present or future liability, claim or demand that may be asserted in connection with (a) emergencies, accidents, illnesses, injuries or other consequences or events arising from my participation in the program, (b) any cause, event or occurrence beyond the direct control of SKKU including, but not limited to, natural disasters, wars, social unrest, terrorist acts, and (c) events or occurrences caused by my behavior or conduct while participating in the program or traveling.
- Further, I understand and agree that this acknowledgement, discharge, hold harmless agreement, release, indemnification and assumption of risk shall be binding on me, members of my family, my executors and administrators and my personal representatives.

■ VOLUNTARY ACKNOWLEDGEMENT

- I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement I have the right to consult with the study abroad program manager, advisor, or counselor of my choice.

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