
MYONGJI UNIVERSITY

Guideline for 2020 Fall Exchange Program



How to Apply to Myongji University

- ① **Application Deadline : 2020 May 31**
- ② **Email Your Applications to: mju_inbound@mju.ac.kr * No hardcopies required.**
- ③ **How to Submit**
 - 1) **Scan all documents (highlighted in yellow) in the Checklist.**
PDF(one file)
ID Photo(JPG)
 - 2) **Ask your international office to email your documents (PDF file+JPG) by May 31. (We only accept applications sent on behalf of our partner institutions.)**
- ④ **Required Documents : Refer to the Checklist.**
- ⑤ **Academic Period**
 - 1) **2020 Fall : September 1 ~ December 21**
 - 2) **2021 Spring : March 2 ~ Mid June**

Qualifications

Students must:

- ① Be officially nominated by the home university.
- ② Have completed at least one academic year in the home university.
- ③ Have never been involved in any illegal acts in Korea and in home country.
- ④ Meet at least 1 of the followings:
 - Already obtained at least TOPIK Level 3.
 - Already obtained at least TOEFL IBT 70 (or TOEFL ITP 527, IELTS 5.5, TOEIC 750).
 - Proved by his/her home institution that the applicant has sufficient English or Korean language proficiency to communicate with the professor and conduct his/her academic activities in classes.

Application Deadline

- ① For 2020 Fall : 2020 May 31
- ② For 2021 Spring : 2020 November 30

Application Procedure

- ① Student contacts the international office of his/her home university to start the application procedure.
- ② The home university's international office reviews the application documents.
- ③ The home university's international office emails the application documents to by the end of May.
- ④ MJU screens the application documents.
- ⑤ MJU issues the Certificate of Admission, Letter of Acceptance and other related materials by mid-July. (post mailed to the international office of the student's home university).
- ⑥ Students apply for a visa in his/her home country, purchase a flight ticket and insurance.

Required Documents

- ① **Application form (Mandatory)**
 - Major: If your major is not provided at MJU, you may be placed in a similar academic department.
 - Email: the one you check most frequently.
- ② **Recommendation Form (Mandatory)**
 - From a professor, academic advisor or International office officer.
- ③ **Health Report (Mandatory)**
 - To be completed by a medical doctor at least 1 month prior to the student's entry to Korea (No section should be left blank).
 - If you use other templates, be sure to answer the questions included in MJU application.
 - Negative test results in Tuberculosis and Hepatitis B are required for **on-campus housing**.
- ④ **Guardian (Parental) Consent Form (Mandatory)**
- ⑤ **Application For Accommodation**
 - You can only choose one.
- ⑥ **Official Language Certificate**

- ⑦ **Certificate of Enrollment in English(Mandatory)**
- ⑧ **Official Transcript in English with total average GPA(Mandatory)**
- ⑨ **Passport and Identification Card(Mandatory)**
 - A copy of the first page of the passport - the page which contains personal information.
 - Passport must be valid at least until 2021 June (for those who stay for 1 semester) and until 2021 December (for those who stay for 2 semesters).
- ⑩ **Copy of Certificate of Travel Insurance purchased in your home country(Mandatory)**
 - The certificate of insurance which covers either during your entire stay in Korea (6 months to 1 academic year) or from the date of your departure from the home country till the first date of the academic semester (only for students who will purchase insurance through Myongji).
- ⑪ **Colored ID Photo : 2 photoprint version & a JPG file(Mandatory)**
 - An ID photo taken at a photo studio ONLY, MUST be white background (3.5cm×4.5cm).
 - Please bring 2 photos with you when you come to Korea.

Submitted application documents will be carefully reviewed by the OIA before issuing the Letter of Acceptance, Certificate of Admission, Certificate of Business Registration. These documents will be sent to your home university.

VISA

Once students receive the Letter of Acceptance, Certificate of Admission, Certificate of Business Registration, they must visit - at the earliest date possible - the nearest Korean embassy/consulate to apply for a student visa. Make sure you contact the embassy/consulate in advance to find out the required documents for a visa. Respective Korean embassy/consulates have sole discretion on the issuance of a visa, and Myongji University is not in the position to offer any support in this regards. It may take over three months in certain countries or different documents may be required depending on the country.



Arrival in Korea

Official Arrival Date	Seoul & Yongin – 2020 August 27th Dormitory check-in hours: 09:00 ~ 16:00
Pick-up Service	ONLY from Incheon International Airport on 27 th Must email flight information by Aug 10 th , 2020
Orientation	2020 August 31 st

Please DO NOT purchase your plane ticket until you obtain a visa (since there is no 100% guarantee that your visa will be issued in time).

① Flight Schedule

- We recommend students to arrive in Korea at the latest by August 27th.

② Orientation

- Documents to bring:
 - 1) Passport
 - 2) 1 Photo (3.5*4.5CM / white background)
 - 3) Application Fee for Alien Registration Card (cash only 45,000 KRW)
 - 4) Certificate of Residence
 - A. If you live in the dormitory, go to the management office to ask for the document.
 - B. If you live in the rented apartment, bring your housing contract.

※ All in-person activities, such as Orientation and Check-in, may be replaced with alternative methods (i.e. emails, online materials, or virtual meetings) depending on the future situation with COVID-19.

Course Registration

① Campus

- There are two campuses; Seoul and Yongin (divided by faculty). Students can only choose one campus. Depending on the student's Korean or English language proficiency, students will be allowed to take the following courses:

Korean or English language proficiency	
TOPIK Level 3 or higher	① Any Korean or English-taught undergraduate course (some require prerequisite) ② Fee-paying KLI intensive Korean language courses
TOEFL IBT 70 or above (or IELTS 5.5, TOEFL ITP 527, TOEIC 750) OR proved by the home university for excellent level of English language skills	① Any English-taught undergraduate course (some require prerequisite) ② Fee-paying KLI intensive Korean language courses
Does not meet language requirement	① Korean Language Courses in undergraduate level (tuition free) ② KLI intensive Korean language courses (Fee-paying)

※ Exchange(Visiting) students must maintain a minimum of 12 credits per semester. Before the semester starts, you will be given instruction via email for the course registration, and you will have a week(September 1 ~ September 4) to change [add/drop] your courses. Also, you will have another week(September 21 ~ September 25) to drop [not add] the courses.

② KLI Registration for Exchange Student

- Korean Language Institute(KLI) is available for students in both campuses. KLI is composed of 4 semesters, and each semester lasts for 12 weeks. Exchange students have an option to take either [KLI 2020 fall course] or [KLI 2020 fall + KLI 2020 winter courses].
- Please specify in your application how many semesters of KLI you are applying for. Depending on your period of enrollment in KLI, the number of credits you can register will change because the total cannot exceed 17 (total = KLI + Regular undergraduate). For example,

[Case1]

- If you take 1 semester of KLI, you are automatically registered for 6 credits.
- The maximum credits you can register either for major or elective courses are 11, therefore.

[Case2]

- If you take 2 semesters of KLI, you are automatically registered for 12 credits.
- The maximum credits you can register either for major or elective courses are 5, therefore.