

“Provisional” Fact Sheet 2025 Spring (drafted 23/9/2024)

BUSAN UNIVERSITY of FOREIGN STUDIES

Eligibility		<ul style="list-style-type: none">• Students who meet the eligibility requirements for the student mobility program must be enrolled full-time at their home university for at least two semesters and free of underlying medical conditions.• The prospective students must also be officially nominated by their home university.• Students who can arrive in Korea before the start date of the new semester.• Students who are currently studying in their home university.
Nomination Process & Deadline	Nomination deadline: (11/11/2024) Application Deadline: (11/29/2024)	<ul style="list-style-type: none">• Exchange student nomination form for the Spring Semester 2025 (Excel), and the paper-based application form filled out by the students, including other required documents (see below), should be sent by the responsible person at the student’s home university to the host university official below: ▶ sanghoonwho@gmail.com
<Step 1 documents> Required documents & Deadline	Submission Deadline	<ul style="list-style-type: none">• Required documents(hereinafter called Step #1 documents) are to be submitted by email to the host university. (see left for email address)

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<p data-bbox="173 454 677 534"><Step 1 documents> Required documents & Deadline</p> <p data-bbox="249 819 596 853"><i>Continued from page 1</i></p>		<ol style="list-style-type: none"><li data-bbox="1243 425 2372 622">1) A paper-based BUFS application form (see attached file). Students will also be sent a URL link, and instructions later to complete the “on-line application form when the application site opens; in the meantime, complete the paper-based application form and submit it first.<li data-bbox="1243 672 2390 1039">2) A Certificate of Enrollment issued by home university<ul style="list-style-type: none"><li data-bbox="1243 715 2390 915">• Note: If you come from non-OECD nations, the Certificate of Enrollment has to be either “Apostille” certified(if your country is a member nation in the Hague Convention), or “Korean consul” certified with a notarized copy of the English translation attached of the original documents are not in English.<li data-bbox="1243 922 2390 1039">• 36 OECD member nations include: France, Italy, Germany, Poland, Mexico, UK, USA, Turkey, Spain, etc. Please check google site to see if your country belong to an OECD member nation.<li data-bbox="1243 1082 2074 1116">3) A letter of nomination issued by home university<li data-bbox="1243 1166 1564 1200">4) Motivation letter

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<p data-bbox="173 458 677 544"><Step 1 documents> Required documents & Deadline</p> <p data-bbox="249 753 601 793"><i>Continued from page 2</i></p>		<p data-bbox="1243 458 2346 662">5) A copy of passport(bio-page, plz scan actual size) 6) A copy of bank balance with at least 4,000 dollars per semester (If applicable. This requirement applies only to students from non-OECD nations) 7) TOPIK score (if applicable to you)</p> <p data-bbox="1243 705 2288 786">The above <Step 1 documents> will be accepted by email below: sanghoonwho@gmail.com</p> <p data-bbox="1243 829 2377 948">The above <Step 1 documents> must be submitted in PDF format by (November 29, 2024), with all the necessary documents in their original size integrated into “ONE SINGLE” PDF attachment file”.</p>
<p data-bbox="173 986 677 1100"><Step 2 documents> Issuance of visa application documents by host university</p>		<ul data-bbox="1243 972 2377 1090" style="list-style-type: none">• Upon receiving the <Step 1 documents> from student’s home university, the host university will issue “visa application documents” to the student’s home university by email.

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<p data-bbox="147 491 700 611"><Step 2 documents> Issuance of visa application documents by host university</p> <p data-bbox="249 861 598 896"><i>Continued from page 3</i></p>		<ul data-bbox="1243 422 2397 1153" style="list-style-type: none">• Host university-issued visa application documents will include:• Certificate of Admission• University Business Registration Certificate• Confirmation of Residence/Accommodation• PRINT OUT the above documents using a color printer, and then, along with other additional documents, if any, student shall apply for student visa at the nearest Korean embassy/consulate at student’s home country without delay.• Note: Students are required to apply for the visa in their home country and must NOT enter Korea BEFORE obtaining appropriate visas.• Applying for the visa within Korea is NOT allowed by the Immigration Office of Korea, albeit students are from the partnership university.• In some cases, students may be required to submit “additional documents” at the request of the embassy. For this matter, we refer you to the Korean embassy/consulate when you’re applying for your visas.

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<p data-bbox="147 491 703 615"><Step 2 documents> Issuance of visa application documents by host university</p> <p data-bbox="249 696 601 732"><i>Continued from page 4</i></p>		<ul data-bbox="1243 419 2397 825" style="list-style-type: none"><li data-bbox="1243 419 2397 539">• Note: The submission of the visa application documents does NOT automatically guarantee your entry visa to Korea because the visas are issued at the discretion of the embassy.<li data-bbox="1243 544 2397 664">• After successfully submitting your visa documents, please inform your visa status to the international relations coordinator at the host university without delay. sanghoonwho@gmail.com<li data-bbox="1243 711 2397 825">• The host university will send you an email to invite you to Kakao group messenger to diversify communication channels for the expedient dissemination of information when needed.

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<p>Apply for Visa</p>		<ul style="list-style-type: none"> It is to be noted that students are required to apply for appropriate visa (D-2) at the nearest Korean embassy in his/her home country "before" entering Korea
<p>Designated Dorm Check-in & Arrival period</p>	<ul style="list-style-type: none"> To be confirmed (TBC) 	<ul style="list-style-type: none"> Exchange students are required to arrive and check in the dorm only during host university-designated dorm check in period. (** Exact dates to be confirmed)
<p>Informing Arrival Schedule</p>		<ul style="list-style-type: none"> Exchange students shall report a flight arrival schedule in Korea including flight arrival date and time (Korea standard time), name of airport, flight number
<p>How to get to the dorm</p>	<ul style="list-style-type: none"> To be confirmed (TBC) 	<ul style="list-style-type: none"> Upon arriving in Busan, we encourage you to use public transportation to get to the university dorm. Means of transportations, and university dorm address and other necessary information will be sent to the students later Pick-up service within Busan provided by the university is limited, but if you wish to use one, it will be accessible ONLY during the specified dorm check-in period and during the specified time. (to be confirmed)

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<p>Dormitory Reservation & Payment</p>		<ul style="list-style-type: none"> • When completing the said paper-based application form in Step 1, and if you are planning to stay in the university dorm, make sure to tick “university dorm” in the type of housing section. • Then, the host university will reserve the dorm on your behalf. • The dorm payment notice will be issued a week or two “after” you move into the dorm, requesting you to pay the dorm fee. • Upon receiving this notice, visit the on-campus bank and transfer the amount to the designated virtual account number which is distinctive to each individuals.
<p>Dormitory fees</p>	<ul style="list-style-type: none"> • To be confirmed (TBC) • Dorm fees on the right are based on Fall Semester 2024, and are subject to change 	<ul style="list-style-type: none"> • Short-term (otherwise internally called, “Hak-Ki”) • (usually from the start of new semester, March 2 to last day of final exam in June)(exact dates to be confirmed) • Dorm fee: 819,000 KRW • Deposit money: 100,000 KRW • Total: 919,000 KRW

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<p style="text-align: center;">Dormitory fees</p> <p style="text-align: center;"><i>Continued from page 5</i></p>		<ul style="list-style-type: none"> • Long-term (otherwise internally called, “Ban-Ki”) • From the start of Spring semester, March 2, 2025, to the middle of August, 2025)(exact dates to be confirmed) • Dorm fee: 1,365,000 KRW • Deposit money: 100,000 KRW • Total: 1,465,000 KRW • Note: prospective one-year exchange students are assigned in the room for long-term (“Ban-ki) in their first semester at BUFS, while one-semester exchange students in the short-term (“Hak-ki”)dorm.
<p style="text-align: center;">Dormitory Meal Plan</p>	<ul style="list-style-type: none"> • Prices are subject to change 	<ul style="list-style-type: none"> • Students residing in the on-campus university dorm are required to choose one of the three meal plans: • Option A: 106 meals * 3,700 KRW = 392,000 KRW • Option B: 159 meals * 3,500 KRW = 556,500 KRW • Option C: 212 meals * 3,300 KRW = 699,600 KRW

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2 doses of Measles Vaccination Certificate	<ul style="list-style-type: none">• Must be prepared before entering Korea	<ul style="list-style-type: none">• Students staying in the university dorm are required to submit a documents in English verifying 2 doses of measles vaccination. This documents must be prepared in your home country “prior to entering Korea”, and will have to be presented when requested by the dorm office.
TB (Tuberculosis) test	<ul style="list-style-type: none">• Required for dorm residents	<ul style="list-style-type: none">• Within a few weeks after dorm check-in, all the dorm residents are required to take a TB test arranged by the dorm office. This TB screening will take place at the start of each new semester.• If you (student) had already taken a TB test, and had to submit a certificate that you had passed the test when applying for your visa at the Korean Embassy, make sure to prepare an extra copy with information translated in English, and submit it at the dorm office. This way, you may not have to retake it for your first semester.

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Course Wish list		<ul style="list-style-type: none">The home university will email the course lists as soon as they become available, and students are to complete the course wish list form, and then send it to the host university official.