SEJONG UNIVERSITY

update : 2023.09.14.

Checklist

Step 1 — Online application

Fill out the online application form and submit all the materials required.

∗ An overseas health insurance plan must cover medical treatments and accidents during your stay in Korea.

Step 2 — Visa

Apply for a D-2 VISA at the Korean Embassy (Consulate) in your home country.

You will be required to submit the Certificate of Admission & Business Registration Certificate from Sejong University.
(Those will be sent to you via e-mail and express mail).

You may also be required to submit a Letter of Financial Sponsorship and other documents with your application as required by the embassy(consulate).

Step 3 — Course Registration

Upon receiving a follow-up email regarding course registration from Sejong University, select the courses you wish to take and send your registration request to the Office of International Affairs at Sejong University.

∗ Courses become full very quickly, so the earlier you apply the better chance you will have registering the courses you wish to take.

Contact

Name	Title	Contact
JINHWAN MOON	Director	moon@sejong.ac.kr Tel: +82-2-3408-4409
YUNA JANG	International Inbound Coordinator	yunajang@sejong.ac.kr Tel: +82-2-3408-4404
International Office	If you are an exchange student (or candidate), please contact exchange@sejong.ac.kr for general inquiries.	exchange@sejong.ac.kr Tel: +82-2-3408-3659

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01 Application Procedure

The required materials, such as academic transcript, certificate of enrollment, valid passport copy, and overseas insurance must be submitted through the online application system. Link to the online application website will be provided after student nomination. **Online application will be notified by e-mail during the application period.**

A Important Dates (Tentative)

Step	What to do	By when
1	Nominations (Nominations must be done by a staff member via google form)	- Oct 06, 2023
2	Application Submission	Oct 10 - Nov 10, 2023
3	Receive Certificate of Admission	Dec 2023
4	Apply for VISA	Dec 2023 - Jan 2024
5	Receive VISA and Book flight ticket	Jan 2024 - Feb 2024
6	Arrival(Incheon Intl Airport)/Dorm Entry (Official arrival date for exchange students)	Feb 21, 2024 (Schedule may change)
7	Student Orientation	Feb 2024
8	Alien Registration	Mar 2024

** Important!: VISA Application must be done in your home country.

B Required Documents (Scanned Copy)

1. Official Transcript from Home University (in English)
2. Official Certificate of Enrollment from Home University (in English)
3. Passport Copy
4. Overseas Health Insurance Certificate Copy (in English)

> The Insurance must cover the following Expenses.
> $100,000 Medical Expense by Accident (Outside of Home Country)
> $50,000 Medical Expense by Disease (Outside of Home Country)
> $25,000 Medical Evacuation Coverage
> $25,000 Repatriation of Remains Coverage

* The amount stated above is the minimum coverage amount. If you cannot find a coverage plan with the exact amount, you can purchase one with the closest amount.

C Required Documents (Original Copy)

* Will be informed to students separately.

01 Application Procedure

02 Academic Information | 03 Pre-Departure Information | 04 VISA/Post-Arrival Information | 05 National Health Insurance | 06 Accommodation

2024 Academics Calendar

Year	Month	Date	Schedule
2024	1	23 - 29	2023 Fall Transcripts Available
	2	13 – 16	Course Registration for Spring Semester Dormitory Entry Exchange Student Orientation
	3	4 4 - 8 25 - 29	Spring Semester Begins Course Add/Drop & Course Registration Confirmation Course Withdrawal Period
	4	22 - 26	Midterm Examination Period
	5	5	**Foundation Day**
	6	9 - 26 15 - 21 22 27 - 7.1	Spring Semester Course Evaluation Final Examination Period Summer Vacation Begins / Summer Session Begins Spring Semester Final Examination Grades Check
	7	24 - 30	2024 Spring Transcripts Available
	8	14 - 21	Course Registration for Fall Semester Dormitory Entry
	9	1 2 - 7 25 - 27	Fall Semester Begins Course Add/Drop & Course Registration Confirmation Course Withdrawal Period
	10	20 - 26	Midterm Examination Period
	11	6 - 15	Fall Semester Midterm Examination Grades Check
	12	8 - 26 15 - 21 22 27 - 1.1	Fall Semester Course Evaluation Final Examination Period Winter Vacation / Winter Session Begins Fall Semester Final Examination Grades Check
2025	1	22 - 29	2024 Fall Transcripts Available
	2	13 - 16	Course Registration for Spring Semester Dormitory Entry Exchange Student Orientation

* Holiday : May 5(Children's Day), May 5(Foundation Day), June 6(Memorial Day), September 28~30(Chuseok), October 3(National foundation day of Korea), October 9(Hangul proclamation day)

01 Application Procedure
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A Course Offerings

Most of the courses provided at Sejong University (courses taught in English as well as regular courses taught in Korean) are open to exchange students.

1. All exchange students should work closely with their advisor from their home institution to ensure that the courses taken at Sejong University are approved for credit transfer.
2. Exchange students will be fully enrolled in each course they take and will be held to the same requirements and grading system as full time Sejong University students. Therefore, students are advised to select the appropriate level of courses. Students may receive an official transcript from Sejong University upon the successful completion of their program. (The transcripts may be given to the students directly or be sent via e-mail or express mail.)
3. Course selection is done through a first-come-first-served system through the online form provided to the students via e-mail.

B Registration Guide

1. Course Offerings Announcement
   Course offerings will be announced about a month prior to the beginning of each semester. (Late January or start of February for the Spring semester, and late July or start of August for the Fall semester.)
2. Course Registration Process
   2-1. The university will support individual students to register their courses manually during Preliminary Course Selection period.
   2-2. Courses will be added through first-come-first-serve system as each courses have limited slots for student registration. Students will not be able to add courses if the slots in the specific course are full.
   2-3. Detailed information regarding Student's ID number, course list and course registration process will be informed one month prior to the start of each semester.
3. Course Registration (Preliminary Course Selection Period)
   Courses can be added during the "Preliminary Course Selection Period" at the beginning of each semester by submitting online "Preliminary Course Registration Form".
4. Final Course Selection Period (Course Add & Drop Period)
   Students may change their registered courses during the 'Final Course Selection Period (Course Add & Drop Period)' which is usually on the 1st week at the beginning of each semester.

C (Example) A course taught in English last semester.

1. Please refer to the attached spreadsheet.
2. The course offerings and schedule 2024 Spring semester will be available about a month before the beginning of the semester.
※ Courses offered in English change every semester.

D World University Rankings

・11th in Korea 81th in Asia (2022 QS Asia University Rankings)
・2nd in Korea (2021 Leiden World University Rankings)
・1st in Korea and 40th in the world in Hospitality/Tourism (2021 QS)
・7th in Korea and 251-300 in the world(2023 THE)

E Course & Credits

1. Grading system: Equivalence with ECTS and U.S. Grades, 0.6 credit = 1 ECTS
   http://www.sejong.ac.kr/unilife/score_04.html
2. Courses offering: Course offerings will be announced about a month before each semester begins
3. Course Syllabus: https://sjpt.sejong.ac.kr/app/ext/SueOpenTimeQEng.jsp

01 Application Procedure

02 Academic Information

03 Pre-Departure Information

04 VISA/Post-Arrival Information

05 National Health Insurance

06 Accommodation

03 Pre-Departure Information

3.1 Finding your way to Sejong University.

Address : https://en.sejong.ac.kr/eng/Direction.do

A Airport Bus

1. Bus Number: 6013
2. Fare: 16,000 KRW
3. Bus ticket can be purchased outside of the arrival gates. The bus departs from platform No. 5 at terminal 1 and No. 31 at terminal 2 (refer to image below). Inform the bus driver your destination : Children's Grand Park / Sejong University

Terminal 1 Bus stop location (1Floor No. 5)
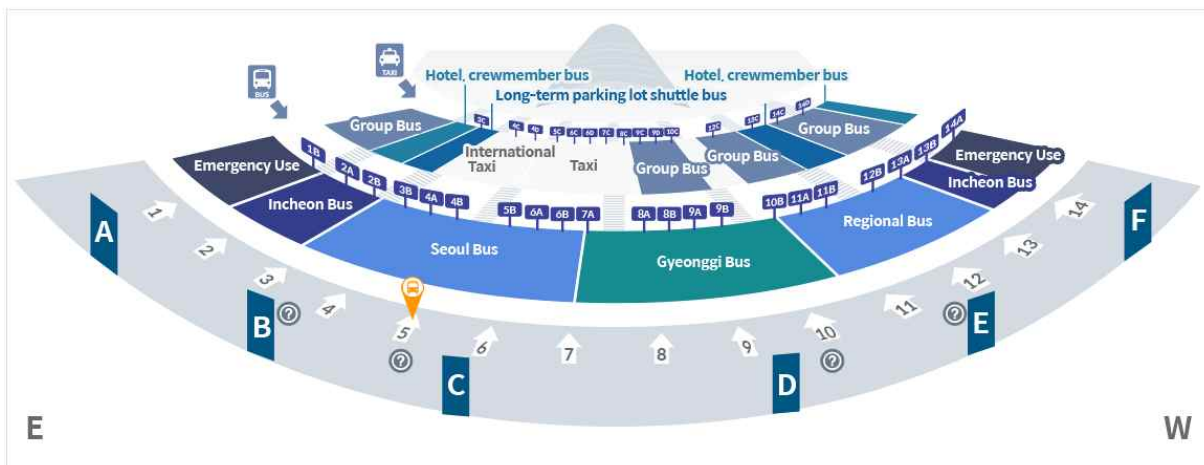
Terminal 2 Bus stop location (Transportation center Basement 1 No. 31)
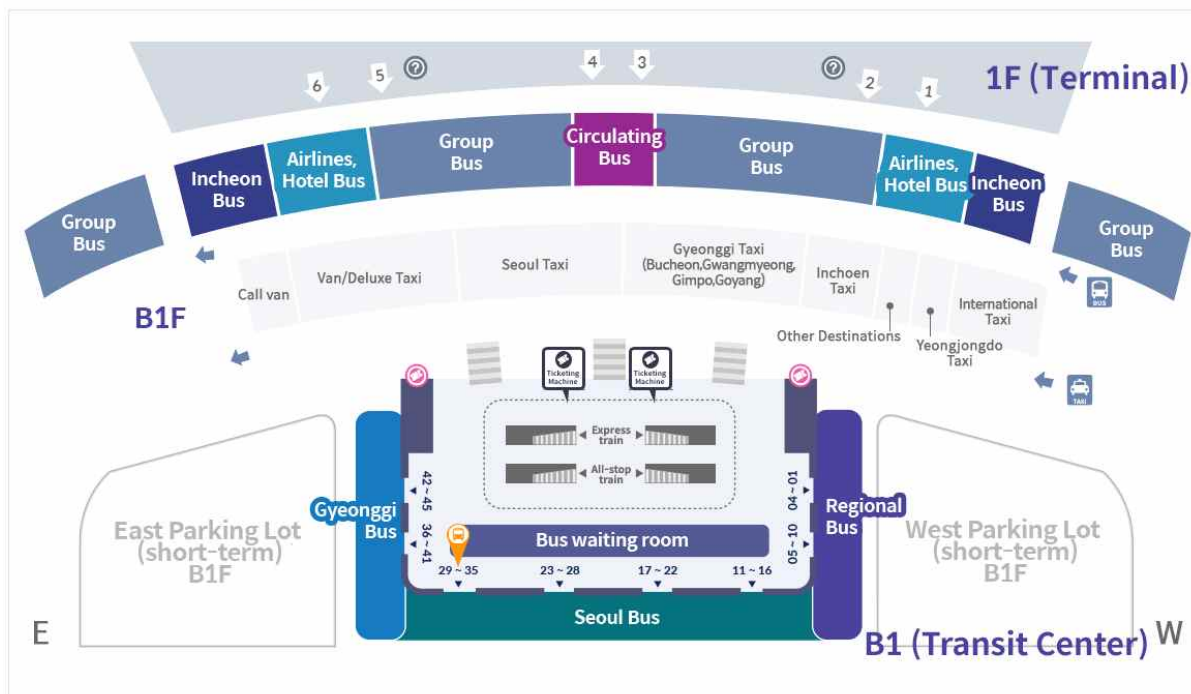
B   Taxi

A taxi ride from the airport to Sejong University can cost between 80,000 KRW to 100,000 KRW.

C   Train / Subway

Although this could be an option, we do not recommend students coming to the campus using this option. It tends to be very confusing and time−consuming, especially to those who are new to South Korea.

Subway Station closest to Sejong University is Children's Grand Park.

Link to the subway map of Seoul :

http://www.seoulmetro.co.kr/en/cyberStation.do?menuIdx=337

D   Using Naver Maps

1. Download (Keyword : naver map)
   Android : https://play.google.com/store/apps/details?id=com.nhn.android.nmap
   IOS : https://apps.apple.com/kr/app/id311867728
2. How to set the language
   For Naver Map v 5.1.3 or higher: Click on the top left side menu button(三) > go to 설정(Settings) > and change the 언어(Language Settings).
   For your reference, your Android OS/iOS must be Android OS 5.0/iOS 11 or higher to install Naver Map v 5.0. or higher.

3.2   About Life

A   Immigration Guidelines (Incheon Airport)

Link : https://www.airport.kr/ap_cnt/en/svc/covid19/quaranti/quarantine.do

B Currency Exchange

The National currency of South Korea is called 'Won' (KRW). This is the only currency accepted in commercial transactions. We have found that currency exchange rates in South Korea tend to be lower than those outside of the country.
Banks with currency exchange desks are plentiful in Seoul; Sejong University has a bank on campus where students are able to exchange their international currency into KRW. You need your passport and visa for all such transactions.

C Personal Spending Money

We recommend that students have 500,000 to 700,000 KRW (approximately 600 US dollars) available per month for personal expenses. In general, prices in Seoul are comparable to those in North America, Australia, and the U.K. Students are responsible for all meal costs. International ATMs are available on the campus, but they dispense only KRW.

D Personal Computers
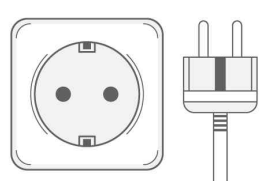
Students have the option of bringing their own personal computers, though they do so at their own risk of theft or damage during their travel. The electrical voltage in South Korea is 220V, with a two-pronged plug; students are to provide their own electrical adapters.

The International Student Dormitory has Internet LAN line service available, though students must provide their own cord. Our campus is equipped with Wi-Fi service, but computers purchased outside of South Korea tend not to be able to connect to this system; therefore, we strongly recommend the use of the LAN service with a cord.

E Mobile SIM cards

Free Wi-Fi is provided in all the buildings within the Sejong University campus. However, we highly recommend you to purchase SIM card before your arrival. You purchase a SIM card online beforehand and pick it up at the airport, or you can purchase it directly after you arrive at the airport. Sejong University will require your mobile number at the beginning of the semester.

Online purchase (pick up at airport terminal)
There's a variety of SIM card providers online. We have found a blogpost that might help you with purchasing the best pre-paid SIM card plan that suits your requirements. (Link to blog CLICK HERE)
Link : https://blog.trazy.com/survival-tip-all-about-sim-card-prepaid-sim-card-for-foreigners/

After you purchase your SIM card online, you can choose the pick-up point. (Terminal 1 or 2). Before you select the terminal number, please check the terminal that you land on. (Terminal 1 and 2 is far away)

**Before you depart from your home country, make sure your mobile / smartphone is not country locked. (Smartphones purchased outside of Korea may be country locked. This can only be unlocked at the country of purchase)

04   VISA / Post-Arrival Information.

A   Student VISA (D-2)

1. In order to study in South Korea, you will need a student visa (type: D-2-6), which must be obtained from the Korean Embassy or Consulate abroad.
2. Sejong University will issue the Certificate of Admission, which is one of the required documents for visa application at the Korean Embassy or Consulate in your country.
3. You will also need to present a valid passport, evidence of financial support and any other documents required by the embassy or consulate.
4. Student VISA must be applied in your home country.

(Please check with the Korean Embassy or Consulate in your country to determine what documents are required for D-2 visa application.)

B   Orientation

Offline orientation is planned to proceed before the start of the new semester. We will inform you its information by email. All the important announcements will be directed by email. So please make sure to submit correct email address on your application. Also, please check your email regularly to not to miss out on any important notices. Moreover, we have found that some university emails block exchange@sejong.ac.kr through its own spam blocking system. Please be sure to include exchange@sejong.ac.kr on your whitelist. If you are not able to receive emails from exchange@sejong.ac.kr, you can change your email address during your application.

C   After Arrival

Within 90 days of your arrival in South Korea, you must apply for a Alien Registration Card (ARC) at the Immigration Service Office. This procedure will be guided by the our partner, KISF (The Korea Immigration Service Foundation) Visa Agency at the beginning of the semester.

** Fail to complete Alien Registration on time may result in compulsory eviction from the Republic of Korea, subject to imprisonment for up to one year or fines of up to 10 million won (Article 46 Paragraph 1 Subparagraph 12 and Article 95 Subparagraph 7 of the Immigration Act. This would be the one of most important thing you have to do after your arrival, so please carefully check your email when there is notification for Alien Registration.

The required documents include :

1. Application form
2 photos (3x4cm, white background only)
3. Passport Copy
4. Korean Visa
5. Certificate of Enrollment (printable on B1 floor of Student Union Building)
6. Proof of Residence (issued by the Dormitory Department)
7. Application fee (50,000 KRW)

The Alien Registration Card will be used under a variety of circumstances during your stay in Korea. Many places with an age restriction will ask to see your ARC.

* You will also have to register your fingerprint after the application to complete Alien Registration process.

Online ARC : https://www.hikorea.go.kr/Main.pt

Foreigner registration agency : TBA

D   Student Identification Card

Students are issued a Sejong University student ID at the beginning of the semester through Kookmin Bank located next to the school. You must bring a photo (3x4cm) to apply.

Kookmin Bank business hours : Mon − Fri : 9:30 am ∼ 15:30pm

This card provides daily access to the university library, university computer lab and other Sejong University facilities.

You can get your mobile app student ID before you get your plastic card.

Key word : sejong university
Login ID : Student ID
Login PW : Date of Birth (YYYYMMDD)

Android :
https://play.google.com/store/apps/details?id=kr.ac.sejong.smartcampus&hl=en
iOS :
https://apps.apple.com/us/app/%EC%84%B8%EC%A2%85%EB%8C%80%ED%95%99%EA%B5%90−%ED%86%B5%ED%95%A9−%EB%AA%A8%EB%B0%94%EC%9D%BC−%EC%95%B1/id1465703023

05　National Health Insurance

A　Insurance Benefits

1. (Same benefits as Korean citizens) Various benefits are available, including dental and oriental medical treatment, health checkups, pregnancy and childbirth-related medical expenses (National Haengbok Card)
※ The health insurance is inapplicable to non-covered items, such as treatment for diseases that do not affect work or daily life (example: plastic surgery).
2. (Co-payment Rate) People who receive the medical care benefits pay part of the medical expenses as below;
   - Outpatient Medical Services : 30%-60% of the NHI, covering expenses
     (varies by medical care institution type and area)
   - Hospitalization Expenses : 20%
3. (General Health Checkups) For office worker, general health checkups are available biannually depending on your year of birth(Annually for non-office worker).
   For example, those born in an odd year can receive a general health checkup in 2021.

B　Monthly Installment

1. Monthly installment for international students for 2021 : KRW 39,540
2. (Due Date) Installment for each month is due by the 25th of the previous month (prepayment)
3. Installment for April 2021 -> payable by March 25, 2021 (billed around the 10th of each month)
4. Payment Method: Automatic transfer (from your bank account or credit card), website, NHIS branch office, bank
5. You can apply for electronic billing, Automatic Transfer or Registering a Refund Account by calling or visiting the website of NHIS branch office.

C　Enrollment Procedure

1. No action is required from students, as they are automatically subscribed to health insurance by the NHIS.
2. An NHI Card and Subscription Guide are sent to your residential address in Korea.
3. Nevertheless, if you are equivalent to the following cases, you must visit the nearest NHIS branch office. (Visit the designated NHIS Center for Foreign Residents having jurisdiction over your residential address if you reside in Seoul, Gyeonggi do,

or Incheon)
- - Wish to pay contributions for your family as a group
  (including your spouse and minor children);
- - Are an overseas Korean or international student (F-4 Visa holder) studying in Korea
- - Wish to report changes, such as the place of residence, passport number, or visa.
4. If you receive medical coverage equivalent to medical care benefits (Article 41 of the National Health Insurance Act) by foreign laws, from international insurance, or under the contract with your employer, you may apply for exemption from the subscription.
5. (Available Services) Eligibility management, such as acquiring or changing entitlement as a self-employed insured or a dependent of an employee insured, insurance contributions payment.
6. (Targeted Users) Foreigners and overseas Koreans residing in the following areas should contact the corresponding center as below.

Center Name	Jurisdiction Area	Center Information
Seoul Center	Seoul	
Ansan Center	Ansan, Siheung, Gunpo	
Suwon Center	Suwon, Yongin, Hwaseong, Osan, Seongnam	
Incheon Center	Incheon, Bucheon, Gimpo, Gwangmyeong	
Uijeongbu Center	Uijeongbu, Namyangju, Gapyeong, Pocheon, Dongducheon, Yeoncheon, Yangju, Guri, Goyang, Paju	

Inquiries: National Health Insurance Service
Tel: 1577-1000 or 033-811-2000 (Service hours: 9:00 am to 6:00 pm on weekdays)

06   Accommodation and etc.

A   Living on Campus

1. **All exchange students can register to live in the International Student Dormitory** because of the length of their stay. It is very difficult to find short term, furnished housing options in South Korea. However, the dormitory is not compulsory.
   (If students manage to get accommodation off campus, that is also okay)

2. **There is no separate application for Dormitory**. Just check the dormitory box on the exchange program online application form. (**If you don't want to apply for dormitory leave it blank or answer no**)

※Spring semester: March to August, Fall semester: September to February			
Country of Citizenship	SELECT ▼	**Passport No**	....
E-mail	....		
Address	....		
Do you want to apply for International students' dormitory? (Room type will be randomly assigned by Dormitory Division)		☐ Yes ☐ No	
Religion *Religion will be used only for the reference in assigning rooms.		Buddhist ▼	

3. In the International Student Dormitory (on the 13th and 14th floor of the Gwanggaeto Building), students share a kitchen and a laundry room located on the same floor as their assigned rooms. Every student gets a bed, a desk, a dresser and some closet space. Items you will need to bring are bedlinens, pillow, bedspread, towels, clothes hangers, and seasonal clothings.

4. All university accommodation facilities are drugs, alcohol and smoke free.
   (If you are caught with any of the stated items, your will be suspended.)

5. Campus facilities:
  5-1. The Global Lounge
  5-2. Convenience Store and Coffee Shop
  5-3. University Library
  5-4. Gunja Building Bookstore
  5-5. Student Union Building
  5-6. Athletics Field

6. Campus map (Click LINK for detailed map)

※ LINK : https://en.sejong.ac.kr/eng/about-sejong/CampusMap.do
※ No.28 : dormitory office / No.5 : Gwanggaeto

B Dormitory

1. Dormitory Types and Fees

Room Type	Monthly Rates	Semester Rates (4 Months)	Maintenance Fee	Total Amount
3 Bedroom	238,000 KRW	952,000 KRW	100,000 KRW	1,052,000 KRW
4 Bedroom	195,000 KRW	780,000 KRW	100,000 KRW	880,000 KRW

Curfew : 24:00 - 05:00(access is restricted.)

Microwave ovens are available in a small kitchenette.

Washing machines are available for a fee of 1,000 won (approx 1 US dollar) per load.

Please be advised that due to the dormitory operation policy, dormitory fees will not be adjusted according to you actual length of stay. (You will be requested to pay

the same amount even if you check in late after the semester begins).

2. Campus Dormitory (No.5 : Gwanggaeto)

https://en.sejong.ac.kr/eng/academics/Dormitory.do#con04

Desk, chair and locker

Bunk bed

Bathroom

Laundry Room

Kitchenette

Meeting Room

About Sejong University

https://www.youtube.com/watch?v=nW4X7a5vyCQ

Sejong University Campus Tour part 1

https://www.youtube.com/watch?v=0Q4SQLKG8q4

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Sejong University Campus Tour part 2

지하에는 24시간 운영되는 독서실이 있기 때문에

https://www.youtube.com/watch?v=Hbc9Gq9NWEU

Restaurants around campus recommended by our local students

광진구에 위치한 세종대

https://www.youtube.com/watch?v=Kf8sWNhVaG4

FAQ

01 When will I receive my transcript

At the end of the semester, we will send a scanned copy and original copy to your school administrator.
If you personally wish to receive it sooner, you can print it out on the B1 floor of the Student Union Building.

02 How do I get signatures on various documents?
(learning agreement, arrival form, confirmation of stay, etc.)

You can send an e-mail to exchange@sejong.ac.kr or come to the office (Room 209A, Student Union Building).

03 When do I apply for dormitory?

If you have done it at the time of application, you do not need to apply additionally.
Foreigner Dormitory Manager Email : sjdorm@sejong.ac.kr
Address : Gwangaeto-gwan, Sejong University, 209, Neungdong-ro, Gwangjin-gu, Seoul, Republic of Korea, 05006 / 02-3408-8220
https://en.sejong.ac.kr/eng/academics/Dormitory.do#con04

04 When do I pay the dormitory fee?

You pay after arriving at Sejong University.

05 I want to get a syllabus

You can get It at https://sjpt.sejong.ac.kr/app/ext/SueOpenTimeQEng.jsp

06 When do I apply for courses / When is the course list coming out?

When the course list comes out one month before the start of the semester, you can register for the course by e-mail. We will notify you by e-mail.

07 Is a bank statement necessary when applying for a visa?

It is absolutely necessary. This is inevitable as it is a guideline under the Immigration Control Act that is applied to all international students.

08 I think my entry will be delayed for personal reasons. Can I be late? /
Can I listen online for the first few days?

Sejong University exchange students must enter Korea on the specified date due to the face-to-face course principle.
Under your own responsibility, we will not cancel the program for being late few days, but we will not accept late entry for more than a week.

09 I want to take a class in Korean

If you really want to, you can apply directly during the course registration period, but it is not recommended as you will be taking the courses with native Korean speakers. (Applicable for students with TOPIK level 4 or higher)

10 I couldn't apply for the course / I want to change

You can do it yourself during the course changing period.

11 Are the classes online?

Check the syllabus or if it is unclear, you can check it on the blackboard() in the first week of class. Blackboard : https://blackboard.sejong.ac.kr/

12 How many credits can I take?

Minimum 6 credits ~ Maximum 18 credits

13 Attendance was not checked

1. In case of offline lectures － You must check attendance yourself, and if there is a problem, ask the professor
2. In case of blackboard lecture － if there is an error of inputting your attendance after attending the lecture － Contact ctl@sejong.ac.kr
3. If it is a different type of lecture (eg Webex online seminar) and there is an error in the input of your attendance － Contact the professor of your course

14 Did your application go well?

We do not individually send an email stating that the application has been completed after submission. If you receive a pop-up message stating that you have successfully completed your application, we would have successfully received it.

15 I was an exchange student in the past, and I want to receive a transcript / I didn't get it. / Please send me again.

For additional transcripts, contact the academic department (reg@sejong.ac.kr)

16 The course I applied for was not applied.

There are limited slots available for course registration. You can try to get an available spot during the add/drop period (final course registration period), you might get the available seat. Please try then.

17 How do I get a self-quarantine exemption?

You can enter quarantine information in advance on the Q-code site.
Link : https://cov19ent.kdca.go.kr/cpassportal/biz/beffatstmnt/main.do?lang=en

PHOTOS
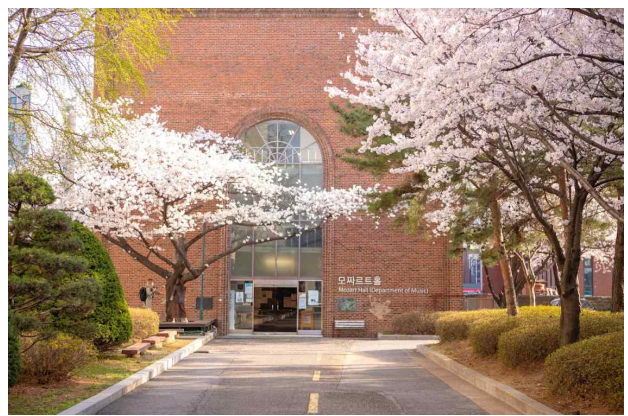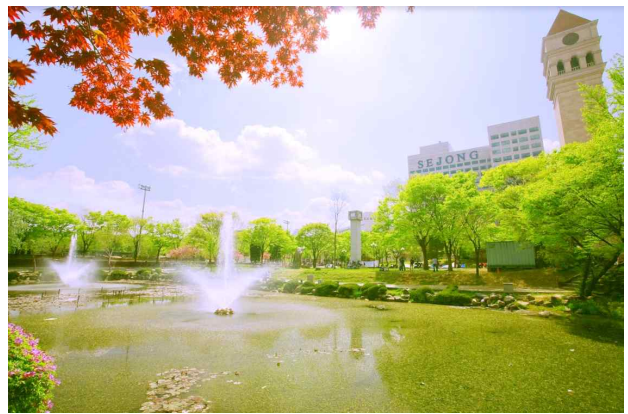
Thank You

Although the exchange program is only for a short period of time, we hope you make pleasant memories here at Sejong University.

This document is a guide for Sejong University inbound exchange students and cannot be modified or deleted arbitrarily.

If you wish to modify or add content, please contact us at the email below.

E-mail : exchange@sejong.ac.kr