



## SOGANG UNIVERSITY EXCHANGE PROGRAM INFORMATION SHEET 2018-2019

### General Information

<b>Office</b>	Office of International Affairs
<b>Websites</b>	University <a href="http://www.sogang.ac.kr">http://www.sogang.ac.kr</a> OIA <a href="http://goabroad.sogang.ac.kr">http://goabroad.sogang.ac.kr</a>
<b>Mailing Address</b>	Berchmans-Woojung Hall 201 35 Baekbeom-Ro, Mapo-Gu, Seoul 04107, Korea E-mail: <a href="mailto:goabroad@sogang.ac.kr">goabroad@sogang.ac.kr</a> Fax: +82-2-705-8060
<b>Contact Information</b>	<p><b>Inbound Exchange Program (All regions)</b> Ms. Ji Hye Sophia Park Tel. +82-2-705-8316 / <a href="mailto:goabroad9@sogang.ac.kr">goabroad9@sogang.ac.kr</a></p> <p><b>Outbound Exchange Program &amp; Agreements/Partnerships</b></p> <ul style="list-style-type: none"> <li>• Ms. Eun Young Suh (North &amp; Latin Americas) Tel. +82-2-705-7804/<a href="mailto:goabroad6@sogang.ac.kr">goabroad6@sogang.ac.kr</a></li> <li>• Ms. Shiin Park (Europe) Tel. +82-2-705-8045/<a href="mailto:goabroad7@sogang.ac.kr">goabroad7@sogang.ac.kr</a></li> <li>• Mr. Dowon Kim (Asia, Oceania &amp; Africa) Tel. +82-2-705-8041/<a href="mailto:goabroad5@sogang.ac.kr">goabroad5@sogang.ac.kr</a></li> </ul>

### Academic Calendar

	Fall Semester	Spring Semester
<b>Calendar Link</b>	<a href="http://www.sogang.ac.kr/academic/academic_calendar.jsp">http://www.sogang.ac.kr/academic/academic_calendar.jsp</a>	
<b>Semester Dates</b>	September 3 – December 22	March 4 – June 21 (TBD)
<b>Arrival Date</b>	On-campus Housing check-in: Usually 3-4 days before the start of the semester	
<b>Orientation</b>	Usually 1-2 days before the start of the semester All incoming exchange students are required to attend the Exchange Student Orientation organized by Sogang's Office of International Affairs.	

### Nomination & Application Deadline

	Fall Semester	Spring Semester
<b>Nomination Deadline</b>	April 15	October 15
<b>Application Deadline</b>	April 30	October 30

※ Sogang University will inform partner institutions via email when Sogang's nomination system is open for nominations. Sogang University receives nominations per semester so please nominate students online when nominations for the particular semester is ready to be received.

## Eligibility

<b>GPA Requirement</b>	There is no minimum GPA requirement to participate in the exchange program. However, students must meet the standards set by their home institution to study abroad.
<b>Language Requirement</b>	<b>Courses taught in English</b> Students do not have to submit proof of English Language Proficiency. However, students from non-English speaking countries are recommended to have English proficiency scores equivalent to or higher than TOEFL IBT 79 (PBT550) or IELTS 6.5. <b>Courses taught in Korean</b> Students do not have to submit proof of Korean Language proficiency. However, it is highly recommended that students have Korean Proficiency level equivalent to or higher than TOPIK level 4 in order to take courses offered in Korean.

## Nomination & Application Process

<b>Nomination</b>	Students must officially be nominated by their home institution in order to be eligible to apply. Each institution will be given a user ID and password for Sogang's online nomination system. <b>Nominations sent by email are not accepted.</b> <a href="http://goabroadoia.sogang.ac.kr/index.do">http://goabroadoia.sogang.ac.kr/index.do</a> Students will receive application instructions to the e-mail address registered by their home institution upon nomination so please make sure to register the correct e-mail address that the student uses.
<b>Application</b>	<p>① When officially nominated by their home institution, students will be given access to Sogang's application system by e-mail. (E-mail will be sent to student's e-mail address registered by their home institution)</p> <p>② Students should access Sogang's application system with the user ID and password provided in the e-mail they receive.</p> <p><b>Application page:</b> <a href="http://goabroadoia.sogang.ac.kr/index.do">http://goabroadoia.sogang.ac.kr/index.do</a></p> <p>③ Students should complete the online application form and upload the required supplementary documents.</p> <p><b>Required documents:</b></p> <ul style="list-style-type: none"><li>• Copy of Passport (valid until at least 6 months after the end of exchange term)</li><li>• Most recent Official Academic Transcript in English</li><li>• ID Picture (JPG/JPEG format, color photo taken within the last 6 months, full face without hat, front view against white or off-white background)</li><li>• On-Campus Housing Application Form (optional)</li><li>• Health Report Form with official hospital stamp (only required for students applying for on-campus housing)</li><li>• Health Insurance Certificate (must cover all medical costs and possible accidents during student's study period at Sogang. Insurance Certificate must state coverage period and destination/territorial scope)</li></ul> <p>④ Students should also submit the following forms through the online application system if they wish to apply for them.</p> <ul style="list-style-type: none"><li>• Sogang Global Scholarship Form</li><li>• Buddy Request Form</li><li>• Korean Language Course Application Form</li></ul>
<b>Acceptance</b>	Acceptance packages will be sent to student's home institution. Students coming for the fall semester will receive acceptance packages around early June and for the spring semester around early December. Acceptance package will include the following documents that students will need for visa application.

- Certificate of Admission
- Certificate of Business Registration of Sogang University
- Letter of Acceptance

## Academic Information

<b>Level of Study</b>	Both undergraduate and graduate depending on exchange agreement
<b>Course Load per Semester</b>	Undergraduate: 9 – 15 credits Graduate: 3 – 15 credits <b>If students need to take additional credits, they can do so with a formal request from their home university coordinator.</b> <i>* In general, courses at Sogang are three-credit courses. 1 Credit hour indicates 16 classroom contact hours and 32 self study hours in a semester.</i>
<b>Courses taught in English</b>	About 20-30% of the course are taught in English. Students can take courses across all majors with an exception to courses that are restricted to exchange students. Undergraduate students are not allowed to take graduate courses. However, graduate students can take both undergraduate and graduate courses.
<b>Course Catalog</b>	<a href="http://sis109.sogang.ac.kr/sap/bc/webdynpro/sap/zcmw9016?sap-language=EN#">http://sis109.sogang.ac.kr/sap/bc/webdynpro/sap/zcmw9016?sap-language=EN#</a> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> semester: Spring semester, 2<sup>nd</sup> semester: Fall semester</li> <li>• Please check the box next to “Courses for Exchange Students” and press search.</li> <li>• Please note that not all courses offered in English are open to exchange students.</li> <li>• If proficient in Korean, students can take courses taught in Korean (for those courses, do not check the box next to “Courses for Exchange Students”).</li> </ul> <p>Finalized course lists for each semester will be available about a month prior to the beginning of the semester.</p>
<b>Restricted Areas of Study</b>	Law School Graduate School of Theology Graduate School of Media Graduate School of Management of Technology Graduate School of Public Policy Graduate School of Economics Graduate School of Education Graduate School of Mass Communication Graduate School of Information & Technology  <b>IMPORTANT NOTE</b> <i>There is a high demand in certain areas of courses, especially in Business, Mass Communications, Global Korean Studies and Art &amp; Technology. Registration for these courses is very competitive so <u>students must be aware that they are not guaranteed requested courses</u>. It is highly advised that students be flexible with their course selections. For courses offered in the Art &amp; Technology department, priority is given to students who come from an institution that has a separate departmental agreement with our A&amp;T department due to class size restrictions.</i>
<b>Course Registration</b>	Course registration is done online on a <u>first-come, first-served</u> basis. Specific dates for course registration will be announced to students by email. <ul style="list-style-type: none"> <li>• Fall semester: mid/ end of July</li> <li>• Spring semester: mid/ end of January</li> </ul>
<b>Transcript</b>	Transcripts will be issued about a month and a half after the end of the semester. 2 copies of the transcript will be sent to student’s home university. <ul style="list-style-type: none"> <li>• Fall semester: early February</li> <li>• Spring semester: early August</li> </ul>
<b>Grading</b>	Sogang adopts a 4.3 point grading system. <a href="http://www.sogang.ac.kr/academic/rules_and_regulations.jsp">http://www.sogang.ac.kr/academic/rules_and_regulations.jsp</a>

## Korean Language Course

<b>Overview</b>	The Office of International Affairs offers scholarships to exchange students who wish to take Korean language course at Sogang's Korean Language Education Center (KLEC). The scholarship covers the tuition fee for the Korean language course and the amount of scholarship differs depending on the course that students choose to take.										
<b>Scholarship</b>	<ul style="list-style-type: none"> <li>Intensive Course (KAP200): Full scholarship is offered to exchange students Tuition fee waived but deposit payment required</li> <li>Evening Course (KGP60): Partial scholarship (appx.50%) USD300 tuition fee charged</li> <li><i>Students are responsible for other fees such as textbooks for both courses.</i></li> <li><i>Scholarship for Korean language course is only offered during the regular semesters (fall &amp; spring). Students must register and pay tuition directly to KLEC if they wish to take Korean language course during the summer and winter.</i></li> </ul>										
<b>Intensive Korean Language Course (KAP200)</b>	<p><b>Korean Language for Academic Purposes (KAP200)</b></p> <table border="1" data-bbox="307 648 1208 903"> <tr> <td>Schedule</td> <td>Mon-Fri (5 times a week) * 10 weeks , 200 hours</td> </tr> <tr> <td>Class Size</td> <td>Around 12-16</td> </tr> <tr> <td>Levels</td> <td>1-6 (1 lowest level)</td> </tr> <tr> <td>Fee</td> <td>Tuition waived. Textbook KRW50,000 - KRW65,000</td> </tr> <tr> <td>Credits</td> <td>12 credits</td> </tr> </table> <ul style="list-style-type: none"> <li>Only students <u>majoring or minoring in Korean Language or Korean Studies</u> will be allowed to register for the intensive program (KAP200). Transcripts that student submits upon application will be used to determine the student's academic major/minor. Students who study East Asian Studies or International Studies with a focus on Korea must submit a recommendation letter to enroll in KAP200.</li> <li>There is a deposit payment of USD300 to enroll in KAP200. This deposit will be returned to students at the end of the semester if students meet the minimum attendance requirement. Students are required to attend more than 80% of classes.</li> <li>Students with other academic majors can take KAP200 but they are not subject to the scholarship offered by Sogang OIA thus will have to pay full tuition.</li> <li>Students who take KAP200 must register for a regular course (3 credits) from the university to maintain their status as an exchange student.</li> </ul>	Schedule	Mon-Fri (5 times a week) * 10 weeks , 200 hours	Class Size	Around 12-16	Levels	1-6 (1 lowest level)	Fee	Tuition waived. Textbook KRW50,000 - KRW65,000	Credits	12 credits
Schedule	Mon-Fri (5 times a week) * 10 weeks , 200 hours										
Class Size	Around 12-16										
Levels	1-6 (1 lowest level)										
Fee	Tuition waived. Textbook KRW50,000 - KRW65,000										
Credits	12 credits										
<b>Evening Korean Language Course (KGP60)</b>	<p><b>Korean Language for General Purposes (KGP60)</b></p> <table border="1" data-bbox="307 1406 1208 1661"> <tr> <td>Schedule</td> <td>Mon, Tue, Thu (3 times a week)* 10 weeks, 60 hours</td> </tr> <tr> <td>Class Size</td> <td>Around 12-16</td> </tr> <tr> <td>Levels</td> <td>1-3 (1 lowest level)</td> </tr> <tr> <td>Fee</td> <td>Partial Scholarship. Textbook KRW50,000 - KRW65,000</td> </tr> <tr> <td>Credits</td> <td>3 credits</td> </tr> </table> <ul style="list-style-type: none"> <li>Students taking KGP60 will be offered partial scholarship so they only need to pay USD300 to take the course. There is no deposit payment required.</li> <li>Students across all academic majors can take KGP60.</li> </ul>	Schedule	Mon, Tue, Thu (3 times a week)* 10 weeks, 60 hours	Class Size	Around 12-16	Levels	1-3 (1 lowest level)	Fee	Partial Scholarship. Textbook KRW50,000 - KRW65,000	Credits	3 credits
Schedule	Mon, Tue, Thu (3 times a week)* 10 weeks, 60 hours										
Class Size	Around 12-16										
Levels	1-3 (1 lowest level)										
Fee	Partial Scholarship. Textbook KRW50,000 - KRW65,000										
Credits	3 credits										
<b>Registration</b>	Students must register for the Korean language course through Sogang's online application system when submitting their application for exchange. Students are required to make the necessary deposit or tuition payment within the designated registration period to be able to take the course.										
<b>KLEC Website</b>	<a href="https://klec.sogang.ac.kr/?url=/main/index.php">https://klec.sogang.ac.kr/?url=/main/index.php</a>										

## Housing

### On-Campus Housing

#### Gonzaga Hall (On-campus dormitory)

<http://gonzaga.sogang.ac.kr/home/main.jsp>

#### Application

Students must apply for on-campus housing upon submitting the exchange program application. Students are also required to submit a Health Report Form with an official hospital stamp if they wish to apply for on-campus housing.

#### Room Rate

Prices in Korean Won (KRW)

	16 weeks (Semester only)			25 weeks (Semester + vacation)		
Room	1,528,000			2,356,000		
Meals	Plan A	Plan B	No meals	Plan A	Plan B	No meals
	507,000	647,500	-	787,800	1,001,000	-
Total	2,035,000	2,175,500	1,528,000	3,143,800	3,357,000	2,356,000

※ Prices are based on the rates from 2018 Spring semester and are subject to change.

#### Meal Plan

There is no kitchen in Gonzaga Hall. Instead, there are two types of meal plans that students can choose from. Plan A offers 60% of the total number of meals and Plan B offers 85% of the total number of meals. Only breakfast and dinner are served at Gonzaga.

#### Room Type

Double room (2 students in 1 room)

#### Room Facilities

Single bed, wardrobe, desk, chair, bathroom with a shower, telephone, air conditioner, internet access, 220 volt outlets (bring adapter for appliances).

※ Students must bring their own bedding (blankets and sheets) and pillows.

### Off-campus Housing

Office of International Affairs does not offer off-campus housing assistance. However, students can refer to some of the links provided below to search for places to stay off-campus.

<http://urseoul.com/>

<http://shareplus.co.kr/>

<http://seoul.craigslist.co.kr/roo/>

<http://ko.airbnb.com>

[www.borderless-house.kr/kr/](http://www.borderless-house.kr/kr/)

<http://www.homestaykorea.com/>

<http://www.stayforu.com>

## Estimated Cost of Living

Below is an estimate of the cost of living in Korea per month. The actual cost can differ depending on the student's life style. Please note that all costs below are subject to change without prior notice.

Housing	KRW 400,000 to KRW1,500,000
Meals	KRW 500,000
Transportation	KRW 100,000
Books & Supplies	KRW 100,000
Miscellaneous	KRW 150,000

## Visa / Immigration

<b>Visa to Korea</b>	<p>Exchange students have to apply for a visa (D-2-6) <u>prior to</u> their arrival in Korea. Students need to take the documents included in their acceptance package to the local Korean Embassy or Consulate and apply for visa.</p> <p>Required documents for visa application</p> <ul style="list-style-type: none"><li>• Certificate of Admission</li><li>• Letter of Acceptance</li><li>• Certificate of Business Registration of Sogang University</li></ul> <p>Additional documents may be required depending on the student's place of residence. Please contact the local Korean Embassy or Consulate and check the documents required for visa application.</p> <p>It is strongly recommended that students plan ahead and apply for their visa as soon as they receive their acceptance packages. Without a valid visa, students may have to cancel their exchange semester at Sogang.</p>
<b>Alien Registration</b>	<p>Upon arrival, all exchange students must apply for Alien Registration. All foreigners intending to stay in Korea for more than 90 days are subject to Alien Registration. Sogang OIA will assist students with Alien Registration when the semester begins.</p>

## Additional Information

<b>Insurance</b>	<p>All exchange students are required to submit a copy of insurance certificate that covers all medical costs, emergencies, and accidents during the period of their study at Sogang. Without a valid insurance certificate, student's enrollment at Sogang can be cancelled. It is important that students are covered by their insurance from their arrival date to departure date.</p>
<b>Buddy Program</b>	<p>Sogang has a student organization called Hands Up for Gathering (HUG). Buddies from HUG are Sogang students who help international students adjust smoothly into the life and culture of Korea. HUG organizes different field trips, parties, Korean language tutoring, and many cultural activities. Students can apply for the buddy program when submitting their online application for exchange.</p>