

# Korea University Business School

## Fact Sheet for Student Exchange Program



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<b>Korea University Business School</b>	<a href="http://biz.korea.ac.kr/en">biz.korea.ac.kr/en</a>

KUBS International Office		
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Students General Inquiries	
<b>General Inquiries</b>	(Main) In vacancy E-mail : <a href="mailto:kubs_exchange@korea.ac.kr">kubs_exchange@korea.ac.kr</a> (Sub) E-mail: <a href="mailto:kubsintl@korea.ac.kr">kubsintl@korea.ac.kr</a>



### Global Initiative Korea University Business School

<b>KUBS History</b>	<b>1905</b>	First Commerce Department in Korea
	<b>1953</b>	First MS/Ph.D. program in Korea
	<b>1963</b>	First Evening MBA (Korea MBA) in Korea
	<b>1994</b>	First Global Internship Program in Korea
	<b>2003</b>	First Executive MBA program in Korea
	<b>2006</b>	First Full-Time MBA Programs (Global MBA, Finance MBA) in Korea
	<b>2007</b>	Accreditations from AACSB (2005) and EQUIS (2007)
	<b>2008</b>	Tri-University Collaboration Program (S <sup>3</sup> Asia MBA: Fudan-NUS-KU)
	<b>2010</b>	Re-accreditations from AACSB and EQUIS
	<b>2011</b>	First Business School in Korea to be ranked in the UTD Top 100 Business School Rankings
	<b>2015</b>	2 <sup>nd</sup> re-accreditation from AACSB and EQUIS
		Academic member of CEMS alliance in Korea
	<b>2016</b>	Founding of KUBS Worldwide University Business Research Rankings
		Opening of KUBS Startup Institute
	<b>2017</b>	Asia Tri-lateral Seminar (KUBS-Hitotsubashi-PHBS)
<b>KUBS Achievements</b>	<b>2018</b>	The largest number of KUBS alumni among current CEOs at Korea's 100 most influential companies.
	<b>2019</b>	Ranked 1 <sup>st</sup> in producing the most successful CPA candidates for 4 consecutive years (109 in 2019).
	<b>2020</b>	49th place in Business & Management studies in 2020 QS World University Rankings, ranks 1st among private Korean universities
		<ul style="list-style-type: none"> <li>◆ Dual International Accreditations: First Institution in Korea accredited by both AACSB (2005) and EQUIS (2007)</li> <li>◆ Faculty Size: 82 full-time faculty members (largest in Korea at the college level)</li> <li>◆ Ranked 19<sup>th</sup> in Financial Times Top 100 Executive MBA Rankings 2020 (1<sup>st</sup> in Korea)</li> <li>◆ Ranked 48<sup>th</sup> in Business &amp; Management, 57<sup>th</sup> in Accounting &amp; finance in 2021 QS World University Rankings by subject</li> <li>◆ Ranked 148<sup>th</sup> (1<sup>st</sup> in Korea) in 2021 Best Global Universities Rankings: Economics and Business Area (U.S. News &amp; World Report)</li> <li>◆ Ranked 117<sup>th</sup> in THE World University Rankings 2021 by Subject (Business &amp; Management)</li> <li>◆ Ranked No. 1 Business School in Korea for 13 consecutive years (2008-2020, Hankyung Business Survey of HR managers from the Top 300 companies)</li> <li>◆ Highest pass rate on CPA exam for five consecutive years (127 students qualified in 2020)</li> <li>◆ No. 1 Producer of CEOs of Korea's top 100 companies as a single university department – Han Kyung Business</li> </ul>



KUBS Student Body					
Programs		Target Segments		Total No. of Students	No. of International Students
Undergraduate Degree (BBA)		Top-level high school graduates		2115	397
Academic Graduate Degree Programs		MS	4 Year college graduates	153	48
		Ph.D.	Master graduates	84	6
		MS & Ph.D. Integrated	Unified course of the master’s and the doctor’s	19	1
Professional Graduate Degree Programs	Full-time	S <sup>3</sup> Asia MBA	Mid-level managers in Korea, China, and Singapore	26	16
		Global MBA	Mid-Level managers	49	16
		GMIM (CEMS)	4 Year college graduates	6	5
	Part-time	Korea MBA	Part-time (Evening) MBA	379	2
		Executive MBA	Senior managers	100	0
		Finance MBA	Prospective finance industry experts	58	0

KUBS Academic Programs for Exchange Students		
Program	Term	Details
BBA (Undergraduate)	Semester	<ul style="list-style-type: none"> <li>63% of courses conducted in English</li> </ul>
MS (Graduate)	Semester	<ul style="list-style-type: none"> <li>50% of courses conducted in English</li> <li>Research oriented, theory-based courses</li> <li>Eligibility: Students studying at the MS (or graduate) level who acquired a Bachelor's degree.</li> </ul>
Global MBA (GMBA)	Module	<ul style="list-style-type: none"> <li>Approximately 90% of courses conducted in English</li> <li>Practice oriented courses</li> <li>Eligibility: students who acquired a Bachelor's degree (or equivalent, Master's/Doctor's degree if applicable) work experience recommended</li> <li>MS students are able to apply for the GMBA Program</li> </ul>

(As of 2021 Fall semester)

Academic Schedule & Deadlines				
Academic Schedule			Nomination Deadline	Application Deadline
Month	Semester (BBA&MS)	Module (GMBA)		
September 1 ~ December 21 (tentative)	Fall Semester (1 <sup>st</sup> semester)	Module 1	April 20	May 14
		Module 2		
March 2~ June 21 (tentative)	Spring Semester (2 <sup>nd</sup> semester)	Module 4	October 13 (Aprox)	November 10 (Aprox)
		Module 5		



Nomination & Application	
Entry Requirements	<ul style="list-style-type: none"> <li>• Must have good academic standing A minimum GPA of 2.5 on a 4.0 scale (GPA by US standard)</li> <li>• Must be currently enrolled at home institution (Undergraduates must have completed a minimum of 2 full semesters at their home institution before the Nomination/Application starts (Transferred undergraduates / Postgraduates: 1 semester)</li> <li>• Must be officially nominated by home institution</li> <li>• Must be fluent in either Korean or English (Recommended English Proficiency Test scores: TOEFL IBT 89, TOEIC 800, or IELTS 6.5. English level acknowledgement letter from the home institution can also be used)</li> <li>• <b>Students who are in their final year of study and/or have required courses that must be taken for graduation are not allowed to participate in our exchange program</b>, as there is a high demand for our business major courses and it is highly possible that students will be unable to take the courses that they need.</li> </ul> <p><b>We would accept the students who can be flexible with their credits during their exchange year, as our KUBS have always very high demands for the undergraduate Business courses. Please be aware of the tight situation regarding the undergraduate course registration at our institution and to be flexible regarding your course selection. (We are sorry to ask you and thank you very much for kindly understanding our situation as well.) For these reasons, we do not accept the students who must have a number of credits or who are in their final year of study and/or have required courses that must be taken for graduation are not recommended to participate in our exchange program. (KUBS cannot guarantee)</b></p>
Required Documents for Application	<p><b>Nominees must have Gmail account with their email address, not other email address such as their home institution as our important notice emails could not be sent, and later KU Portal ID can be only created by the Gmail account. Please provide us your Gmail account email address to receive all of our important emails.</b></p> <p><b>1) Online Application Form (will be sent to the nominees via email)</b></p> <p><b>2) One Passport-sized Photo (JPEG file only / 3.5cm x 4.5 cm / file size under 1MB)</b> - This photo will also be used to issue your student ID card, so please do not upload inappropriate photos.</p> <p><b>3) Official Academic Transcript</b> - Current transcript in English with grading scale demonstrating the equivalent to 2.5 (out of 4.0) and including grades for at least 2 full semesters (Transfer/Postgraduates: 1 semester)</p> <p><b>4) Letter of Academic Reference</b> - MUST be completed by a student's professor or an academic advisor who is familiar with the student's college-level work and is able to attest to his or her character, maturity and self-sufficiency - MUST include the recommender's name, title, and the school's logo - Please let us know via email if your professor or school advisor will send it to us directly.</p> <p><b>5) Health Certificates (the form can be downloaded from the application page)</b> - All exchange students are required to complete this form and submit it within the application period. Those who do not submit the form will not be accepted to Korea University Business School. This form must be completed by a physician/doctor only. * Only the examination taken in <b>October to November (for spring semester)</b> and <b>April to May (for fall semester)</b> is acceptable. (examination date must be within 2 months from the start of the application period)</p> <p><b>6) Statement of purpose and goals</b> - Describe the purpose and goals of his or her exchange semester in 1 or 2 pages of word file (A4 size) - Students should write the reason why they chose KUBS as a study abroad destination and also what they hope to achieve</p> <p><b>7) Copy of Passport Identification Page</b> – (which shows a student's photo, name, and passport number, etc.) – <b>MUST be valid for 6 months</b> beyond the period of student's intended stay in Korea. (If you plan to apply for a new passport, you should inform us in advance) * <b>If you have two passports (multiple nationalities), you must provide us with the passport in which you will get the visa, and the student must arrive in Korea with the same passport that they have got the visa.</b></p> <p><b>8) Letter of confirmation for private insurance/travel insurance</b> - Must cover the entire study abroad period, can be uploaded after application submission - MUST state the name, dates of coverage and benefits in ENGLISH - Insurance can be submitted via email even after submission of the online application as students usually enroll right before their departure. Submission deadline: <b>July 31 (Fall) / January 31 (Spring)</b> to program manager via email.</p>

\* All supporting documents MUST be written in English or have English translations.



	<p>* All incoming international students will be automatically registered for the mandatory NHI (National Health Insurance in Korea) when they create an alien registration card at the immigration office after their arrival in Korea. Insurance plan from March 2021 due to Korean government's policy change. The fee is approximately KRW 70,030 per month (students must pay during their stay in Korea). No action is required from students, as they are automatically subscribed to health insurance by the NHIS after creating their Alien Registration Card.</p> <p>However, all international students are required to have private insurance that takes effect throughout their study period apart from NHI as the coverage of NHI may not be enough to cover all medical expenses for serious illness and injury which may cause a serious financial hardship. <b>It is required for the students to have both private insurance and Korean National Health Insurance.</b></p> <p><i>* For Korean passport holders, must submit the certificate of NHI instead</i></p> <p><b>9) Pledge</b> – Available at KUBS online application link</p> <p>- Must be handwritten (only for the blanks of the form)</p> <p><b>10) Certificate of Enrollment with consular confirmation or Apostille. (Additional document required for NON-OECD country nationals)</b></p> <p>NON-OECD country nationals must submit an official Certificate of Enrollment of the current home university with consular confirmation or Apostille from the Korean embassy or consulate in the country where the university is located to the KUBS International Affairs Team by POST before Nov 14 for Spring semester and May 12 for Fall semester to complete the application.</p> <p><b>Submission deadline : Nov 14 for Spring semester and May 12 for Fall semester by POST (Original Hardcopy Only)</b></p> <p>Office address : KUBS International Affairs Team, Korea University Business School, #304, Business School Main Hall, 145 Anam-Ro, Seongbuk-Gu, Seoul, Republic of Korea(02841)</p> <p><b>11) Bank Statement (for non-Korean passport holders only)</b></p> <p>– Must submit a bank statement opened under your name showing a minimum balance of <b>US\$ 5,000 (1 semester), US\$ 10,000 (2 semesters) or the same amount of the applicant's country's currency issued between October to December (for Spring semester) / between April to June (for Fall semester) to program manager by Jan 1st for Spring semester, July 1st for Fall semester.</b></p> <p>–If you cannot provide your bank statement, you can submit your mother's or father's bank statement along with a copy of your 'family relation certificate' or any other official document that can replace the family relation certificate. The certificate must be in English. If not, please attach the English translated version with the following statement for confirmation, 'translated by [ ], date and signature'. (Notarization is not required)</p> <p>If you are a scholarship recipient, please submit an official certificate or letter that proves your scholar status and the amount of scholarship benefits such as monthly allowances and so on for the entire study period.</p> <p><i>*OECD country nationals : By email only (kubs_exchange@korea.ac.kr) - same as before (original soft copy via email)</i></p> <p><i>*Non-OECD country nationals : By post only (Office address : KUBS International Affairs Team, Korea University Business School, #304, Business School Main Hall, 145 Anam-Ro, Seongbuk-Gu, Seoul, Republic of Korea(02841))</i></p> <p><i>* It is highly advised that students get two original copies (bank statement) from the bank as one should be submitted to Korea University and another one to the Korean embassy (while applying for the visa). Details will also be sent to students too upon acceptance with application email.</i></p> <p><i>* Due to a strengthening in the immigration law that we must abide by, only the students who have <b>Bank statement issued by the bank located in China</b> are additionally required to submit, (Regardless of their nationality)</i></p> <ol style="list-style-type: none"> <li>1) The bank statement issued within 30 days of their application date for the visa</li> <li>2) The bank statement validity period must remain at least 30 days of the date of application for visa</li> </ol> <p><b><i>* Your Certificate of Admission and Letter of Admission can be issued upon receiving the bank statement (All students) and the Certificate of Enrollment with consular confirmation or Apostille (For NON-OECD country nationals only)</i></b></p> <p><b><i>* The sooner you submit the bank statement (for All) / Apostille (only for NON-OECD nationals), the sooner you will receive the Certificate of Admission and Letter of Admission from December for Spring term / from June for Fall term.</i></b></p>
<p><b>Nomination and Application Procedure for Student Exchange Program</b></p>	<ol style="list-style-type: none"> <li>1. Before the official nomination, program managers at partner universities MUST jointly agree on the number of slots for each academic year with the KUBS exchange program manager.</li> <li>2. Once the number of nominees are confirmed, the KUBS Nomination Sheet will be distributed at the beginning of April (for fall semester) and October (for spring semester).</li> <li>3. A link to KUBS's online application will be given to the nominees within one week after the nomination, and they MUST complete the online application by the deadline indicated.</li> <li>4. After June (for fall semester) and December (for spring semester), the 'Admission Package' including 1) original copy of Letter of Admission, 2) Certificate of Admission, and 3) Business License of Korea</li> </ol>



	<p>University will be sent to the students to their e-mail (For students who completely submitted all the application form and required documents)</p> <p>5. All the exchange students MUST have worldwide insurance coverage for a study abroad program during the whole duration of their stay at KUBS. Those who do not submit the letter of confirmation for private insurance will NOT be allowed to enroll at KUBS even if they have received the Letter of Admission.</p> <p>6. The letter of confirmation for private insurance can be submitted either at the time of online application or via e-mail by end of July (for fall semester) and January (for spring semester).</p>
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Course Information														
Majors	Accounting / Finance / International Business / Logistics, Service & Operations Management (LSOM) / Management / Marketing / Management Information System (MIS)													
Course List	Refer to <Academic Offerings> from page 7-8													
Class Size	• BBA: 15~100 (35 students per class on average) • MS: 5~15 (less than 20 students per class on average) • GMBA: Different each semester													
Tests	Midterm exam, Final exam, Presentations, Group work, etc. (varies by class)													
Workload per Credit Hour	• 3 credits= 3 hrs/wk, 16 wks/semester • 2 credits= 4 hrs/wk, (GMBA) 8 wks/module													
Credit Hour Limit	<div>•<table><tr><th>Program</th><th>Maximum Limit</th><th>Regular (non-exchange)</th></tr><tr><td>BBA</td><td>19 credits per semester</td><td>Normally take 4-6 classes (12 - 18credits)</td></tr><tr><td>MS</td><td>12 graduate credits per semester (If student takes undergraduate courses, max 19 credits)</td><td>Normally take 3-4 classes (9 - 12credits)</td></tr><tr><td>GMBA</td><td>Two modules cannot exceed 19 credits</td><td>Normally take 2-4 classes each module</td></tr></table><p><b><u>Students must take at least 1 course per semester/module.</u></b></p><p><b>MS graduate students must take at least 1 GRADUATE course from Business major or non-Business graduate courses per semester.</b></p><p><b>GMBA students must take at least 1 course (2 credits) per module.</b></p><p><b>* Even if you take one course, you will be recognized as a full-time student at KUBS. However, you should also check the minimum number of credits to be taken with your home university coordinator.</b></p></div>		Program	Maximum Limit	Regular (non-exchange)	BBA	19 credits per semester	Normally take 4-6 classes (12 - 18credits)	MS	12 graduate credits per semester (If student takes undergraduate courses, max 19 credits)	Normally take 3-4 classes (9 - 12credits)	GMBA	Two modules cannot exceed 19 credits	Normally take 2-4 classes each module
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Grading System		
Professors have full authority for evaluating students. Each student's academic performance is graded according to the following criteria: exams and assignment results, attendance, and class participation, etc. A minimum of 70% attendance is required in order for a student to earn a passing grade.		
Letter Grade	Grade Point	Percentage
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 – 69
D	1.0	60 – 64
F (NA)	Fail	59

### Academic Offerings

BBA Courses (Undergraduate)	<p><a href="http://sugang.korea.ac.kr">http://sugang.korea.ac.kr</a> &gt; Major Subject &gt; Korea University Business School</p> <ul style="list-style-type: none"> <li>• Students may refer to the course list from the previous corresponding semester. (e.g. 2022 Spring Semester students should refer to 2021 Spring semester) The course list is to be used as a reference only as not all courses may be offered.</li> <li>- Students may refer to the course list from the corresponding semester of the previous year as it will remain similar. However, courses are subject to change every semester and we cannot guarantee all the courses will be available. Students are responsible for making a back-up plan for their course registration.</li> <li>- The Course List for the upcoming semester will be released in mid-July and mid-January.</li> <li>• Students are responsible for checking the latest course list in July for the fall semester and in January for the spring semester. The lists offered in Fall and Spring may differ, so please check carefully.</li> <li>• Courses conducted in English are indicated as “(English)”.</li> <li>• All KUBS undergraduate courses taught in English are open to the exchange students. (Exception: “BUSS163 Introduction to Business” and “BUSS402 Management Strategy”)</li> <li>• Click on the Course No. link to see the syllabus. If no information is available, please click the ‘Upload File’ link at the bottom of the page for the syllabus.</li> <li>• Exchange students can take non-business courses if pre-requisites are met and they have successfully registered online. (<b>Non-available subjects</b>: Medicine, Nursing, Pharmacy, Law, Teacher Education, Division of Information Security(Department of Cyber Defense), School of Art and Design and all the courses at <i>Sejong</i> campus, which is indicated as S in the Campus category)</li> <li>• BBA students CANNOT take MS/MBA courses.</li> </ul>
MS Courses (Graduate)	<p><a href="http://sugang.korea.ac.kr/graduate">http://sugang.korea.ac.kr/graduate</a> &gt; Search course: Graduate Course &gt; Select Graduate School &gt; Department of Business Administration</p> <ul style="list-style-type: none"> <li>• Students may refer to the course list from the previous corresponding semester. (e.g. 2023 Fall Semester students should refer to 2022 Fall semester) However not all courses are guaranteed to be open, and only a selected number of classes will be available among the courses which will be announced after application.</li> <li>• Courses offered in English are indicated as “(English)”.</li> <li>• Click on the Course No. link to see the syllabus of each course. If none is available, please click the ‘syllabus document’ link at the bottom of the page.</li> <li>• <b>The final list of business courses available to exchange students will be distributed via email to individual students in August for the fall semester and in February for the spring semester.</b></li> <li>• <b>Students MUST be aware that <i>not all business graduate courses are available</i>. By participating in KUBS exchange program, they will be coming <i>at their own risk</i> of taking limited courses.</b></li> <li>• <b>MS graduate students must take at least 1 GRADUATE course from Business major or non-Business graduate courses per semester.</b></li> <li>• Students can take graduate courses provided by other departments regardless of major, as long as they meet the requirements (prerequisites) and have the professor’s permission. (Only subjects under the category of “Graduate School” are available. MBA courses or Graduate School of International Studies are not available. <b>Non-available subjects</b>: Medicine, Nursing, Pharmacy, Law, Teacher Education, Division</li> </ul>



	<p>of Information Security(Department of Cyber Defense), School of Art and Design and all the courses at <i>Sejong</i> campus, which is indicated as S in the Campus category)</p> <ul style="list-style-type: none"> <li>Course codes with IDC, IIC, IAC, IPS, IRC, IKS, IAS are courses from the &lt;Graduate School of International Studies&gt; which are not open to any exchange students.</li> <li><b>MS students are allowed to take BBA courses</b> (refer to the above BBA Courses), but <b>GMBA courses are not available</b> (<u>students are responsible for checking with the program manager at their home institution regarding the compatibility of undergraduate courses in terms of credit transfer</u>).</li> </ul>
<b>MBA Courses (GMBA)</b>	<p><a href="http://sugang.korea.ac.kr/graduate">http://sugang.korea.ac.kr/graduate</a> &gt; Search course: Graduate Course &gt; Choose semester (Fall incoming: Module 1 &amp; 2/ Spring incoming: Module 4 &amp; 5) &gt; Business Administration &gt; Global MBA</p> <p>* The semester should be set as Module #, not fall or spring</p> <ul style="list-style-type: none"> <li>Change the setting for <i>Year</i> and <i>Term</i> to the previous corresponding module. (e.g. 2021 module 4 for 2022 module 4)</li> <li>Click on the Course No. link to see the syllabus. If no information is available, please click the 'syllabus document' link at the bottom of the page for the syllabus.</li> <li>The final list of courses available to exchange students will be distributed via email in August for module 1, September for module 2, February for module 4 and March for module 5.</li> <li>As core courses are offered in the fall (modules 1&amp;2) and electives are offered in spring (modules 4&amp;5), it is recommended for exchange students at the MBA level to come in spring in terms of course selection since most students will have already taken their core courses at their home institution.</li> <li><b>MBA students CANNOT take BBA/MS courses, or courses other than GMBA</b></li> <li><b>GMBA students must take at least 1 course (2 credits) per module.</b></li> </ul>
<b>Korean Language Courses</b>	<ul style="list-style-type: none"> <li>Korean language courses for BBA/MS students are offered during regular semesters. There are 5 different levels from Beginner to Advanced.</li> <li>For those who wish to take Korean language classes, no prior knowledge of the Korean language is required but there might be placement test depending on the lecturer. It will be held on the first day of the class.</li> <li>Korean courses for exchange students can be found at <a href="http://sugang.korea.ac.kr">http://sugang.korea.ac.kr</a> &gt; General Subject &gt; General Studies &gt; Electives &gt; IFLS108 – 113 / IFLS240 – 247.</li> <li>Non-credit Korean language classes are offered for 4 weeks during the summer/winter vacation to exchange students who completed a regular semester at KU, regardless of academic level. For further information please refer to <a href="https://klc.korea.ac.kr/index.do">https://klc.korea.ac.kr/index.do</a></li> </ul>

Course Registration						
Schedule	Fall Semester			Spring Semester		
	BBA	MS	MBA	BBA	MS	MBA
<b>Preparatory Preferred Course Listing</b>	Early August	N/A	N/A	Early February	N/A	N/A
<b>Course Registration</b>	Mid-August	End of August	Mid-August	Mid-February	End of February	Mid-February
<b>Add/Drop Period</b>	Early September	Early September	First week of first module	Early March	Early March	First week of first module
<p>*** No changes can be made after final Add/Drop period ends</p> <p>* Preparatory Preferred Course Listing for BBA students allows students to expedite course registration before the official registration period begins. Spring semester Early-February / Fall semester Early-August (TBC)</p> <p>* At Korea University, every course has limited openings not only for exchange/visiting students but also for regular KU students. While the number of vacancies for regular KU students depends on their enrolled year (e.g. sophomore), exchange/visiting students are counted separately. If the number of exchange/visiting students who have selected a specific course (e.g. WORLD ECONOMY AND BUSINESS) during</p>						



the 'Preferred Course Listing' period is equal to or below the number of quota available to exchange/visiting students, the course will be automatically registered (The quota for exchange/visiting students is usually 15% of total enrollment in each class).

- \* Students may refer to the course list from the corresponding semester of the previous year as it will remain similar. However, courses are subject to change every semester and we cannot guarantee its availability. Students are responsible to make a back-up plan for their course plan. KU cannot recommend or find a course for individual students in principle of fairness. It is student's responsibility to make a backup plan (plan B) when they make their course schedule.
- \* Detailed information with specific dates and complete instruction will be sent to students prior to the course registration period in July/August for the fall semester and January/February for the spring semester, and students are responsible for reading and following the guideline very carefully.

#### **Important Notice regarding course registration**

- \* We are experiencing a high demand for some areas of the courses, especially in Business School, Media and Communication and International Studies. This means students must be aware that it may be very difficult to register for these courses and there will be No Guarantee for their preferred choices.
- \* KU cannot recommend or find a course for individual student for fairness issue.  
It is student's responsibility to make a backup plan when they make their course plan.

KUBS cannot guarantee any courses for exchange students. Therefore, we request students to be very flexible with their course selections and also be ready with a plan B.

Students are responsible for checking with the program manager at their home institution regarding the credit transfer in advance as you cannot change the course list after the final revision period.

### **Accommodation**

<b>On-campus Accommodation</b>		All on-campus accommodations are located within about 20 minutes of walking distance from the main campus. (Prices may vary; visit, <a href="https://gsc.korea.ac.kr">https://gsc.korea.ac.kr</a> > Student Services > Accommodation) * On-campus housing is not guaranteed so please be prudent before applying if your major concern in choosing a study abroad destination is on-campus accommodation.			
<b>Residence Hall</b>	<b>Type</b>	<b>Fall Semester (4 months)</b>	<b>Summer A / Winter A</b>	<b>Summer B / Winter B</b>	<b>Spring Semester (4 months)</b>
CJ International House (w/ Bath)	Single	KRW 2,000,000	KRW 500,000	KRW 1,000,000	KRW 2,074,000
	Double	KRW 1,580,000	KRW 395,000	KRW 790,000	KRW 1,671,400
Anam Global House (w/ Bath)	Double	KRW 1,580,000	KRW 395,000	KRW 790,000	KRW 1,671,400
	Triple	KRW 940,000	KRW 235,000	KRW 470,000	KRW 940,000
<b>Applying for On-campus Accommodation</b>		<p>*The price might have been changed from above chart. Please make sure to check the updated price and all the information from the On-campus website.</p> <p><b>Online Application Period</b></p> <p>-Exchange students are eligible to apply for on-campus housing (CJ International House).</p> <p>-Students are required to apply for housing online at <a href="https://dorm.korea.ac.kr">https://dorm.korea.ac.kr</a> (First come first serve basis) Applications past the deadline will not be considered for placement.</p> <p>-Students who are assigned a room at the on-campus dormitory will be required to take a tuberculosis test (x-ray, blood test, or skin test) dating after July 1st for fall semester and January 1st for spring semester. The certificate must be issued in Korean or English only. The TB test result should be submitted to the dormitory, not to the KUBS.</p> <ul style="list-style-type: none"> <li>• Fall Semester: Early June ~ Early July</li> <li>• Spring Semester: Early December ~ Early January</li> </ul> <p>- You can also find more details and information at <a href="http://gsc.korea.ac.kr">http://gsc.korea.ac.kr</a> &gt; Exchange/Visiting Student &gt; Board or from the below On-campus website.</p> <p>Details will be sent before the application period.</p> <p>-Residence Office Web: <a href="https://dorm.korea.ac.kr/">https://dorm.korea.ac.kr/</a></p>			



	<p>E-mail: <a href="mailto:reslife@korea.ac.kr">reslife@korea.ac.kr</a>  Phone: +82-2-3290-1554  Fax: +82-2-929-3184</p> <p>However, please note that <b>IT IS VERY DIFFICULT FOR KUBS EXCHANGE STUDENTS TO GET A ROOM IN ONE OF THE ON-CAMPUS DORMITORIES</b> due to its assignment priority and limited spaces. Therefore, it is highly recommended for students to find and prepare to stay in off-campus accommodation in case on-campus housing is not provided (which is very likely).</p>
<b>Off-campus Accommodation</b>	<p>There are numerous private student accommodations called <i>Goshitel</i> near campus, in 5-10 minutes walking distance. These accommodations vary widely in terms of room size and rate. Prices range from approximately KRW 500,000 to KRW 700,000 per month, and the average price is about KRW 550,000.</p> <p>For more options, these are some sources you may want to consider for off campus housing.</p> <ol style="list-style-type: none"> <li>1. Goshipages (mostly sharehouses) - <a href="http://goshipages.com">http://goshipages.com</a></li> <li>2. Ziptoss - <a href="https://ziptoss.com/">https://ziptoss.com/</a></li> <li>3. Airbnb</li> <li>4. <a href="http://www.booking.com">www.booking.com</a></li> </ol> <p>Homestay Korea (<a href="http://homestaykorea.com">http://homestaykorea.com</a>) can arrange students with families willing to host a homestay student, and reservations are available in English.</p> <p>-Off-housing recommendation list will be sent within admission package for students to refer to.</p> <p>-Off-campus accommodation information can be also found at <a href="http://gsc.korea.ac.kr">http://gsc.korea.ac.kr</a> &gt; <b>Student Services &gt; Accommodation.</b></p>

### Insurance

<b>Private Health/Travel Insurance</b> (for non-Korean passport holders only)	<p>All KUBS incoming exchange students except for those with Korean citizenship <b>MUST</b> have worldwide insurance coverage, and the benefits should provide for all injuries and illnesses that may occur during the entire duration of their stay in Korea.</p> <p>** All incoming international students are required to enroll in the mandatory Korean National Health Insurance(NHI) plan from March 2021 due to Korean government's policy change. The fee is approximately KRW 70,030 per month (students must pay during their stay in Korea). No action is required from students, as they are automatically subscribed to health insurance by the NHIS after creating their Alien Registration Card. <b>It is required for the students to have both private insurance and Korean National Health Insurance.</b></p> <p>*Submission deadline: Spring semester : January 31 / Fall semester : July 31 via our email.</p> <p>* For Korean passport holders, must submit the certificate of NHI instead</p>
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### Visa

<b>For foreigners of non-Korean descent</b>	<p>KUBS exchange students of non-Korean descent <b>MUST have a D-2-6 visa</b> (exchange student visa) to study at KUBS. They can apply for a visa at the nearest Korean Embassy or Korean consulate in their home country by submitting the documents in the admission packet: Certificate of Admission, Letter of Admission, and Business License of Korea University (students with <b>Chinese nationality MUST apply in the country where their home institution is located, however, if the Korean Embassy allows, it is available</b>).</p> <p>** Additional documents might be required: A copy of agreement with partner university (Please ask your home institution's exchange coordinator)</p> <p>※ Extra documents may be required depending on student's Nationality.</p> <p>* If you have two passports (multiple nationalities), you must provide us with the passport which you will get the visa, and the student must arrive in Korea with the same passport that they have got the visa.</p> <p>Those who are going to travel and apply for the student visa in countries other than their home country <b>MUST</b> make sure to check if they can process the visa application there.</p>
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	<b>*Important notice: Once the student arrives to Korea with a visa and the student leaves Korea before making an Alien Registration Card (ARC) from here, their visa will be cancelled. Please remember this before making travel plans after arriving in Korea.</b>
<b>For foreigners of Korean descent / individual holding Korean and other (dual) citizenship</b>	Requirements for obtaining a visa may vary for foreigners of Korean descent and/or individuals holding Korean and other (dual) citizenship. Thus, they MUST check with the Korean Embassy or Korean consulate in their place of residence before applying to our exchange program.
<b>For Korean passport holders / F-4 visa holders</b>	Students holding a Korean passport or F-4 visa do not have to apply for any other specific visa to study at KUBS. (Must check the allowed period)

<b>Arrival Guide</b>	
<b>Orientation for Exchange Students</b>	Orientation (offline) is <b>MANDATORY</b> for all incoming exchange students. <ul style="list-style-type: none"> <li>• Fall Semester: a week before the semester starts in August</li> <li>• Spring Semester: a week before the semester starts in February</li> <li>* Specific dates to be announced.</li> </ul>
<b>Recommended Arrival Date</b>	<b>On-campus Accommodation Move-in Date</b> <ul style="list-style-type: none"> <li>• Fall Semester: Mid-August (14 days prior to the semester start date)</li> <li>• Spring Semester: Mid-February (14 days prior to the semester start date)</li> </ul> <b>On-campus Accommodation Move-out Date</b> <ul style="list-style-type: none"> <li>• Fall Semester: Sunday right after the finals week</li> <li>• Spring Semester: Sunday right after the finals week</li> </ul> However, unlike the on-campus dormitory, there are no official check-in/out dates for off-campus housing, as the rental fee is calculated according to the date the student moves in.
<b>COVID-19</b>	Currently, all the regulations such as 7-days mandatory quarantine and arrival PCR test has lifted, but we will inform you in advance if the policy changes. Please refer to the <a href="http://gsc.korea.ac.kr">http://gsc.korea.ac.kr</a> > <b>Exchange/Visiting Students &gt; Board</b>
<b>How to Get to KUBS</b>	<ul style="list-style-type: none"> <li>• <b>Airport Shuttle Bus:</b> <a href="https://www.airport.kr/ap/ko/index.do">https://www.airport.kr/ap/ko/index.do</a> &gt; To &amp; From &gt; Airport Shuttle Bus</li> <li>• <b>By public transportation:</b> <a href="http://oia.korea.ac.kr">http://oia.korea.ac.kr</a> &gt; Introduction &gt; Visit KU &gt; Transportation</li> </ul>

<b>Estimated Living Expenses in Seoul</b>	
<b>Tuition Fee</b>	Waived at the host institution; paid only to the student's home institution
<b>Korean National Health Insurance Fee</b>	Approx. KRW 56,030 per month
<b>On-campus Accommodation</b>	* Students are required to apply for housing online on a separate website. ( <a href="https://dorm.korea.ac.kr/">https://dorm.korea.ac.kr/</a> )
<b>Off-campus Accommodation</b>	Approx. KRW 350,000 ~ 650,000 per month
<b>Food/Meals</b>	Approx. KRW 400,000 per month
<b>Local Transportation</b>	Approx. KRW 100,000 per month
<b>Academic Expenses</b>	Approx. KRW 150,000 per semester (mainly textbooks)
<b>Personal Expenses</b>	Approx. KRW 300,000 per month but may vary

\*This information could have been changed, therefore always check the updated version from the regarding websites.

Student Services	
<b>Korea University Buddy Assistants (KUBA)</b>	KUBA is a buddy matching program that connects incoming exchange students with KU domestic students. International students will have the opportunity to experience and participate in KU's events and learn about Korean culture while building strong friendships with their buddies. All exchange students will be assigned to a KUBA buddy by default.
<b>KUBS Buddy Program (Undergraduate only)</b>	KUBS Buddy is a KUBS student organization specifically designed to help KUBS undergraduate exchange students (not available to MS and GMBA students) adjust to KUBS life and give advice in course selections. KUBS undergraduate exchange students will join the KUBS Buddy program without an application.
<b>Campus Facilities</b>	Library, Computer Lab, Fitness Club, Bookstore, Print Shop, Post Office, Stationery, Bank, ATMs, Cafeteria, Restaurant, Mobile Shop, Hair Salon, Convenience Store

**\*\* Please visit KU GLOBAL SERVICE CENTER website to find more information < <https://gsc.korea.ac.kr/> >**

Activities & Events			
<b>Seoul City Tour</b>	August	February	A sightseeing tour to famous places in Seoul
<b>Annual Korea University – Yonsei University Sporting Event</b>	October		A sporting event between Korea University and Yonsei University
<b>University Festival (<i>Ipselenti</i>)</b>	May		KU's annual school festival (K-POP concert)

Academic Transcript	
<p>KUBS sends out students' initial copies of academic transcripts to their home institutions in late January (for fall semester) and in July (for spring semester) free of charge when they complete their semester(s) at KUBS.</p> <ul style="list-style-type: none"> <li>• Fall Semester: at the end of January – beginning of February</li> <li>• Spring Semester: at the end of July– beginning of August               <ul style="list-style-type: none"> <li>- We will send the digital version via email first, but if you need the hard copy as well, you can request us once you get our email regarding the transcript.</li> <li>- For students who will be studying at our KUBS for a full year, we will send out their academic transcript after they have finished all 2 semesters. (1 year)</li> <li>- If full year students need the first semester's transcript, they can issue it by themselves by visiting One Stop Service Center, located in Central Plaza in KU.</li> </ul> </li> </ul> <p>* Should students need more copies, they can make an online request and pay extra fees at <a href="https://gsc.korea.ac.kr/">https://gsc.korea.ac.kr/</a> &gt; Exchange/Visiting Student &gt; Requests &gt; Transcript Request.</p>	

**\*Any inquiries are welcomed via our email ([kubs\\_exchange@korea.ac.kr](mailto:kubs_exchange@korea.ac.kr))**