

# MYONGJI UNIVERSITY

## APPLICATION GUIDELINE FOR 2024 FALL EXCHANGE PROGRAM



- ✓ **Courses offered in 2024 Fall are subject to change without prior notice**
- ✓ On-campus dormitory is not available due to renovation.  
Information about off-campus housing can be found at : [international.mju.ac.kr](http://international.mju.ac.kr)
- ✓ Each student is required to choose his/her study track according to his/her own language proficiency.
- ✓ Course registration : Tutorial on how to register for courses will be distributed in August.

## Academic Information

### ① Fall Semester

- Mandatory Orientation : 27.08.2024 ~ 28.08.2024 (*may change*)
- Beginning of Term : 02.09.2024
- End of Term : 13.12.2024 (*may change*)
- Leave Date : Before 13.01.2025 (for one semester students)

### ② Spring Semester

- Mandatory Orientation : 26.02.2025 ~ 27.03.2025 (*may change*)
- Beginning of Term : 03.03.2025
- End of Term : 13.06.2025 (*may change*)
- Leave Date : Before 13.07.2025 (for two semesters students)

## Qualifications

### Students must:

- ① Be officially nominated by the home university and completed at least one academic year in the home university.
- ② Choose the program depending on their language proficiency:
  - ENGLISH TRACK** : TOEFL IBT 70 or above (or IELTS 5.5, TOEFL ITP 527, TOEIC 750 ) OR proved by the home university for an excellent level of English language skills
  
  - KOREAN TRACK** : TOPIK Level 3 or up
  
  - CHINESE TRACK** : Students whose mother tongue is Chinese
- ③ Be a non-Korean national

## Application Procedure

Contact Home University	Students should contact the international office of his/her home university to start the application procedure.
▼	
Receive Instruction from Home University	Home university's international office should instruct students who have chosen MJU as an exchange destination to start the online application process ( <a href="http://international.mju.ac.kr">international.mju.ac.kr</a> )
▼	
Complete your Online Application	Students must complete the application form at <a href="http://international.mju.ac.kr">http://international.mju.ac.kr</a> . Check below for the required documents when applying.
▼	
Gets accepted by MJU	MJU will Issue the Certificate of Admission, Letter of Acceptance, and other related materials by late December-early January (for the Spring semester) and late June-early July (for the Fall semester).
▼	
Apply for visa	Students must apply for the visa as soon as they receive the Certificate of Admission, Letter of Acceptance, and Certificate of Business Registration.
▼	
Pay for the Dormitory <i>(if applicable)</i>	For students who checked the dormitory when submitting the application, the dormitory office will contact them separately for them to pay for the dormitory.
▼	
Purchase the Flight Ticket	Students should purchase the flight ticket after they receive the visa since it is not guaranteed that they will get a visa in time.
▼	
Purchase the Travel Insurance	Students must purchase and send us travel insurance that covers from the day of the departure to Mid-April (for the Spring semester) and to Mid-October (for the Fall semester).
▼	
Apply for KLEC <i>(if applicable)</i>	Students who wish to take additional intensive Korean courses must apply on their own and pay an additional fee for the courses.

## VISA

Once students receive the Letter of Acceptance, Certificate of Admission, and Certificate of Business Registration, they must visit the nearest Korean embassy/consulate at the earliest date possible to apply for a student visa. Make sure you contact the embassy/consulate in advance to find the required visa documents. Respective Korean embassy/consulates have sole discretion on the issuance of a visa, and Myongji University is not in a position to offer any support in this regard. It may take over three months in certain countries, or different documents may be required depending on the country. Please DO NOT purchase your plane ticket until you obtain a visa (since there is no 100% guarantee that your visa will be issued in time).

## Required Documents (OECD Countries)

All documents should be uploaded as a PDF, except for the ID photo, which should be a JPG.

The documents below are documents needed for applying to Myongji University.

You may need to prepare additional documents for applying for the visa.

No.	Document	Information
1	Online Application ( <a href="http://international.mju.ac.kr">international.mju.ac.kr</a> )	
2	Passport copy	-A copy of the first page of the passport -The Code below MUST be visible -Passport must be valid at least until June 2025
3	Identification copy (valid in your home country)	i.e., driver's license, residence card, student card - Must include student's name and date of birth
4	Guardian (Parental) Consent Form	
5	Nomination Form	By International Office coordinator, professor, academic advisor, or Dean/Director responsible for the exchange program
6	Official Transcript in English (with total average GPA)	
7	Certificate of Enrollment in English	<u>No need for an apostille</u>
8	TOPIK, TOEFL, IELTS test report	if applicable
9	Bank balance statement of a minimum \$5,000 (for 1-semester exchange students) (\$10,000 for 2-semester exchange students)	The certificate of bank balance can be of either the applicant himself/herself or his/her legal guardians. Please submit the document to prove the parent-child relationship in case of the latter.
10	Colored ID Photo(JPG)	-An ID photo taken at a <b>photo studio ONLY</b> <b>*Photos taken with mobile phones are not accepted.</b> -MUST be white background (3.5cm×4.5cm) -Bring 2 photos with you to Korea.
11	Copy of Certificate of Travel Insurance purchased in your home country	- The insurance should be effective from the day of your departure for approximately 90 days. (Once you register for an official ID card, you will be automatically subscribed to the Korean National Health Service. You are required to be covered under private insurance until your registration in Korea.

### OECD Countries :

AUSTRALIA / AUSTRIA / BELGIUM / CANADA / CHILE / COLOMBIA / COSTA RICA / CZECH REPUBLIC / DENMARK / ESTONIA / FINLAND / FRANCE / GERMANY / GREECE / HUNGARY / ICELAND / IRELAND / ISRAEL / ITALY / JAPAN / LATVIA / LITHUANIA / LUXEMBOURG / MEXICO / NETHERLANDS / NEW ZEALAND / NORWAY / POLAND / PORTUGAL / SLOVAK REPUBLIC / SLOVENIA / SPAIN / SWEDEN / SWITZERLAND / TÜRKIYE / UNITED KINGDOM / UNITED STATES

## Required Documents (non-OECD Countries)

All documents should be uploaded as a PDF, except for the ID photo, which should be a JPG.

The documents below are documents needed for applying to Myongji University.

You may need to prepare additional documents for applying for the visa.

No.	Document	Information
1	Online Application ( <a href="http://international.mju.ac.kr">international.mju.ac.kr</a> )	
2	Passport copy	-A copy of the first page of the passport -The Code below MUST be visible -Passport must be valid at least until June 2025
3	Identification copy (valid in your home country)	i.e., driver's license, residence card, student card -Must include student's name and date of birth
4	Guardian (Parental) Consent Form	
5	Nomination Form	By International Office coordinator, professor, academic advisor, or Dean/Director responsible for the exchange program
6	Official Transcript in English (with total average GPA)	
7	Certificate of Enrollment in English	Nationals of non-OECD member countries: Must be certified by the Korean Embassy for Consular Confirmation or be attached by Apostille, issued by the competent authority
	For Chinese students only (Submit ENGLISH version)	In accordance with the new regulation of the Ministry of Education in Korea, required for students holding Chinese citizenship to submit 在线验证报告. Can be issued from <a href="http://www.chsi.com.cn">http://www.chsi.com.cn</a>
8	TOPIK, TOEFL, IELTS test report	if applicable
9	Bank balance statement of a minimum \$5,000 (for 1-semester exchange students) (\$10,000 for 2-semester exchange students)	The certificate of bank balance can be of either the applicant himself/herself or his/her legal guardians. Please submit the document to prove the parent-child relationship in case of the latter.
		<Chinese Students> - Only from 中国工商银行, 中国农业银行, 中国银行, 中国建设银行 The money should be frozen -for one semester students, until 13 December, 2024 -for two-semester students, until 13 June, 2025
10	Colored ID Photo(JPG)	-An ID photo taken at a <b>photo studio ONLY</b> <b>*Photos taken with mobile phones are not accepted.</b> -MUST be white background (3.5cm×4.5cm) -Bring 2 photos with you to Korea.
11	Copy of Certificate of Travel Insurance purchased in your home country	- The insurance should be effective from the day of your departure for approximately 90 days. (Once you register for an official ID card, you will be automatically subscribed to the Korean National Health Service. You are required to be covered under private insurance until your registration in Korea.

### Information about Apostille / Consular Confirmation

Official Certificate of Graduation must be certified by the Korean Embassy for Consular Confirmation or be attached by Apostille, issued by the competent authority.

1. Students applying from a country that is a party to the Apostille Convention: Must request the competent authority to issue the Apostille, which is then to be attached to your document.

※Please contact the Ministry of Foreign Affairs and Trade for related inquiries

2. Students applying from a country that is not a party to the Apostille Convention: Must have their high school diploma certified by the Korean embassy in your city/country of residence or the respective embassy/consular in Korea for Consular confirmation.

# Course Registration

\* The courses for the 2024 Fall semester may change due to various reasons.

There are two campuses: Seoul and Yongin (divided by faculty).

Students will first choose the program track (English, Korean, or Chinese) depending on their language proficiency, and depending on the chosen track, they will choose the faculty:

※ All Students must take a minimum 12 to maximum 17 credits per semester.

<b>KOREAN TRACK</b>	
<b>Eligibility</b>	TOPIK 3 or higher
<b>Major</b>	<b>Students Can Choose Any Major</b>
<b>Campus</b>	Depending on the Chosen Major
<b>Courses</b>	Any Courses (all delivered in Korean)
Colleges and Majors in Seoul/Yongin campus can be found at: <a href="http://international.mju.ac.kr" style="color: white;">international.mju.ac.kr</a>	

<b>ENGLISH TRACK</b>		
<b>Eligibility</b>	TOEFL 70, IELTS 5.5, TOEIC 750	
<b>Major</b>	<b>Major Courses</b>	
<b>Seoul Campus</b>	<b>Political Science &amp; Diplomacy</b>	- Practice of International Politics (3) - International Security (3)
	<b>Digital Media</b>	- Media Literacy in Digital Age (3) - Research Method in Media (3) - PR Strategy (3)
	<b>Public Administration</b>	- Non-profit Organization (3) - Intro. to Public Administration (3)
	<b>Business Mgmt and Int' Trade</b>	- Principles of Financial Management (3) - Strategic Management (3) - Case Study of Global Mgmt Strategies (3)
	<b>Elective</b>	- <b>Korean Language Conversation (Intro/Basic)</b> - <b>Korean Language Grammar (Intro)</b> - <b>Korean Language Application (Intro)</b> - <b>Korean Language Reading (Intro/Basic)</b> - Asian International Relations (3) - Globalization and Social Change (3) - Understanding of International Development Cooperation (3) - Integrative Approach to Global Diversity: Society and Culture (3) - Understanding International Politics (3) - Introduction to Global Corporate Strategy (3) - Korean History and Culture (3) - Economy and Business of Korea (3) - Understanding on North Korea (3) - How to Debate in the Digital Era (3) - Business and management (2)

<b>Yongin Campus</b>	<b>Architecture</b>	<ul style="list-style-type: none"> <li>- Architectural Design Studio (5)</li> <li>- Space Design (5)</li> <li>- Urban Design Theory (3)</li> </ul>
	<b>Elective</b>	<ul style="list-style-type: none"> <li>- Korean Language Conversation (Basic)</li> <li>- Korean Language Grammar (Basic)</li> <li>- Korean Language Application (Basic)</li> <li>- Korean Language Reading (Basic)</li> </ul>

<b>CHINESE TRACK</b>		
Eligibility	Chinese as a native language	
Major	Major Courses	
<b>Yongin Campus</b>	<b>Global Business</b>	<ul style="list-style-type: none"> <li>- 경영전략 Management Strategy (3)</li> <li>- 인사관리 Human Resource Management (3)</li> <li>- 국제경영 International Business (3)</li> <li>- 중국비즈니스전략 International Marketing (3)</li> <li>- 기업윤리와지속경영 Business Ethics and Sustainability Management (3)</li> <li>- 글로벌기업가정신창업 Global Entrepreneurship and Startup (3)</li> <li>- 국제마케팅 International Marketing (3)</li> </ul> and more
	<b>Elective</b>	<ul style="list-style-type: none"> <li>- Korean Language Conversation (Basic)</li> <li>- Korean Language Grammar (Basic)</li> <li>- Korean Language Application (Basic)</li> <li>- Korean Language Reading (Basic)</li> </ul>

# KLEC Registration for Exchange Students

\* Exchange students must apply for KLEC on their own. The international office does not do it for them.

Year	Semester	Course Dates(YYYY.MM.DD)	Registration and payment deadline
2024	Spring	2024.03.08(Fri)~2024.05.21(Tue)	2024.02.05(Mon)~08(Thu)
	Summer	2024.06.10(Mon)~2024.08.19(Mon)	2024.05.06(Mon)~09(Thu)
	Fall	2024.09.05(Thu)~2024.11.20(Wed)	2024.08.05(Mon)~08(Thu)
	Winter	2024.12.06(Fri)~2025.02.21(Fri)	2024.11.04(Mon)~07(Thu)
2025	Spring	2025.03.11(Tue)~2025.05.21(Wed)	2025.02.03(Mon)~06(Thu)
	Summer	2025.06.09(Mon)~2025.08.18(Mon)	2025.05.05.(Mon)~08(Thu)
	Fall	2025.09.04(Thu)~2025.11.19(Wed)	2025.08.04(Mon)~07(Thu)
	Winter	2025.12.08(Mon)~2026.02.20(Fri)	2025.11.03(Mon)~06(Thu)

※ Dates are subject to change

- The Korean Language Education Center (KLEC) is available on both campuses. Composed of 4 Sessions, each session lasts for 12 weeks. Exchange students have the option to take:
  - <Coming at Spring Semester>
    - For the 1-semester student: Spring Session
    - For the 2-semester student: Spring, Summer, Fall Session
  - <Coming at Fall Semester>
    - For the 1-semester student: Fall Session
    - For the 2-semester student: Fall, Winter, Spring Session
- Each KLEC semester is 6 credits. Depending on your period of enrollment in KLEC, the number of credits you can register will change because the total cannot exceed 17 (total = KLI + Regular undergraduate). For example,
  - [Example Case 1]
    - If you take 1 semester of KLEC, which is 6 credits, the maximum number of credits you can register for undergraduate (major or elective) courses are 11, therefore.
  - [Example Case 2]
    - If you take 2 semesters of KLEC, which are 12 credits, the maximum number of credits you can register for undergraduate (major or elective) courses are 5, therefore.
- Spring and summer Session credits go to the Spring Semester, and Fall and Winter Session Credits go to the Fall Semester.
- Tuition : 20% tuition reduction for exchange students per KLEC semester.
- Detailed information can be found at: [klec.mju.ac.kr](http://klec.mju.ac.kr)
- Application Link : <https://forms.office.com/r/nWAEKSeFnF>  
 The link will open ONLY during the application period.



# Accommodations

## Seoul

### <Raon-Nuri (Eungam)>



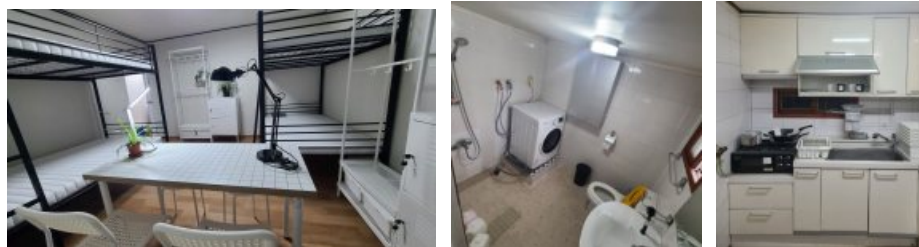
Room Type	Price + Deposit	To/from Univ.	Included
Single	650,000 KRW/month (Deposit: 650,000 KRW)	- 22 min on foot - 7 min on bicycle	TV, Fridge, AC, bed, desk, digital door lock, bed linen, towels, toiletries, wireless internet, personal bathroom with a shower, shared kitchen, shared dining room, shared laundry room, etc.

Website: <http://raon-nuri.kr>

<https://profuse-aura-817.notion.site/Raonnuri-61fdb21180b346d28f58cdd1a7417219>

Address: 9, Gajwa-ro 9-gil, Eunpyeong-gu, Seoul

### <Home Kim A Share house for Women>



Room Type	Price + Deposit	To/from Univ.	Included
4-persons	270,000 KRW/month (Deposit: 500,000 KRW)	5 min on foot	Bed, hanger, desk, drying rack, personal cabinet, AC, hair dryer, fridge, bathroom with a shower, washing machine, kitchen, wireless internet
2-persons	300,000 KRW/month (Deposit: 500,000 KRW)		
Single	490,000 KRW/month (Deposit: 500,000 KRW)		

### <Home Kim B Share house for Women>

Room Type	Price + Deposit	To/from Univ.	Included
4-persons	270,000 KRW/month (Deposit: 500,000 KRW)	5 min on foot	Bed, hanger, desk, drying rack, personal cabinet, AC, hair dryer, fridge, bathroom with a shower, washing machine, kitchen, wireless internet
2-persons	300,000 KWR/month (Deposit: 500,000 KRW)		
Single	490,000 KRW/month (Deposit: 500,000 KRW)		

\* Contract period is 6 months (cannot be changed).

Website: <https://bit.ly/3DMKvVI>

Address: 3floor,120, Jeungga-ro, Seodaemun-gu, Seoul (Home Kim A) /  
53-33, Gajaeul-ro 6-gil, Seodaemun-gu, Seoul (Home Kim B)

## Yongin

### <On-Campus Dormitory>

Room Type	Price + Deposit	To/from Univ.	Included
4-persons (Room w bathroom)	Around 784,000 KRW (Deposit: 30,000 KRW)  Mandatory Meal Plan: - Option A (50 meals): 305,000 KRW - Option B (100 meals): 580,000 KRW - Option C (150 meals): 825,000 KRW	On Campus	Bed, desk, chair, dry rack, wireless internet, digital door lock, bathroom with a shower, shared kitchen, shared laundry room, shared dining room, etc.

Website <https://dorm.mju.ac.kr/dorm/index.do>

Address: 116, Myongji-ro, Cheoin-gu, Yongin-si, Gyeonggi-do,

# Cultural Activities

Exchange students will receive a tuition waiver from Myongji University each semester they attend. All students are required to pay the student activity fee. This activity fee will not be refunded in any way after it has been paid.

## <Student Activity Fee>

The student activity fee is **a mandatory fee** for all our incoming International exchange students that is collected by the Office of International Affairs on behalf of such student governing bodies as the International Students Outreach Club and International Students Association to support their activities.

What is included:

1. 2 cultural/historical events  
(ex. Everland, Lotte World, Han River Cruise, Taekwondo, Kimchi Class, etc.)
2. Games Day – Transportation/lunch included (Fall Semester) OR World Food Festival (Spring Semester)
3. Transportation to the immigration bureau for fingerprint registration
4. Light refreshment on Closing Ceremony
5. Welcome Kit on Orientation Day

## <FAQ>

1. How much is the Activity Fee?  
- It varies each semester (approximately 100,000 ~ 150,000 KRW)
2. How do I make the payment?  
- Via **Flywire**. We will send you the invoice before you arrive.
3. If I don't want to participate in certain activities, can I get a discount?  
- No, there are no discounts for not attending the activities.