

2027 Spring Semester Student Exchange Program Guidelines



1. General Information

■ General Information of the Institution

Name	Seoul National University of Science and Technology (SeoulTech)
Website	www.seoultech.ac.kr

■ Office of International Affairs

Mailing Address	#115, International Hall building (No.38), SeoulTech, 232 Gongneung-ro, Nowon-gu, Seoul, Republic of Korea (postal code: 01811)
Website	https://irt.seoultech.ac.kr/
Tel	(Incoming) +82-2-970-9216
Email	exchange_seoultech@seoultech.ac.kr

2. Eligibility

■ Eligibility

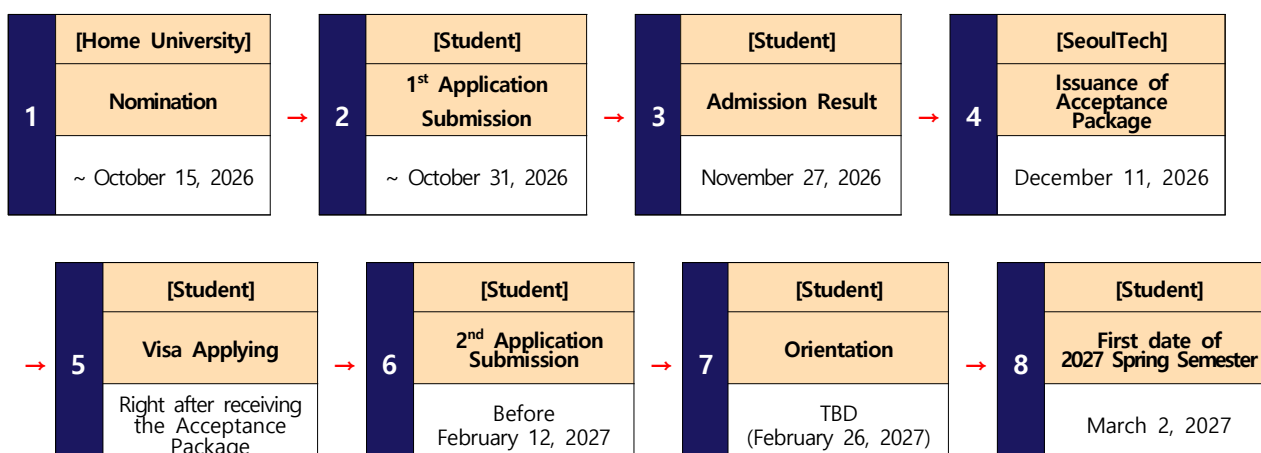
Please check with the office or person in charge of the Student Exchange Program at home university to confirm eligibility.

Exchange student who wishes to study at SeoulTech must;

- Completed at least (Undergraduate) two semesters / (Graduate) one semester at student's home university
 - Be enrolled as a full-time student at home university that has an active student exchange agreement with SeoulTech
 - Be nominated as an exchange student candidate by student home university
 - Be able to study in either English or Korean for at least one semester (4.5 months)
 - Have not studied at any other Korean university in the previous semester
- ※ Based on immigration regulations, D-2-6 student visa holder cannot transfer to another school within Korea

3. Nomination / Application Information

■ Application Procedure



■ Nomination and Application Deadline

	Spring Semester
Nomination Deadline	~ October 15, 2026
Application Deadline	~ October 31, 2026

- Nomination link will be sent directly to the university coordinator.
※ **This link is for the coordinator's use only. Please do not share it with students.**
- Application Link: <http://for-a.seoultech.ac.kr/inbound>
※ **Applications will not be accepted after October 31, 2026**

■ Required Documents Based on Student's Nationality

- Documents must be submitted based on the student's nationality (passport country), regardless of student's home university's location.

OECD countries(38 countries)

Austria, Australia, Belgium, Canada, Chile, Colombia, Costa Rica, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea, Latvia, Lithuania, Luxembourg, Mexico, Netherlands, New Zealand, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkiye, United Kingdom and the United States.

■ **1st Application Document Submission (in English) (~October 31, 2026)**

Link: <http://for-a.seoultech.ac.kr/inbound>

No.	Document	For OECD Nationality	For non-OECD Nationality	Notes
1	Online Application	●	●	Application link will be sent to student who have been officially nominated by student home university
2	Certificate of Enrollment	●	●	(For non-OECD Nationality): Original required to SeoulTech - For Apostille member countries: Notarized with an Apostille - For non-Apostille countries: Authenticated by the Korean Embassy/Consulate ※ CHN students: CHSI only
3	Official Transcript	●	●	(For non-OECD Nationality): Original required to SeoulTech - For Apostille member countries: Notarized with an Apostille - For non-Apostille countries: Authenticated by the Korean Embassy/Consulate
4	Certificate of Language Proficiency	●	●	TOEIC 750 / IELTS 5.5 / TOEFL 72 / Cambridge English Scale 160 / Global Scale of English (Pearson) 59 / DET 100 OR TOPIK(Test of Proficiency in Korean) Level 3 ※ Students who apply to the exchange program using a TOPIK score will be permitted to enroll in Korean-language-taught courses only.
5	Study Plan	●	●	[Form 1] attached
6	Copy of Valid Passport	●	●	Valid for at least 6 months from the semester start date
7	Photo	●	●	Passport-sized: 3.5cm×4.5cm (※ Full face, no hat, front view)

■ **Notification of Admission Result (November 27, 2026)**

- The admission result will be announced through the SeoulTech application system.
- Applicants may check the result online at <http://for-a.seoultech.ac.kr/inbound>

■ **Issuance of Acceptance Package (December 11, 2026)**

The Acceptance Package, containing the following documents, will be sent via email (electronic copy), not by courier (hard copy). Please let us know if you require hard copies.

A. Certificate of Admission

B. Acceptance Letter

C. Certificate of Business Registration

■ **Student Visa Application (Right after receiving the Acceptance Package from SeoulTech)**

- Estimated visa processing time : Approximately 20 to 50 days

※ Processing times vary depending on the consulate, so students are strongly advised to apply for a student visa as soon as possible.

■ **2nd Application Document Submission (in English) (~February 12, 2027)** Link: <http://for-a.seoultech.ac.kr/inbound>

No.	Document	For OECD Nationality	For non-OECD Nationality	Notes
1	Copy of Korea Visa	●	●	All personal information must be clearly visible
2	Flight Itinerary	●	●	Enter flight itinerary information and upload a copy
3	Bank Statement	●	●	Bank statement under the applicant's own name - One semester: USD 6,000 / Two semesters: USD 12,000 (For non-OECD Nationality): Original required to SeoulTech

■ **Only for Dormitory Applicants** ※ Submission link and submission date will be provided from Office of Housing on February

No.	Document	Notes
1	TB test result	- <u>Negative Tuberculosis(TB) test result</u> - Available tests: Chest X-ray, blood test OR skin test ※ Please use the attached [Form 2] if there is no template for the TB test results at the hospital.
2	Measles Vaccination Certificate	- <u>Proof of 2 doses</u> ※ Please use the attached [Form 3] if there is no template for the Measles Vaccination Certificate at the hospital.

4. Academic Information

■ Academic Calendar

2027 Spring Semester	March 2 ~ June 21, 2027
Course Registration	Mid of January 2027 (TBD)
Orientation	February 26, 2027 (TBD)
Midterm Exam	Fourth week of April (TBD)
Final Exam	Third week of June (TBD)

■ Courses

- Course List (<https://global.seoultech.ac.kr/bound/inbound/course>)

The finalized course list offered in English for Spring semester will be announced approximately 4~5 weeks before the start of the semester. In the meantime, please refer to the course list from the previous semester. Please note that exchange students are allowed to select courses only from the Module list.

Please note that **course offerings are relatively flexible and may be added or removed for the upcoming semester**. Therefore, students whose home universities have strict academic requirements, such as specific mandatory courses, should be aware that our university cannot guarantee the availability of particular courses.

- Syllabus

For students' convenience, we have gathered all the syllabi for the Module courses on Google Drive.

▶ (2026 Spring Semester)

<https://drive.google.com/drive/folders/1IGgr8Y7103xdRg0X1qAMuHqznIbMtXmj?usp=sharing>

▶ (2026 Fall Semester)

https://drive.google.com/drive/folders/1wzP4AnJfZKSYiJqh7XX_MxEePq3Pf0rf?usp=sharing

■ Course Registration

- In January 2027, SeoulTech will send finalized Spring 2027 course list approximately 7 days before course registration. Students are **required to submit their course wish-list form within 2~3 days of receiving the finalized course list in order to register for course on time.**

※ Please check your email regularly, including your spam/junk folder.

■ Official Transcript

- The official transcript **will be issued 2~3 weeks after the end of the semester.**

A scanned copy of the transcript will be sent by email to both the student and the international coordinator at the student's home university. If you require a hard copy, please let us know.

■ Grading System

All exchange students can take (Min) 2 credits ~ (Max) 18 credits per semester.

1 Credit = 16 teaching hours including lectures, exam, assignments, and attendance

1 Course = 2 or 3 credits

All courses are offered on a semester basis and run for 16 weeks.

ECTS Conversion Table

SEOULTECH Credit	ECTS
2 credits	4 ECTS
3 credits	6 ECTS
4 credits	8 ECTS
5 credits	10 ECTS
6 credits	12 ECTS

※ Each university has its own credit conversion policy. Students are advised to consult with their home university regarding the credit conversion ratio and to follow their home university's regulations.

5. Accommodation

■ On campus

- SeoulTech does not guarantee accommodation for exchange students.

▶ Dormitory Move in / out Schedule

- Check in Date: Feb 25(Tue) ~ Feb 27(Sat), 2027 (Tentative)
- Check in Time: 10:00 ~ 16:00 (Lunch break time: 12:00~13:00)
- Check out Date: Before 11:00 A.M on June 22(Tue), 2027

▶ Room Conditions

- Please be advised that some dormitory buildings are aging. As a result, the room conditions and facilities may not meet all students' expectations.
- In Room: Bed, desk, chair, closet, drawer, internet access
 - ※ **Bedding (linens, pillows, blankets etc.) is not provided. Students must bring their own.**
- Communal areas: Vending machines, coin-operated laundry rooms (washers/dryers), fitness center, hot/cold water purifiers, study rooms, seminar rooms, an on-site cafe and campus cafeteria (※ Dormitory cafeteria is available only to students who have paid the meal fee)
- Communal Kitchen: Female Sunglim Dormitory(1st floor)/ Male Sunglim Dormitory(8th floor)

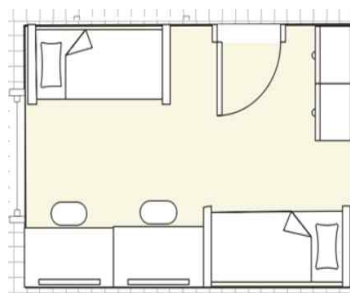
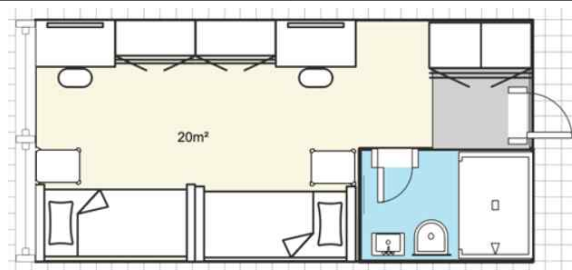
▶ Room Assignment Process

- Rooms are assigned randomly by the Office of Housing
- On the application form, you can only select Sunglim(Male/Female) Dormitory.
- For Sunglim International Hall Dormitory, spaces are extremely limited and current residents are given priority to extend their stay for the following semester. Consequently, the likelihood of being assigned to this hall is very low. Therefore, applications for the Sunglim International Hall Dormitory are accepted on a **waiting list basis only**.
 - ※ How to apply for the waiting list: If you wish to be placed on the waiting list for a single room in the Sunglim International Hall Dormitory you must indicate in the **"Special Request"** section of your exchange application. If a vacancy occurs due to a cancellation, rooms will be assigned based on the order of application submission.

► **Dormitory Room Fee**

Dormitory Building		Room Type		Dormitory fee for 1 Semester(KRW)
Shared kitchen	(Male) Sunglim Dormitory	3 units (2 rooms)	single room(1)	1,329,120
	(Female) Sunglim Dormitory		double room(2)	1,045,980
Kitchen in the room	Sunglim International Hall Dormitory		double room(2)	1,062,360
			single room(1)	2,303,730
			double room(2)	1,601,730
			quad room(4)	1,216,800

※ Dormitory fees can be subject to change

	
(Male) Sunglim Dormitory – single room(1)	(Male) Sunglim Dormitory – double room(2)
	
(Female) Sunglim Dormitory – double room(2)	

► **Dormitory Fee Payment Method**

- After room confirmation results are released, the payment period and method will be announced by Office of Housing
- SeoulTech accepts credit/debit card payments via Flywire.
(Detailed payment instructions will be provided along with the confirmation results)

► **Negative Tuberculosis(TB) test result & Measles Vaccination Certificate(Proof of 2 doses)**

- The submission link and date will be provided from Office of Housing in February
- Tuberculosis(TB) test: Chest X-ray OR blood test OR skin test
 - ※ To reside in the dormitory, the student's test result must be **Negative**. If the result is Positive, the student will be unable to check in. Students are kindly asked to **double-check the "Result"** section of the medical certificate to avoid any issues.
- Measles Vaccination Certificate (**Proof of 2 doses**): If the student completed the two required measles vaccinations in childhood, they must submit the relevant proof. If a record of the two vaccinations cannot be found, the student will be required to receive the vaccinations again.

► **Dormitory Meal Fee (Can only use from Dormitory Cafeteria)**

Meal Option	Meal fee for 1 semester (KRW)
No meals	-
1 Meal a day (Choose 1: Breakfast OR Lunch OR Dinner)	529,200
2 Meals a day (Choose 2)	928,800
3 Meals a day (Breakfast & Lunch & Dinner)	1,296,000

※ Dormitory Meal fees can be subject to change

※ Dormitory Meal plan is not mandatory.

© Due to students' active schedules and varied lifestyles, many exchange students choose not to purchase a long-term dormitory meal plan.

Instead, they prefer to conveniently buy individual meal tickets at the other three campus cafeterias whenever they wish to eat (please note that the dormitory cafeteria is exclusive to those who have paid the dormitory meal fee).

This flexibility allows students to explore various campus dining options or discover a wide variety of restaurants near the university to suit their preferences.

※ **The dormitory cafeteria does not offer Halal or vegetarian options.**

■ **Off campus**

- SeoulTech does not collaborate with any private housing companies. Housing information is provided solely for students' convenience.

※ If any dispute arises between a housing provider and a student, the university will not assume any responsibility.

* Blessing in Seoul : <https://blessing-in.seoulhotelspage.com/en/>

* Stay14 : www.stay14.com

* Goshipages : <https://goshipages.com/ko>

* Borderless House: <https://www.borderless-house.com/kr/>

* Ziptoss: <https://global.ziptoss.com/en/>

* enkostay: <https://stay.enko.kr/>

* HaniSeoul: <https://www.haniseoul.com/>

* Airbnb

- To ensure a smooth visa process, please make sure your landlord can provide the following mandatory residency documents before you book your accommodation. These are required by the Immigration Office for your Alien Registration Card (ARC) application. If your landlord cannot provide them, we strongly advise finding another place to stay.

A. Confirmation of Residence Form: Available for download on the official HiKorea website

B. Proof of the Landlord's Identity

a) For individual landlords: A copy of the landlord's ID card.

※ Please note that some landlords may hesitate. but it is strictly required for your ARC

b) For corporate landlords: A copy of their Certificate of Business Registration (사업자등록증)

C. Housing Contract (Residential Lease Agreement): A formally signed contract between the student and the landlord

6. Visa & Insurance

■ Visa

- Exchange students are required to obtain a student visa (D-2-6) to study in Korea. **Students must apply for their D-2-6 visa prior to arrival.**
 - ※ **A visitor visa cannot be converted into a student visa from within Korea. Pursuing studies under a K-ETA (Tourist Visa) is strictly prohibited.**
- Following the Ministry of Justice's updated regulations and tightened immigration policies introduced in June 2022, additional documentation is now required for exchange students.
 - ※ **The document list below is for reference only. Please be sure to contact the embassy or consulate of your home country to verify the exact required documents for your visa.**
- ▶ **Nationals of OECD countries**
 - Certificate of Admission
 - Letter of Acceptance
 - Certificate of Business Registration
- ▶ **Nationals of Non-OECD countries**
 - Certificate of Admission
 - Letter of Acceptance
 - Certificate of Business Registration
 - Certificate of Enrollment
 - For Apostille member countries: Must be notarized with an Apostille
 - For non-Apostille countries: Must be authenticated by the Korean Embassy
 - Bank statement: The statement must demonstrate sufficient funds to cover living expenses during the exchange period (USD 6,000 for one semester / USD 12,000 for one academic year).
- Visa Processing Time: Approximately 20 to 50 days. (Processing times vary by consulate)
 - ※ As delays may occur, students should apply for their visa immediately after receiving the Acceptance Package from SeoulTech.
- ◎ **Exchange students will most likely be issued a single-entry D-2-6 visa. If student leaves Korea before their Alien Registration Card (ARC) is issued, the visa will expire, and re-entry will not be permitted.**
- ◎ **If a student's passport number changes, SeoulTech must be informed immediately. If the passport number on the Certificate of Admission does not match the passport used for the visa application, the visa will be denied.**

■ National Health Insurance Service (NHIS)

- National Health Insurance is a mandatory program implemented by the Ministry of Health and Welfare in Korea and is not optional. It applies regardless of whether students have private insurance. Once students apply for their Alien Registration Card (ARC) after arrival in Korea and the physical card is issued, their information will be updated in the National Health Insurance system, and they will be automatically enrolled.
- As of 2026, the monthly National Health Insurance premium is KRW 79,310. Payment notices are sent each month to the student's registered residence in Korea.
- NHIS Foreign Language Service: +82-33-811-2001
(Available Languages: English, Chinese, and Vietnamese.)

7. Alien Registration Card (ARC)

There are two ways to apply for the ARC.

■ Group Application - HireVisa

- If you find it difficult to secure an individual appointment or prefer professional assistance, you can apply through HireVisa.
- It takes about 2 ~ 2.5 months from the submission date to receive your card.
- Using an agency will incur an additional service fee of KRW 15,000 on top of the standard government application fee.
 - ※ Service fee is subject to change.

■ Individual Application

- You can apply directly by booking a visit reservation on the HiKorea website (<https://www.hikorea.go.kr/>). Since reservation slots fill up very quickly at the beginning of the semester, you should book your appointment as soon as you arrive in Korea.
 - ※ You must select the **Immigration Office (Sejongno Branch)** when making your reservation.
- This option is generally faster than the group application and takes about 1.5 months to receive ARC.

■ Required Document for ARC

A. Application Form: Available at the immigration office or online

B. Processing Fee: KRW 35,000 (Subject to change by the Ministry of Justice)

C. Certificate of Enrollment (Issued by SeoulTech)

D. Passport and Copy of Passport

E. Visa Grant Notice

F. Photo (Passport-sized: 3.5cm×4.5cm)

- Students should prepare both a high-quality digital file and a printed copy.
- Photo Requirements:
 - a. Must be taken within the last six months.
 - b. Must not be the same photo as the one in your current passport.
 - c. Must be taken against a plain white background.
 - d. Must face the camera directly with both ears clearly visible.

G. Proof of Residence

- **(Dormitory Residents)** A Certificate of Dormitory Residency (issued by the Office of Housing)
- **(Non-Dormitory Residents)**
 - a. Confirmation of Residence Form: Available for download on the official HiKorea website
 - b. Proof of the Landlord's Identity
 - * For individual landlords: A copy of the landlord's ID card
 - * For corporate landlords: A copy of their Certificate of Business Registration (사업자등록증)
 - c. Housing Contract (Residential Lease Agreement): A formally signed contract between the student and the landlord

8. Korean Buddy Program & ISC

■ Korean buddy program & International Student Club (ISC)

ISC (International Student Club) is a student organization at SeoulTech that operates a buddy program for international students. During their stay in Korea, exchange students are supported by ISC members to help make their campus life more enjoyable and enriching.

► Instagram: [@isc_seoultech](https://www.instagram.com/isc_seoultech)