Pre-Arrival Information for Exchange Students (Spring 2014)

There are some important things you should know or have done before arriving in Korea. Please make sure that you have read through the list and if you have any questions or concerns contact our office immediately.

1. Application Documents

Forms	Deadlines
Exchange Student Application Form	November 15
Statement of Purpose	November 15
Nomination Form (coordinator)	November 15
Recommendation Letter (professor)	November 15
Official Transcript	November 15
Passport Copy	November 15
3 Passport-sized Photos	November 15
Housing Application	January 31
Health Certificate	January 31
Health Insurance Waiver	January 31
Arrival Information Form	January 31

2. Schedule

Check-in Period	February 27 ~ March 2
Semester starts	March 3
Add/Drop Period	March 3 ~ 7
Drop Period	March 17 ~ 21
Mid-term week	April 28 ~ 2
Final week	June 16 ~ 21
Semester ends	June 21

3. Visa

Please make sure that you have obtained your **D-2 visa** from the Korean consulate or embassy in your home country.

To apply for a D-2 student visa, you must submit:
- Application form (available at www.hikorea.go.kr)
- Passport
- Visa processing fee
- Certificate of Admission
- Bank Statement or a scholarship certificate proving that you maintain a minimum balance or have a scholarship certificate to receive visa
- Two color photos of the applicant (3.5cm X 4.5cm)
- Other documents required by the Korean consulate

4. Housing

Please complete the apartment application or dormitory application and send it to our office along with other application documents. Please note that you might not be assigned to the housing you apply for based on availability.

Information (subject to change)

		Apartment	Dormitory
Location		Off-campus	On-campus
Room type		In one apartment unit, there are 1 single room, 2 double rooms, living room, kitchen and 1 or 2 bathrooms	1) Single room with bathroom 2) Double room with bathroom 3) Quadruple room with bathroom and kitchenette
Charge	16 weeks	900,000 KRW per person	1) 2,000,000 KRW per person 2) 1,300,000 KRW per person 3) 1,100,000 KRW per person
	24 weeks	1,400,000 KRW per person	1) 3,000,000 KRW per person 2) 1,900,000 KRW per person 3) 1,500,000 KRW per person
Check-in period		February 27 ~ March 2	February 27 ~ March 2
Check-out	16 weeks	June 21	June 21
	24 weeks	August 21 (subject to change)	August 21 (subject to change)
Website		n/a	http://ssudorm.ssu.ac.kr
Payment method		Cash only	Wire transfer only

5. Arrival and Departure dates
Please book your flight ticket according to the accommodation check-in and check-out schedule.
If you are unable to meet this schedule, we can help you find a temporary place to stay.
Some useful websites for temporary stay:
www.hotelwide.com, www.hotel.co.kr, www.kyha.or.kr (Korean Youth Hostels)

6. Airport Pick-up
Arrival pick up service will only be available on designated dates and times.
For the Spring semester 2014, it is scheduled on February 27 and 28, and times as specified below:

Meeting Place: Incheon International Airport Exit Gate 3 (on the 1st floor of the Passenger Terminal)
Date: February 27 and 28
Departure Time: the bus will leave at 7:00 pm.

There are two international airports near Seoul, one is Incheon International Airport (ICN) and the other is Gimpo International Airport (GMP), and the arrival pick-up is only available at the Incheon Airport.

You are strongly advised to book your flight accordingly. Students whose arrival dates fall outside the designated arrival pick up period will have to arrange their own transportation to Soongsil University at their own expenses.

7. How to get to Soongsil University from the airport.
Airport Bus
Airport bus stops are nearby the airport exit gates.
- Bus no. 6016: You need to take off at the Isu Station and take a taxi to the Soongsil University. The bus fee is 10,000 Won
- Bus no. 6017: You need to take off at the Bongcheon Station and take a taxi to the Soongsil. The bus fee is 15,000 Won.
- You can find more information about the airport bus on the website below:
http://www.airport.kr/airport/traffic/bus/busList.iia?flag=E

Airport Express Train (AREX)
It takes about an hour from Incheon Airport to Seoul Station and you can take a taxi from the Seoul Station to Soongsil.
Please refer to the website (http://english.arex.or.kr/jsp/eng/main.jsp) for detail information.

8. Health Insurance
Health Insurance is mandatory for all international exchange students. You are required to have health insurance which covers the entire period of your stay in Korea.
If you want to purchase health insurance in Korea, please refer to the following website: http://www.foreignerdb.com/ssu4
Otherwise, you need to submit the "health insurance waiver form" along with a copy of insurance certificate **until January 31.**
It is also important to make sure that all of your immunizations are up to date. Please visit your health care provider before coming to Korea to check and update as needed.

9. Gym
If you are interested in joining the on-campus gym, please let us know when you submit the exchange student application form. It will cost 50,000KRW(subject to change) for a semester and access is Monday through Friday from 8AM to 8:30PM and Saturday from 9AM to 2:30PM.

10. Alien Registration Card
All visitors living in Korea for more than 90 days are required to register at the immigration office within the period. You will need to visit the immigration office in Mok-dong and submit several documents. SISO will help you with the procedure.

11. Korean Language Classes
All exchange students will be able to take Korean language classes in the evening free of charge. Placement interview will be in the first week of the semester.

12. Events
We have planned four events for you over the semester. Please make note of the dates and we will see you there. The following is a tentative schedule.

March 5	Orientation
April 5	Mini Olympics
May 3	City Tour
June 5	Farewell Party

13. Contact Information
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