



Exchange Student Handbook 2012

Welcome to Hankuk University of Foreign Studies and congratulations on your selection as an exchange student. HUFS is one of Korea's top universities and recognized as the best institution for foreign language education and internationalization in Korea. As an exchange student, you will enjoy a variety of quality courses we proudly offer, and broaden your understanding of Korean culture and society.

This hand book will provide you with helpful information and guidance on your study abroad plan at HUFS. We really look forward to meeting you and working with you within a few months and hope your stay at HUFS will be a profitable one for your educational development.

Contents

Office of International Affairs	-----	1
Student Visa	-----	2
Arrival	-----	3
Housing and Accommodations	-----	5
Orientation & Academics	-----	6
Campus Facilities	-----	8
Health & Insurance	-----	10
Life in Seoul / Pre-departure checklist	-----	11

Office of International Affairs



The Office of International Affairs (OIA) forges partnerships with premier institutions around the world to develop international engagements, which benefit our students, staff, and faculty members. To meet the growing needs of international students, the OIA has established the Global One-Stop Service Center (GOSC) to provide programs which foster interactions between international students and Korean domestic students, to facilitate international students' integration into HUFs campus life, and to sponsor programs and activities centered around the internationally diverse faculty and students which lead to enhanced multicultural awareness among all.

Along with the pre-arrival information packet and welcoming orientation for all international students, GOSC is providing students' with a variety of services and administrative support.

- GOSC Information Desk, staffed with multilingual HUFs students functions as a "HELP DESK", providing immediate answers to international students' questions regarding immigration tasks, class registration procedures, and daily life in Korea.

- GOSC regularly organizes events and cultural activities where Korean students and international students can meet, socialize and learn about each others' cultures.

- Academic advice and guidance by HUFs faculty members, designated as counselors to international students, are always available upon request on a range of issues such as course selection, assessment, or financial problems

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Useful Websites

<http://international.hufs.ac.kr>
<http://summer.hufs.ac.kr>
<http://www.hufs.ac.kr>
<http://www.hufs.ac.kr/globedorm>
<http://www.korean.ac.kr>

Exchange Program/GOSC
International Summer Session
Hankuk University of Foreign Studies
GlobeeDorm (Campus Dorm)
Intensive Korean Language Program

Student Visas



All international students residing outside Korea and who have been accepted to study at Hankuk University of Foreign Studies will need to apply for a student visa at the closest embassy or consulate of the Republic of Korea.

Since it may take anywhere from a few weeks up to several months to obtain a valid student visa, it is very important to inquire as early as possible with the closest embassy or consulate of the Republic of Korea for information regarding visa application requirements and processing times.

※ Required Documents for Obtaining an Overseas Study Visa (D-2)

(Documents may be added or exempted, depending on circumstances)

- Photocopy of passport
- Application for Visa Issuance or Application for Recognition of Visa Issuance
- 2 color photos (3.5cm x 4.5cm)
- Certificate of admission and invitation letter from HUFHS
- Copy of official university transcript (most recent available)
- Certificate of bank balance of person financially responsible for your Korean stay

For more information on D-2 Visa and Embassies of South Korea, please visit the following websites:

http://www.mofat.go.kr/ENG/countries/asiapacific/index.jsp?menu=m_30_10_10

http://www.mofat.go.kr/ENG/countries/northamerica/index.jsp?menu=m_30_20_10

http://www.mofat.go.kr/ENG/countries/latinamerica/index.jsp?menu=m_30_30_10

http://www.mofat.go.kr/ENG/countries/europe/index.jsp?menu=m_30_40_10

http://www.mofat.go.kr/ENG/countries/middleeast/index.jsp?menu=m_30_50_10

Asia-Pacific
North America
Latin America and Caribbean
Europe
Middle East and Africa

Arrival



Once you receive your visa from the Korean Embassy and your flight schedule has been finally confirmed, inform the Global One-Stop Service Center (GOSC) by Phone: 82-2-2173-2065, or by Fax: 82-2-2173-2877, or by email: steve@hufs.ac.kr regarding your flight arrival information with airline name and flight number at Incheon International Airport.

Once you arrive at the Incheon International Airport, go through the Immigration and Customs control. Present your passport and other documents (if required) to the immigration officers. After the inspection, go to the luggage pick up area to collect your luggage.

You should plan on arriving in Seoul **February 22-23 for the Spring semester 2012** and **August 22-23 for the fall semester 2012** if you have applied for on-campus housing. If you arrive before this date, you will be responsible for finding temporary accommodation by yourself to stay until our dormitory opens.

PICK UP Service

○ Airport Pickup

Airport pickup service at your expense is available for all international exchange students. You can make an online reservation here:

<http://www.airhelp.co.kr/english/online.html>



Drop-off Location for HUFS Dorm (Seoul)

- Select "other areas", then "Dongdaemun-Gu"
- Type "Hankuk University of Foreign Studies" for the address
- Identify yourself as an international exchange student in the Special Note section. A greeter carrying a sign with your name on it will be waiting for you at the exit in front of the baggage area after immigration control

Fare : KRW 75,000 as of Jan. 2011 (in a VAN limited to 4 people / subject to change)

Pay when you get on board

○ HUFS ISO Pickup

For international exchange students who have requested HUFS ISO pick-up service on the day of their arrival in Korea, they should take City Bus **no. 6002** from Incheon International Airport to **Cheongnyangni Station**. **The boarding points for City Bus no. 6002 are in front of the airport, at areas 5B or 12A.** (<http://www.airport.kr/airport/traffic/bus/busList.iaa?flag=E>)

Students should purchase their ticket at the ticket booth or from the bus staff before they board the bus. The price is KRW 10,000 and the trip will take about 90 mins.

Please make sure to get off at the correct stop: CHEONGNYANGNI [pronounced **Cheongnyang-ni**]. When students get off the bus at Cheongnyangni, there will be one or two

International Student Organization (ISO) student services team members waiting to escort them to the HUFS dorm. Look for a student carrying a sign saying "HUFS - ISO".

Remember: You must notify us in advance of your arrival date and time so that ISO students can be dispatched to Cheongnyangni Station to meet you.

We recommend that students change the Korean won equivalent of at least USD 100 at the airport to cover such expenses as the airport bus fare into the city, food, and miscellaneous expenses during their first few days in Korea. There is a bank on campus that handles foreign exchange, but banks close at 4:00 p.m. and are not open on the weekends in Korea, so please make sure to be prepared for this.

Incheon International Airport | Airport bus route information CLOSE

Cheongnyangni(6002)

Direction	Airport - Shinseo I-Dong Station
Route	Cheongnyangni (6002)

Bus type	Limousine (Standard)	
Interval	12~15	
Travelling Time	95 min	
First Bus	to Airport	04:30
	to Shinseo I-Dong Station	05:30
Last Bus	to Airport	21:00
	to Shinseo I-Dong Station	23:30
Fees	KRW 9,000	
Vendor Name	Airport Limousine	
Contact	02-2664-9898	

The map shows the bus route starting at Incheon Int'l Airport and ending at Cheongnyangni Station. Key stops include Hapjeong Station, Hotel Seokyo, Sinchon Station, Ahyeon Station, Gwanghwamu, Jongno 3(sam)-ga, and Jongno 4(sa)-ga. Other nearby locations like Ewha Womans Univ. Station, Chungjeongno Station, Jongno 2(i)-ga, Jongno 1(il)-ga, Dongdaemun Market, Dongdaemun Station, Sinseol-dong Station, Seoul municipal Univ., Jeonong Sageori, Jeonong Sageori, Sindab Station, and Dongdaemun-gu Office are also marked.

Airport Bus Route Information (6002) for ISO Pickup

How to request HUFS ISO Pick-up Service

1. Select the type of pickup service you'd like to use on the exchange application form and send the arrival information to our ISO Pickup Team by e-mail (isopickup@gmail.com) when your travel arrangements have been confirmed.
2. Please note that we need to receive notification from you **at least one week before** your arrival in Korea.

* Students who plan to study at the Global Campus (Yongin City) are advised to find relevant arrival information on our website (<http://international.hufs.ac.kr>)

Housing and Accommodations



If you have applied for on-campus housing, you should move in on the following dates:

- February 22-23, 2012 for the Spring Semester 2012
- August 22-23, 2012 for the Fall Semester 2012

When you arrive at our dorm, you need to visit the Dorm Management Office on the first floor during the working hours (9am - 5pm) to pick up your room card and complete the dorm resident's form. If the office is closed when you arrive outside of these hours, you can pick up your room card at the security office, which is located just in front of the elevator for male students' floors. You are required to fill in the dorm resident's form for new students within two days after the date of check-in.

Rooms at "Globeedorm" are air-conditioned and come equipped with free Internet access. Rooms for either two students (doubles) or three students (triples) are available. Double rooms will be assigned for exchange students. However, exchange students can stay in triple rooms upon request and availability.

No cooking facilities are available in the on-campus dormitory. Lunch can be had on campus every day in the student cafeteria. This cafeteria is open to all HUFS students.



You should pay your entire dormitory fee in full for each semester and vacation within the first week. If you fail to make timely payments, your contract may be terminated.

Housing Fees for Double Room@ Seoul Globeedorm (as of Spring Semester 2012)

Semester (16 weeks) : KRW 1,040,000 (including a 40,000 Won security deposit)

Vacation (8 weeks): KRW 500,000 per vacation

Flexible Entry (Early Arrival or Extra Days) : KRW 10,000 per Day

If you want to know more about other facilities or Globeedorm rules, please visit the following websites:

<http://www.hufs.ac.kr/globeedorm>

<http://international.hufs.ac.kr> >> Student Life >> Housing

HUFS Globeedorm

Dorm regulation download

※ HUF S cannot assist exchange students in finding accommodations off-campus.

Orientation and Academics

All international exchange students are strongly encouraged to attend the HUFS New Exchange Students Orientation Program. The New Exchange Students Orientation Program is scheduled to take place on the Friday before classes start. This program will provide exchange students with an opportunity to meet our exchange program coordinator and other students from our partner universities.

○ **Exchange Student Orientation for Spring 2012**

Friday, February 24 / 3:00 pm
Location : To be announced

○ **Exchange Student Orientation for Fall 2012**

Friday, August 24 / 3:00 pm
Location : To be announced



As an exchange student, you will be registered at Hankuk University of Foreign Studies as a full-time non degree student. You will be able to register for a variety of courses in all colleges if you meet the language requirement.

Language Requirements

For courses taught in Korean : Above TOPIK Level 3

For courses taught in English : Over TOEFL CBT 173

We strongly recommend you follow the links below to find information about course offerings, grading system, and class period times. You may select courses from the semesters 2011 since most of them will be available for 2012.

- Class offerings: <http://international.hufs.ac.kr> >> Courses >> Courses & Syllabi

- Grading system and Class Times: <http://international.hufs.ac.kr> >> Courses >> Grades & Class Period

○ **Class Registration & HUFS ID**

Registration for courses takes place in early March for Spring semester and early September for Fall semester. Adding or Dropping courses will also be available during the first two weeks of each semester. During the orientation, you will get information on how to register for courses, and meet with our exchange program coordinator to aid in your course scheduling.

There are two ways for you to register for courses at HUFS:

1) Use the online registration system. Your HUFS ID and Password for this system will be given during the orientation. Since exchange students register for courses after regular HUFS students, you may find some courses unavailable or already full. And there are also some courses restricted and not available for online registration. Moreover, this system is currently available only in Korean, so you may have difficulty in using this system.

2) If you are unable to register for classes using our online registration system, you can use the class registration approval form, which will be posted on our web-based bulletin board. You should fill out the form, attend classes you would like to enroll in, see the professor for approval to register for that course during the first week of the semester, and return the form to our exchange program coordinator as soon as possible.

※ Be prepared to be flexible with the course selection as the OIA/GOSC cannot guarantee enrollment in any specific course. The maximum number of credits you can earn per semester is 20 for undergraduates and 9 for graduates and the usual course load is around 15 credits.

○ *Academic Calendar 2012 – Regular Semester Program*

February 2012	22 (Wed.) ~ 23 (Thurs.) Dorm check in for international students 24 (Fri.) Welcoming Orientation 27 (Mon.) The Spring semester begins 28 (Tue.) Course change (Drop/Add) period starts
March 2012	06 (Tue.) Course change (Drop/Add) period ends 23 (Fri.) Deadline for leave of absence application
April 2012	02 (Mon.) ~ 06 (Fri.) Course cancellation 13 (Fri.) ~ 19 (Thurs.) Mid-term Exams
June 2012	11 (Mon.) ~ 15 (Fri.) Final Exams 18 (Mon.) Summer Vacation starts 25 (Mon.) ~ 29 (Fri.) Final grade appeal period
July 2012	11 (Wed.) International Summer Session in Korean and East Asian Studies starts
August 2012	06 (Mon.) ~ 10 (Fri.) Leave of absence/Returning to school application for 2012 Fall semester Course registration for Fall semester Deadline for making tuition fee payment 10 (Fri.) International Summer Session in Korean and East Asian Studies ends 22 (Wed.) ~ 23 (Thurs.) Dorm check-in for international students 24 (Fri.) Welcoming Orientation 27 (Mon.) The Fall semester starts 27 (Mon.) ~ 31 (Fri.) Course change (Drop/Add) period
October 2012	02 (Tue.) ~ 08 (Mon.) Course Cancellation period 15 (Mon.) ~ 19 (Fri.) Mid-term Exams
December 2012	10 (Mon.) ~ 14 (Fri.) Final Exams 17 (Mon.) Winter vacation starts 24 (Mon.) ~ 28 (Fri.) Final grades appeal period
February 2013	04 (Mon.) ~ 08 (Fri.) Leave of absence/Returning to school application for 2013 Spring semester Course registration period Deadline for making tuition fee payment 20 (Wed.) ~ 21 (Thurs.) Dorm check-in for international students 22 (Fri.) Welcoming Orientation 25 (Mon.) Spring semester starts

○ *Academic Calendar 2012 – Intensive Korean Language Program*

Term	Week	Period
Spring Term	10	March 05 ~ May 11, 2012
Summer Term	10	June 04 ~ August 14, 2012
Fall Term	10	September 03 ~ November 13, 2012
Winter Term	10	December 03, 2012 ~ February 13, 2013

※ **Our intensive Korean language course (Regular terms only) will be offered to any international exchange students at no additional cost.**

Campus Facilities

You will receive a student ID card which will allow you access to various on-campus facilities. When you arrive on campus, you need to visit our Global One-Stop Service Center (GOSC) to pick up your ID card. There is no fee for the card.

○ COMPUTER & INTERNET ACCESS

Wireless connections are available at a number of locations around campus. The library and the Media Center will be among the most useful to international students because there are computers equipped with keyboards in many languages, e.g. Russian, Chinese, Japanese, Arabic, French, German, Spanish, etc. Students can use their own laptops to connect to the Internet on the 1st, 2nd and 3rd floors of the main library and in the on-campus dorm rooms.



Desktop computers with high-speed broadband internet access are available at the main library on floors 3 and 4 and in the computer labs

○ VIEWING DVD, CD & VIDEO MATERIALS

Audio-visual Education/Media Center (ID card needed)	
1st floor Media Center	7 days/week 9:00-23:00
3rd floor DVD/Video check-out center	M-F 9:00-23:00 Sat 9:00-13:00 Sun Closed

NOTE: There is no drop-off point for videos, DVDs or books. You must personally return the borrowed materials during opening hours.



○ MAIN UNIVERSITY LIBRARY

At the main library, International students and faculty have access to books in a number of languages as well as current and past issues of newspapers and academic journals. Books, newspapers, and journals can be read in the library Monday-Friday, 9:00-17:00. Electronic access to the library system and to many journals using your HUFs ID is available 24 hours. Both Korean and English versions of the library homepage are available.



Access hours to library study rooms:

Basement		06:00-24:00
4th floor	1 reading room (air-conditioned)	Open 24 hours
	2 reading rooms (air-conditioned)	06:00-23:00
5th & 6th floors	(air-conditioned)	06:00-23:00

All students must reserve a seat in the library and the system applies every day. Insert ID card into the bar code reader--the monitor will display the numbered seats. Students can select an available number to reserve a seat. The reservation is valid for 4 hours and can be renewed an hour before it expires (renewal is allowed up to 3 times a day)

NOTE: There are no DROP BOXES at the library. Borrowed materials must be returned on the 2nd floor personally during opening hours.

○ **ON-CAMPUS CAFETERIAS**

There are several on-campus dining options for you while you are studying at our university. A meal plan is not available, but you can purchase a pack of meal coupons at reasonable prices.

Student cafeteria (1st floor, Humanities Building)
 Monday through Friday 08:00-18:40
 Saturday 10:00-14:00
 Price Range KRW 1,800-2,500

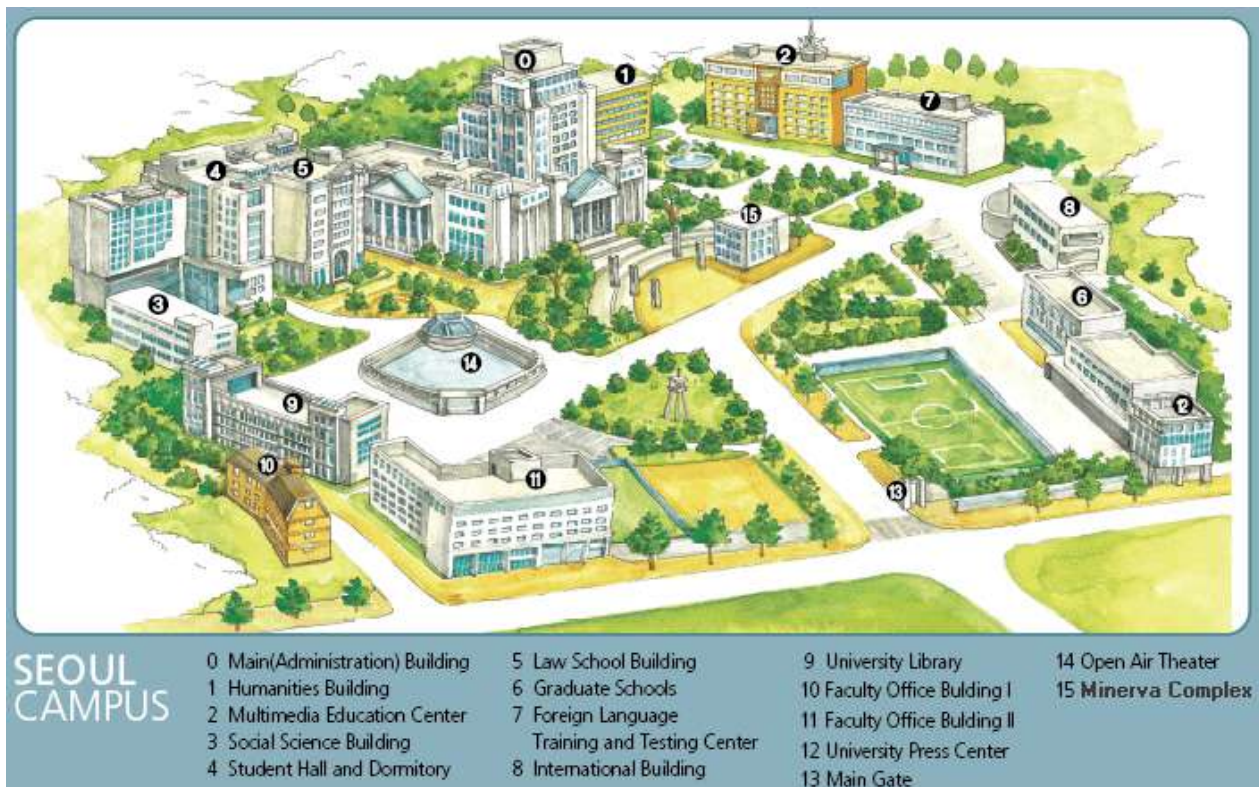
Dormitory cafeteria (1st floor, Dormitory Building)
 7 days 08:00-19:00
 Price Range KRW 2,200 - 2,500

Faculty cafeteria (2nd floor, Faculty Office Building II)
 Monday through Friday 11:00-14:00
 Price KRW 4,500

○ **FITNESS CENTER**

The Gleebe Fitness Center is open to all HUFs students free of charge. You should bring your ID card to use this facility. If you want to rent a locker, a monthly fee of KRW 5,000 will be charged. This fitness center is open from 7:30 am to 9:00 pm Monday through Friday and from 11:00 am to 3:00 pm on Saturdays.

○ **CAMPUS MAP**



Health & Insurance

Health Examination & Health Care

All new dorm residents are required to take a medical examination at the HUFS Health Care Center or submit proof of an authorized health examination report at the time of exchange program application in accordance with the requirements of the Korean Immigration Service and our dormitory regulation.

Document to submit: Health Examination Form

<http://international.hufs.ac.kr> >> Exchange & Visiting Students >> Application form

We provide international students with quality medical service through our on-campus Health Care Center, located on the 2nd floor of the Globeedorm building. This center is open from 9:00 am to 5:00 pm Monday through Friday.

Insurance

Exchange students are responsible for the cost of treatment during their stay here in Korea should any medical emergencies arise. You must, therefore, have medical insurance coverage as a requirement, and verify that the insurance policy you carry covers hospitalization and medical care occurring during international travel and sojourns, as well as repatriation to your home country in case of a serious medical emergency.

If you arrive here without having any medical insurance, you will be enrolled in HUFS International Student Medical Insurance plan and billed for the fee.

Questions about enrolling in the HUFS International Student Medical Insurance plan may be directed to our Global One-Stop Service Center, located on the 1st floor of Minerva Complex (in Building #15 on the campus map). Please contact Ms. KIM Jaemin, 82-2-2173-2066 or gosc@hufs.ac.kr.

Life in Seoul

COST of LIVING



As a guide, you will need between KRW 10,000,000 and KRW 12,000,000 per year (12 months) to pay for accommodation, food, transport, books, clothing, health services, entertainment, etc, but this can vary according to individual circumstances.

A room in a shared house/accommodation, not including food, can cost between KRW 350,000 and KRW 450,000 per month.

TRANSPORTATION



We advise you to get a **public transportation card**. The transportation card saves 100 Won on each ride and it can also be used to transfer between the subway and a bus. The basic fare is 900 Won, and if you make a transfer from the bus to the subway or vice versa within an hour,

there is no additional cost for the use of different modes of transportation. The fare adds up according to the distance covered. You will probably need a minimum of about 50,000 Won per month for transportation costs, depending on how often you leave the campus.

CELL PHONE

If you want to use a cell phone in Korea, you should plan on spending at least KRW 50,000 for that. Having a cell-phone is useful for safety reasons, and it is also extremely convenient when you want to coordinate with your roommates or friends. Here in Korea nearly everyone over the age of 10 or 11 (sometimes younger) has a cell-phone to stay in constant communication with their family and friends, and it has become part of the Korean lifestyle.

INTERNET ACCESS



If you already own a laptop, you will probably find it convenient to bring it, but if not, you can use one of the computer labs on campus. There are many available on campus and of course, they are free and all are equipped with high-speed broadband service. As an exchange student, you will get a HUFs ID card which will give you access to all the computer facilities on campus.

USEFUL WEBSITES

Seoul Global Center

<http://global.seoul.go.kr/>

Hi, Seoul, Soul of Asia

<http://english.seoul.go.kr/>

Korea Net, Gateway to Korea

<http://korea.net/>

Korea Sparkling, Korea Tourism Organization

<http://english.visitkorea.or.kr/>

Pre-departure Checklist

- Obtain a valid student visa for Korea: for non-Koreans only
- Verify with my home university which courses taken at HUFs will receive transfer credit
- Inform HUFs GOSC of my arrival information via email (steve@hufs.ac.kr)
- Organize my accommodation
- Book a temporary accommodation prior to HUFs dorm opens (if required)
- Purchase adequate insurance
- Make copies of important documents such as my passport
- Arranged for cash withdrawal on money transfers from home during my stay in Korea
- Pack medicines if needed
- Have the contact information for the Airport Help or HUFs ISO pickup service
 - Airport Help (Pick up service team): 82-32-743-7911
 - HUFs ISO: isopickup@gmail.com (Seoul Campus), ohsk@hufs.ac.kr (Global Campus)
- Important HUFs Contact Information
 - Exchange Program : Mr. Kwon Yunki / 82-2-2173-2065 / steve@hufs.ac.kr
 - Medical Insurance / Immigration : Ms. Kim Jaemin / 82-2-2173-2066 / gosc@hufs.ac.kr